



## CODE OF CONDUCT

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## PREFACE

Commitment to ethical professional conduct is expected of Netball America Members (Members) including Officers and Board of Directors. It is a responsibility of Members to know and follow the Code. While the Code is specifically written for Netball America members, Officials, Officers and Board of Directors, we expect Netball America contractors, consultants, volunteers, interns and others who may be temporarily assigned to perform work or services for Netball America to follow the Code in connection with their work for us. Failure of a Netball America member or indirect member provider to follow the Code can result in termination of their relationship with Netball America.

This Code, consists of imperative formulated statements of personal responsibility and identifies the elements of such a commitment. It contains many, but not all, issues which members are likely to face.

Section 1 outlines fundamental ethical considerations, while Section 2 addresses additional, more specific considerations of member conduct. Statements in Section 3 pertain more specifically to individuals who have a leadership role, whether in the local associations, club, team or in a volunteer capacity such as with organizations like Netball America. Principles involving compliance with this Code are given in Section 4.

The Code shall be supplemented by a set of Guidelines, which provide explanation to assist members in dealing with the various issues contained in the Code. It is expected that the Guidelines will be changed more frequently than the Code.

The Code and its supplemented Guidelines are intended to serve as a basis for ethical decision making in the conduct of professional work. They may serve as a secondary basis for judging the merit of a formal complaint pertaining to violation of any member ethical standards.

It should be noted that although Netball is not mentioned in the imperatives of Section 1, the Code is concerned with how these fundamental imperatives apply to one's conduct as a Netball representative. These imperatives are expressed in a general form to emphasize that ethical principles which apply to Netball ethics are derived from more general ethical principles.

It is understood that some words and phrases in a code of ethics are subject to varying interpretations, and that any ethical principle may conflict with other ethical principles in specific situations. Questions related to ethical conflicts can best be answered by thoughtful consideration of fundamental principles, rather than reliance on detailed regulations.

## WHAT IF I HAVE A CODE-RELATED QUESTION OR CONCERN?

If you have a question or concern, contact Netball America at [Info@NetballAmerica.com](mailto:Info@NetballAmerica.com).

## NO RETALIATION

Netball America prohibits retaliation against any Member who reports or participates in an investigation of a possible violation of our Code. If you believe you are being retaliated against, please contact [Info@NetballAmerica.com](mailto:Info@NetballAmerica.com).



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## I. SERVE OUR MEMBERS

Our members value Netball America not only because we deliver great services, but because we hold ourselves to a higher standard in how we treat users and operate more generally. Keeping the following principles in mind will help us to maintain that high standard:

### *a. Integrity*

Our reputation as a company that our members can trust is our most valuable asset, and it is up to all of us to make sure that we continually earn that trust. All of our communications and other interactions with members and community partners should increase their trust in us.

### *b. Responsiveness*

Part of being useful and honest is being responsive: We recognize relevant member feedback when we see it, and we do something about it. We take pride in responding to communications from our users, whether questions, problems or compliments. If something is broken, fix it. We acknowledge that as we research into issues or complaints this may take some time in responding to you.

### *c. Take Action*

Any time you feel our members aren't being well-served, don't be bashful -- let someone at Netball America know about it. Continually improving Netball America takes all of us, and we're proud that Netball America champions our members to take the initiative to step forward when their interests are at stake.

## 2. GENERAL MORAL IMPERATIVES

### 2.1 CONTRIBUTE TO SOCIETY AND HUMAN WELL-BEING

This principle concerning the quality of life of all people affirms an obligation to protect fundamental human rights and to respect the diversity of all cultures. An essential aim of members is to minimize negative consequences for the Sport of Netball, including threats to



health and safety. When planning or organizing a tournament, league or Netball related event members must attempt to ensure that the products of their efforts will be accepted in socially responsible ways which will meet social needs and avoid harmful effects to health and welfare.

## 2.2 AVOID HARM TO OTHERS

"Harm" means injury or negative consequences, such as undesirable loss of desire to play the sport, loss of property, property damage, or unwanted impacts on the Sport of Netball. This principle prohibits members to use Netball in ways that result in harm to any of the following:

- Players
- General public
- Officials
- Organizers
- Other Members
- Sponsors & Partners

Harmful actions include intentional destruction or modification of scores, names of players, identifications, match forms, netballs, equipment and schedules leading to serious loss of resources or unnecessary expenditure of human resources such as the time and effort required to correct the harm done. It also includes verbal or physical actions taken against anyone mentioned in the above bullet points.

