

SCOPE

This Code of Conduct applies to all members (**Members**) of any Standing Committee constituted by the Football NSW Board (**Board**) from time to time.

PURPOSE

At Football NSW, the Standing Committees play an integral role in bringing a closer alignment and connection between the Football NSW Board and the football community.

The proper functioning of each Standing Committee requires that the discussions are open, constructive and transparent.

This Code of Conduct sets the ethical and behavioural standards expected of all members of a Standing Committee.

CONDITIONS

- (a) A Member must act honestly, in good faith and in the best interests of Football NSW as a whole;
- (b) A Member has a duty to use care and diligence in fulfilling their functions and exercising the powers attached to that Standing Committee;
- (c) A Member must use the role on the Standing Committee, in the best interests of Football NSW as a whole and not for any personal gain;
- (d) A Member must recognise that the primary responsibility is to Football NSW as a whole, but should, where appropriate, have regard for the interests of all stakeholders of Football NSW;
- (e) A Member must not make improper use of information acquired as a member of a Standing Committee;
- (f) A Member must not take improper advantage of the position of a member of a Standing Committee;
- (g) Confidential information received by a Member in the course of the exercise of his or her duties as a member of a Standing Committee remains the property of Football NSW and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Football NSW Board (**Board**), or is required by law;
- (h) A Member must treat fellow Members, Football NSW directors and staff, and stakeholders with respect;
- (i) A Member must not engage in any conduct which is contrary to the Football NSW Grievance and Disciplinary Regulations or the Football Australia Code of Conduct; and
- (j) A Member should not engage in conduct likely to discredit Football NSW or be detrimental to the interests of Football NSW or the game of football generally;
- (k) A Member has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code of Conduct.

COMPLAINTS HANDLING PROCEDURE

Complaints

An allegation that a Member has breached this Code of Conduct (**Complaint**) may be made by the following:

- a Director of Football NSW;
- the Board;
- a member of the Executive of Football NSW;
- a registered Member of Football NSW;
- a Member of a Standing Committee; or
- a Standing Committee.

(each, a **Complainant**).

Complaints Handling Process

A Complaint shall be dealt with in accordance with the procedures set out below:

Written Complaints

A Complaint must:

- be in writing;
- specify which section of this Code of Conduct is alleged to have been breached and contain particulars of the alleged breach; and
- include any available supporting material.

Consideration of a Written Complaint by the Football NSW Board

A written Complaint should be marked “confidential” and submitted to the Head of Legal & Governance of Football NSW. The Head of Legal and Governance will then forward the written Complaint (including any available supporting material) directly to the Board.

The Board may suspend or remove a Nominated Member from a Standing Committee if:

- (a) the Board receives a written recommendation to that effect from that Nominated Member’s Standing Committee, together with the matters taken into account in making that recommendation; or
- (b) the Board forms the view that the Nominated Member has breached the Standing Committee Code of Conduct.

However, the Board may only suspend or remove the Nominated Member if the following steps are complied with:

- (a) in the case if a written recommendation from the Nominated Member’s Standing Committee – Football NSW must give the Nominated Member a copy of the written notification provided to Football NSW by the Standing Committee as soon as practicable after it is received by Football NSW,
- (b) in the case of any other Complaint – Football NSW must give the Nominated Member a written notification that details the Board’s reasons for forming the view that the Nominated Member has breached this Code of Conduct;
- (c) Football NSW must give the Nominated Member at least 14 days’ notice of the Board meeting at which the suspension or removal of the Nominated Member is to be considered; and
- (d) at the Board meeting at which the suspension or removal of the Nominated Member is to be considered, the Nominated Member must be given the opportunity to put their case to the Board by speaking at the meeting.

Sanctions for Breach of Code of Conduct by a Member

Provided the abovementioned steps are complied with, the Board may:

- suspend a Nominated Member from a Standing Committee for a set period of time; or
- remove a Member from a Standing Committee.

Any decision made by the Board in this regard is final and not subject to any review or appeal.

The Board may suspend or remove an Appointed Member from a Standing Committee at any time in its absolute discretion.