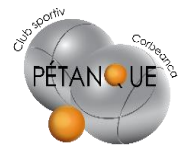


# Club Sportiv Petanque Corbeanca

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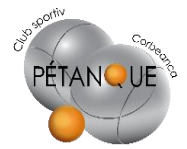
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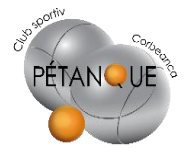
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# Club Sportiv Petanque Corbeanca

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### Introduction

This document outlines the codes, policies and procedures adopted by Club Sportiv Petanque Corbeanca to carrying out its day to day activities and provides best practice guidelines for all of its members, players and supporters. The purpose of this document is to provide a realistic and common sense approach to the practices within the Club.

The content of this document is up-to-date and in line with the current best practice and legal requirements for the protection and welfare of members. While the detail in this document has been carefully correlated, it is accepted that errors and omissions may occur and it is expected that the spirit of the document will be adopted by Club members in achieving best practice.

### Club Policy Statement

Club Sportiv Petanque Corbeanca's philosophy is one of participation, enjoyment and skills development in a setting of respect for all and having fun. Realizing this philosophy requires a full awareness and clear understanding of the policy by everyone involved in the Club. Everyone has a vital role to play in setting and maintaining standards of behavior which our Club can be proud of.

Club Sportiv Petanque Corbeanca is fully committed to safeguarding the well-being of its members. Every individual in the Club should at all times show respect and understanding for members rights, safety and welfare and conduct themselves in a manner that reflects the principles of the Club.

In Club Sportiv Petanque Corbeanca, one of our first priorities is the welfare of players and the Club is committed to providing an environment, which will allow players to perform to the best of their ability, free from bullying and intimidation. As part of the Clubs commitment, it has adopted codes, policies and procedures to guide our members, players and volunteers involved with our teams. The Club will take all practicable steps to protect our young, tean and seniors players from discernable forms of abuse, harm, discrimination or degrading treatment.

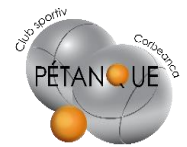
### Club Principles

Club Sportiv Petanque Corbeanca operates on principles outlined below which facilitates and encourages best practice in sport within the Club. It is important that all players are valued and treated with the highest level of respect.

# Club Sportiv Petanque Corbeanca

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**Quality Atmosphere and Ethos:** Club Sportiv Petanque Corbeanca promotes a positive and encouraging atmosphere that involves all members and players. The Club is committed to providing an environment which will allow members and players to perform to the best of their ability. A player-centred ethos will help ensure that competition of the highest level is attained. Standards of behaviour for Mentors and players should be as important as the standards set for sport performance.

**Equality:** Players participating in the Club will be treated in a fair and reasonable manner, regardless of age, ability, sex, religion, social, political and ethnic background. Players, irrespective of ability or disability, should be involved in an integrated and inclusive way, whenever possible thus allowing them to participate along with other team mates.

**Fair Play:** All activities in the Club will be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised. The importance of participation, best effort and enjoyment should be stressed rather than winning. Players should be encouraged to win in an open and fair way. Behaviour which constitutes cheating in any form must be discouraged. *"Much more than playing within the rules, it incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence, exploitation, unequal opportunities, excessive commercialisation and corruption".* (European Sports Charter and Code of Ethics of Europe 1993).

### Code of Conduct

The Club Sportiv Petanque Corbeanca endeavours to teach and support our players not only on the fields or tracks but also in their daily lives. To do this, we need to be committed to modelling the types of behaviour and qualities we espouse. Players, spectators and officials should ensure that both on and off field behaviour is consistent with the principles of good sportsmanship. Therefore:

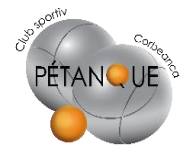
- Swearing or abuse by club officials, players or spectators is not permissible at any time.
- Disputing umpire's decisions or behaving in an aggressive manner toward them is unacceptable. If there is a genuine concern, there are appropriate channels of communication in place, speak to your team manager, coach or a Board member to address any concerns.
- Aggressive behaviour and abuse toward opposition players, coaches, club officials or spectators is unacceptable.

Please note that Codes of Conduct may also be outlined in any of the individual Clubs' Member Protection Policy, and are to be used in conjunction with these guidelines.