Well-intended actions, including those that accomplish assigned duties, may lead to harm unexpectedly. In such an event, the responsible person or persons are obligated to undo or mitigate the negative consequences as much as possible and can be investigated and reported to the Disciplinary Committee for further action. One way to avoid unintentional harm is to carefully consider potential impacts on all those affected by decisions made during planning and organizing events as well as during email and phone communications.

I agree not to solicit or promote my services or netball association/events to partners, sponsors, members, volunteers, attendees and/or spectators without the prior permission of Netball America. Any violation may result in action taken by Netball America to seek damages for solicitation of partners, sponsors & members.

To minimize the possibility of indirectly harming others - members must follow relevant tournament standards and the International Federation Netball Association rules for organizing and playing the sport. Although Netball America specific tournament standards and rules



would override any International Federation Netball Association rules. Furthermore, it is often necessary to assess the consequences of decisions to protect the likelihood of any serious harm to others. We also recognize that the current rules may not cover all consequences or incidents at the specific time, it is then up to the relevant committee to make a decision considering all facts and factors at play.

In a netball environment or at any Netball America sanctioned event, members have an obligation to report any signs of danger that might result in serious personal or social damage. A club will be also held responsible for the misconduct of their players or spectators who can clearly be identified as being associated with the club.

If one's superiors do not act to curtail or mitigate such dangers, it may be necessary to "blow the whistle" to help correct the problem or reduce the risk. However, capricious or misguided reporting of violations to this Code, the Constitution and Bylaws can, itself, be harmful. Assessment of risk and responsibility must be credible. It is suggested that advice be sought from other Netball associates or an Attorney.

### 2.3 BE HONEST AND TRUSTWORTHY.

Honesty is an essential component of trust. Without trust an organization cannot function effectively. The honest member will not make deliberately false or deceptive claims about any activity.

Membership in volunteer organizations such as Netball America may at times place individuals in situations where their statements or actions could be interpreted as carrying the "weight" of a larger group of members. A member will exercise care to not misrepresent Netball America or positions and policies of Netball America or any other member.

### 2.4 BE FAIR AND TAKE ACTION NOT TO DISCRIMINATE

The values of equality, tolerance, respect for others, and the principles of equal justice govern this code. Discrimination on the basis of race, sex, religion, age, disability, national origin, or other such factors is an explicit violation of Code and will NOT be tolerated.

Inequities between different groups of people may result from the use or misuse, understanding or misunderstanding of words and/or phrases. In a fair society, all individuals would have equal opportunity to participate in, or benefit from, the use of netball resources



regardless of race, sex, religion, age, disability, national origin or other such similar factors. However, these ideals do not justify unauthorized use of netball resources nor do they provide an adequate basis for violation of any other ethical imperatives of this code.

## 2.5 RESPECT EACH OTHER

We are committed to a supportive environment, where our members have the opportunity to reach their fullest potential. Each member is expected to do his or her utmost to create a respectful culture that is free of harassment, intimidation, bias and unlawful discrimination of any kind. Netball America prohibits unlawful harassment in any form -- verbal, physical or visual.

## 2.6 HONOR PROPERTY RIGHTS INCLUDING CONSTITUTION, BYLAWS AND RULES

Violation of copyrights, patents, trade secrets and the terms of license agreements are prohibited by law in most circumstances. Even when Netball America media is not so protected, such violations are contrary to professional behavior. Unauthorized duplication of materials for sale or promotion must not be done without the prior authorization of Netball America. We recommend members use the Netball America logos on their website, social media pages, flyers etc. However please send a copy of this to Netball America. Other use of Netball America logos are not permitted unless specific authorization by the Netball America Board of Directors.

## 2.7 GIVE PROPER CREDIT FOR INTELLECTUAL PROPERTY

Netball America Members are obligated to protect the integrity of the Sport of Netball. Specifically, one must not take credit for other's ideas or work, including video and photos, even in cases where the work has not been explicitly done by the initiator. Netball America has many stock photos for use by members, members will need to give credit as outlined by Netball America for that specific photo or video. Use of non Netball America photos or videos in members promotional purposes may result in lawsuits from other organizations. Netball America, the legal entity, has no responsibility or liability as it relates to members use of non Netball America photos or videos.