# Club Sportiv Petanque Corbeanca

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### Member Code of Conduct

The Member Code of Conduct is a positive document for all Members. It affirms a member's support for the concepts of responsibility, trust, competence, respect, safety, honesty, professionalism, equity and sportsmanship within the Club and to promote a positive image within the Association, same with our community.

#### Integrity

- Ensure you are aware of your obligations to provide a safe environment. This includes risk management, child safe policy, appropriate screening of staff/volunteers and mandatory notification obligations of certain people in the organisation.
- Ensure your Club is accessible for all to participate.
- Create pathways for people, particularly new and young people, to participate in our Club-give them "a say" on decisions that affect them, provide leadership opportunities and most importantly listen to them.
- Ensure that the types of programs, rules, equipment, length of games and training schedules are modified to suit the age and level of play, ability and maturity level of all players.
- Ensure quality supervision and instruction for all players.
- Direct coaches and officials to highlight appropriate behaviour and skill development.
- Ensure that everyone emphasises fair play, not winning at all costs.
- Remember, you set an example - your behaviour and comments should be positive and supportive.
- Implement policy and practices, and lead by example, in relation to responsible use of alcohol and in relation to recreational and performance enhancing drugs.
- Adopt and implement relevant sport safety policies and practices. Respect
- Promote a culturally tolerant environment.
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- Show respect to and acknowledge opponents and officials (eg shake hands before and after the game and say things like 'good luck', 'thanks for the game', 'three cheers for ...').
- Cooperate with your coach, team mates and opponents - without them there would be no competition.

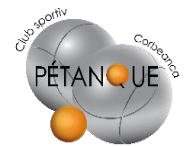
#### Honour the sport

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

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- Never argue with an official - if you need clarification, have your captain, coach or manager approach the official during a break or after the competition.
- Work equally hard for yourself and your team - your team's performance will benefit and so will you.
- Be a good sport - applaud all good plays whether they are made by your team or the opposition.

### **Respect**

- Play fair — no verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- Do not expect or accept "special" favours from a coach or person involved in team or Club management.
- Our Club promotes the Play by the Rules objectives.

### **Breaches of the Code of Conduct**

The Club Sportiv Petanque Corbeanca views breaches of the Codes of Conduct seriously and will take the following actions where a breach occurs:

1. One of the Club board member will speak to anyone who is in breach of the one of the Codes of Conduct to modify their behaviour. If the person does not modify their behaviour, the Board members may elect to take one or more of the following actions:
  - Ask the offender to remove themselves from the immediate playing area until they have settled down.
  - Ask the offending person to leave the game.
  - Refer the player, member to the Conducting Board committee for further actions, sanctions or even expulsion from the Club.
2. If a member has an issue with the officials, they should refer the issue to the Conducting Board.
3. Please do not abuse, either verbally or physically any players, officials or coaches in public, use the contacts listed in the web if you have an issue that needs to be addressed.

### **Data Protection Policy – Privacy & data protection**

Club Sportiv Petanque Corbeanca retains a certain amount of information about its members and takes the security of such information and the privacy of all members very seriously.

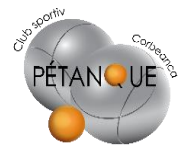
#### **What data we hold**

This is the information we record for each member (where supplied): Name, Address, Membership number, mobile telephone numbers, Email address, Date of joining, Details of any boules owned,

# Club Sportiv Petanque Corbeanca

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Payment type, date and amount of payments, Any donations made, attendance at the General Meeting, Copy of ID or other official documents, additional information (e.g. membership of the committee)

### **Storage of information**

This information is stored on a secure external data storage disc and on a password controlled local computer. It can only be accessed via a secure log-in.

### **access to information & control of data**

Those who have access to the full information are the board of conduct, Censor and Accountant. The Board' President holds overall responsibility for ensuring the data is kept secure at all times, and for keeping the data up to date.

### **What the information is used for**

The information is used for the purposes of membership information, arranging matches, sending information about the Annual General Meeting and other events and special announcements.

### **Sharing data with third parties**

We do not and will not share any of the collected data with third parties, individuals or other organisations. We will never pass on any of the information we retain about our members to third parties without first gaining the express written consent of those members.

### **Removal of data & information**

Individual members can request that all, or some of the data we hold about them is permanently deleted by writing to The Secretary, Club Sportiv Petanque Corbeanca. The data will be deleted within 5 working days upon receipt of the written request. If requested, we will reply in writing to confirm that the request has been processed.

### **Removal of obsolete data & information**

Any member who has not renewed their membership within the previous eighteen months, and after at least one membership reminder has been posted to them and to which we have had no response will have their data and all Information held about them removed permanently from our records.

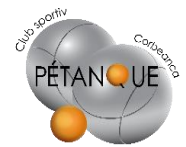
### **Change of information & incorrect data**

It is the responsibility of individual members to advise the Secretary as soon as possible if any of the data we hold about them change or are incorrect. We cannot be held liable for inaccuracies in personal information that we are not made aware of.

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### **Breach of data security**

In the unlikely event that the information we hold is compromised, lost, hacked, stolen or otherwise unlawfully derived we will immediately conduct a risk assessment as to what data and how much has been compromised. We will notify in writing all those members who may be affected by a compromise. We will then conduct a review of our data security procedures, and if necessary, seek professional opinion and assistance to safeguard against future compromise.

### **Communication policy**

#### **Our commitment**

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club activities.

#### **What we will do**

We use a range of electronic tools to communicate with our members. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. We will develop a Social Media Policy to address the particular issues arising from the use of social media. A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube, Whatsapp or Twitter etc.

#### **Website**

Our website will include current information on competitions, social events, committees, policies, constitution, Game rules, Internal regulation and policies. No offensive content or photos will be published. If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information. We will seek feedback from members to improve the information available on the site.

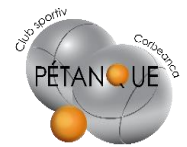
#### **Whatsapp, SMS and email**

Committee members, coaches and team managers may use whatsapp, SMS and email to provide information about competition, training, club-sanctioned social events and other club activities, however: SMS messages should be short and about club/team matters, email communication will be used when more information is required, and web updates, and news letters. Whatsapp is trendy open communication between memebbers and players Please refere to paragraph (What we ask you to do)

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### **Social media**

We treat all social media postings, blogs, status updates and tweets as public 'comment'. Postings (written, photos or videos) will be family-friendly and feature positive club news and events. No personal information about our members will be disclosed. No statements will be made that are misleading, false or likely to injure a person's reputation. No statements will be made that might bring our club into disrepute. Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

### **What we ask you to do**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

### **Electronic communication**

should be restricted to club matters, must not offend, intimidate, humiliate or bully another person, must not be misleading, false or injure the reputation of another person, should respect and maintain the privacy of members, must not bring the club into disrepute.

### **Non-compliance**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

### **People with disability**

### **Our commitment**

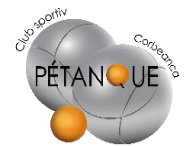
Our club welcomes all members of the community, regardless of their abilities. We will include people with disability in our club in both playing and non-playing roles to the greatest extent that we can.

We will endeavour to make our club as accessible as possible, based on our state sports policy on inclusion, the ability of individuals involved in our club, the type and level of competition (e.g., junior

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versus senior competition and social versus pennant) they want to join and our capacity to make modifications that promote inclusion.

### What we will do

Put people first, focus on what they can do and find out how they want to participate. Ask each individual – and their parents if the participant is a child – for their advice about what modifications would help them to participate.

Where possible, make adjustments to our coaching, equipment, rules or playing environment and apply the modifications (e.g. putting in a ramp, changing the circles etc.). Be honest and explain if certain modifications or adjustments are not currently possible. Communicate with people and share club information in appropriate ways and formats. Expect all members of our club to accept and welcome people with disability.

Make sure people of all abilities are included in our club's social activities and are recognised for their contribution and achievement. Have strong policies to ensure that people can play sport and participate in our club without discrimination, harassment or bullying.

Provide information about other options for participation outside our club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation.

### What we ask you to do

If you have a disability, tell us what we can do to help include you in our club, understand that we will do our best to make any necessary adjustments or modifications, talk to us if you have any concerns or ideas to help us make our club more inclusive.

## Sponsorship Policy

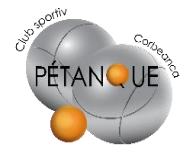
### Purpose

To ensure that decisions about the type of sponsors a club wishes to be involved with are well documented and that this is adhered to when approaching or being approached by sponsors. To provide the Committee with a guide to safeguard against inappropriate commercial interests becoming associated with the club and to ensure the club's values and vision are reflected by its business dealings.