## 2.8 RESPECT THE PRIVACY OF OTHERS

At times, Netball will enable the collection and exchange of personal information. Thus there is increased potential for violating the privacy of individuals and groups. It is the responsibility of



Members to maintain the privacy and integrity of data describing individuals. This includes taking precautions to ensure the accuracy of data, as well as protecting it from unauthorized access or accidental disclosure to inappropriate individuals. Furthermore, procedures must be established to allow individuals to review their records and correct inaccuracies from time to time. Refer to the Privacy Policy listed on our website at the bottom of [www.NetballAmerica.com](http://www.NetballAmerica.com).

This imperative implies that only the necessary amount of personal information be collected by Netball America, that retention and disposal periods for that information will be clearly defined and enforced, and that personal information gathered for a specific purpose not be used for other purposes without consent of the individual(s). These principles apply to online store sales and capture of data, membership data capture, electronic communications, including electronic mail, and prohibit procedures that capture or monitor electronic user data, including messages, without the permission of users or bona fide authorization related to the reason for collection of data. Information observed during the normal duties of carrying out your duties must be treated with strictest confidentiality, except in cases where it is evidence for the violation of law, organizational regulations, or this Code. In these cases, the nature or contents of that information must be disclosed only to the proper authorities.

## 2.9 HONOR CONFIDENTIALITY

The principle of honesty extends to issues of confidentiality of information whenever one has made an explicit promise to honor confidentiality or, implicitly, when private information not directly related to the performance of one's duties becomes available. The ethical concern is to respect all obligations of confidentiality to organizers, officials, and players unless discharged from such obligations by requirements of the law or other principles of this Code.

## 3. PROFESSIONAL RESPONSIBILITIES

*As a Netball America Member I will....*

### 3.1 STRIVE TO ACHIEVE THE HIGHEST QUALITY, EFFECTIVENESS AND DIGNITY IN BOTH PLAYING AND BEHAVIOR IN THE SPORT OF NETBALL

Excellence is perhaps the most important obligation of a representative. The netball member must strive to achieve high quality and to be cognizant of the serious negative consequences that may result from poor quality of behavior and not abiding by this code.





### 3.2 ACQUIRE AND MAINTAIN PROFESSIONAL COMPETENCE

Excellence depends on individuals who take responsibility for acquiring and maintaining professional competence. A professional must participate in setting standards for appropriate levels of competence and strive to achieve those standards. Upgrading knowledge and competence can be achieved in several ways: doing independent study; attending seminars, conferences, or courses; and being involved in varying levels of Netball America.

### 3.3 KNOW AND RESPECT EXISTING LAWS PERTAINING TO PROFESSIONAL WORK

Members must comply with existing local, state, national, and international laws. The Constitution and Bylaws of the Association/club in which one participates must also be obeyed. But compliance must be balanced with the recognition that sometimes existing laws and rules may be immoral or inappropriate and, therefore, might need to be challenged. Violation of a law or regulation may be ethical when that law or rule has inadequate moral basis or when it conflicts with another law judged to be more important. If one decides to violate a law or rule because it is viewed as unethical, or for any other reason, one must fully accept responsibility for one's actions and for the consequences.

### 3.4 ACCEPT AND PROVIDE APPROPRIATE PROFESSIONAL REVIEW

Quality professional work, especially in the netball community, depends on professional reviewing and critiquing. Whenever appropriate, individual members should seek and utilize peer review as well as provide critical review of the work of others in an attempt to improve one's knowledge and to prevent reoccurrence of anything negative.

### 3.5 IMPROVE PUBLIC UNDERSTANDING OF NETBALL

Members have a should share their knowledge of the sport with the public by encouraging understanding of the sport, including the rules of the game, how to get involved and its' limitations. This imperative implies an obligation to counter any false views related to netball.

### 3.6 DRUGS AND ALCOHOL

Our position on substance abuse is simple: It is incompatible with the health and safety of our Netball Players, members, umpires, coaches, volunteers and fans, and we don't permit it at



Netball America Tournaments.

Illegal drugs at our tournaments or at sponsored events are strictly prohibited.

#### 4. NETBALL AMERICA LEADERSHIP IMPERATIVES

Netball America Leader is defined as any Netball America Member who has leadership responsibilities. These imperatives generally may apply to organizations as well as their leaders. In this context "organizations" are Full Members, Associated Teams/Clubs and Affiliates as well as volunteer representatives.

*As a Netball America Leader, I will....*

##### 4.1 ARTICULATE SOCIAL RESPONSIBILITIES AND ENCOURAGE FULL ACCEPTANCE OF THOSE RESPONSIBILITIES

Because organizations of all kinds have impacts on the public, they must accept responsibilities to society. Organizational procedures and attitudes oriented toward quality and the welfare of society will reduce harm to members of the public, thereby serving public interest and fulfilling social responsibility. Therefore, Members must encourage full participation in meeting social responsibilities as well as quality performance.

##### 4.2 INCREASE THE QUALITY OF TOURNAMENTS

Leaders are responsible for ensuring that netball leagues and tournaments enhance, not degrade, the quality of netball. When organizing a league or tournament, one must consider the personal and player development, physical safety, and human dignity of all participants.

##### 4.3 CREATE EDUCATIONAL OPPORTUNITIES FOR MEMBERS OF NETBALL

Educational opportunities are essential to facilitate optimal participation of all members. Opportunities must be available to all members to help them improve their knowledge and skills in netball, including courses that familiarize them with the playing, coaching and umpiring of the game.

#### 5. FINANCIAL INTEGRITY AND RESPONSIBILITY



Financial integrity and fiscal responsibility are core aspects of corporate professionalism. This is more than accurate reporting of our financials, though that's certainly important. The money we spend on behalf of Netball America is not ours; it's the company's and, ultimately, our members. Each person at Netball America -- not just those in Finance -- has a role in making sure that money is appropriately spent, our financial records are complete and accurate and internal controls are honored. This matters every time we hire a new vendor, expense something to Netball America, sign a new business contract or enter into any deals on Netball America's behalf.

To make sure that we get this right, Netball America maintains a system of internal controls to reinforce our compliance with legal, accounting, tax and other regulatory requirements in every location in which we operate.

### 5.1 SIGNING A CONTRACT

Each time you enter into a business transaction on Netball America's behalf, there should be documentation recording that agreement, reviewed by our Legal team (currently based in Texas). Signing a contract on behalf of Netball America is a very big deal. Never sign any contract on behalf of Netball America unless authorized by the Board of Directors.

All contracts at Netball America should be in writing and should contain all of the relevant terms to which the parties are agreeing – Netball America does not permit "side agreements," oral or written.

### 5.2 RECORDING TRANSACTIONS

Immediately report to Finance any transactions that you think are not being recorded correctly. Receipts will be issued to members who request them.

### 5.3 REPORTING FINANCIAL OR ACCOUNTING IRREGULARITIES

Netball America is required to accurately report all expenses and income to grantors, the IRS and other bodies. This means that accurate reporting of all income and expenses is mandatory, and that funds were used under the condition it was issued. You should never falsify any donation, record or account, including time reports, expense accounts and any other Netball America's records.



## 5.4 HIRING SUPPLIERS

As Netball America grows, we enter into more and more deals with suppliers of equipment and services. We should always strive for the best possible deal for Netball America and its members. This may require soliciting competing bids to make sure that our members are getting the best offer. While price is very important, it isn't the only factor worth considering. Quality, service, reliability and the terms and conditions of the proposed deal may also affect the final decision. Please do not hesitate to contact the Board of Directors if you have any questions regarding how to procure equipment or services.

## 6. NATIONAL NETBALL TEAM REPRESENTATIVE

Acceptance on the Netball America National Netball Team is an honor. It is a distinction few achieve and an accomplishment universally recognized. It is in that context that we ask you to make the pledge. Refer to the separate national team pledges.

## 7. COMPLIANCE WITH THE CODE

*As a Netball America Member I will....*

### 7.1 UPHOLD AND PROMOTE THE PRINCIPLES OF THIS CODE

The future of the netball depends on both technical and ethical excellence. Not only is it important for members to adhere to the principles expressed in this Code, but each member should encourage and support adherence by other members.

### 7.2 VIOLATION OF THE CODE

Adherence of members to a code of conduct is largely a voluntary matter. However, if a member does not follow this code by engaging in gross misconduct, disciplinary action will be recommended according to the existing Constitution. If you are aware of any Member not in compliance with the Code you should immediately report the incident to

[Info@NetballAmerica.com](mailto:Info@NetballAmerica.com) .