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### Policy

Club Sportiv Petanque Corbeanca encourages the involvement of appropriate community and corporate sponsors in the provision of programs, facilities, and events.

The President and/or the nominated Sponsorship Officer have the authority to seek and negotiate corporate sponsorship agreements for the approval of the Board Committee of Management. These negotiations must be in line with the policy statements below.

Sponsorship participants must all be from reputable organisations whose public image, products and services are consistent with our values and goals.

### Policy statements

The Board Committee will nominate the Sponsorship Officer

- Discourage arrangements with firms that are in the tobacco production, alcohol, online dating, gambling and lottery companies.
- Will ensure that the sponsorship arrangement does not conflict with club policies or impose conditions that would impact on the club's ability to carry out its functions.
- Will ensure that the sponsorship agreement maintains the professional image of all parties
- Will develop and maintain a positive relationship with our sponsors through regular communication.
- Reserve the right to accept products for distribution on merit, not because they are free.
- Will ensure that the club obligations under the sponsorship arrangement are met.
- Will ensure that the sponsorship allocated is spent in the manner for which it was provided.
- Will ensure that no office bearer or member receives any personal benefit as a result of a sponsorship arrangement.
- Do not explicitly endorse the sponsor or its product through its association.

## Health and Safety Policy

### Purpose

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

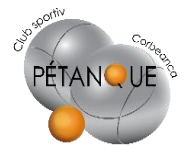
### Policy

Club Sportiv Petanque Corbeanca's is committed to keeping all members and players, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

# Club Sportiv Petanque Corbeanca

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### Policy statements

- The Club will adhere to all health and safety related directives from the ministry of youth and sport, and will nominate a Board member as the Health and Safety Officer.
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- The Club aims to have first aid box for minor injuries and adequately encourage volunteers members in adhering to an first aid training provided by red cross or other adequate organisations
- In the case of an accident occurring where there are no trained personnel present, club representatives will act on the side of caution and will seek medical assistance, or ambulance support
- Club coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Club officials will inspect playing surfaces to determine safety prior to play including the removal of any temporary hazards
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club officials. This register will be kept by the H&S Officer and will be regularly viewed by the Committee to inform risk management strategies required
- Club Sportiv Petanque Corbeanca encourages all members to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, Sun Smart, and injury management practices.
- Club Sportiv Petanque Corbeanca request from all members and player to have permanently on them their ID card and or medical card in case of any injury that would require medic assistance and ambulance transportation.
- The H&S Officer will reviews the policy statements prior to the commencement of the season and amends develops where necessary
- The H&S Officer will amendments when needed the contents to members through newsletter, email encouraging everyone to take a role in accident prevention
- Replenish first aid kits prior to season commencement and replace any items out of date
- Accidents and incidents will be reported to the H&S Officer for the season, communicate the procedures and provide reporting forms to team officials
- H&S Officer will maintain the accident register.

### Conflict of Interest

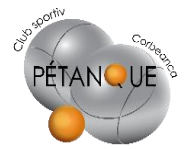
#### Purpose

It is recognised that all members of the Committee / Board, simple members and staff will have interests associated directly or indirectly with the functions of the organisation. It is possible that 1conflicts of interest may arise for Committee / Board Members, staff and volunteers.

# Club Sportiv Petanque Corbeanca

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This policy and procedures guide how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed.

### Policy statements

All Committee / Board members must notify the Committee's / Board's President of any perceived, real or potential conflict of interest as soon as it is recognised. The President will decide the appropriate action regarding the reported conflict.

If the conflict relates to the President, the Vice President needs to be assigned by the Committee / Board to manage it.

In the case of Member, staff and volunteers, any conflict of interest must be reported to the Board.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures e.g. appointments, selection and contracting should be adhered to without exception.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict of Interest Register.

### Scope

This policy applies to all members of the Committee / Board, the President, all Members, staff and volunteers as well as any person acting on behalf of Club Sportiv Petanque Corbeanca

### Definitions

Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial

#### Procedures

The President will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The President / Secretary will manage a Conflict of Interest Register which will appear in the organisation's Annual Report.

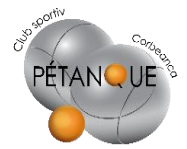
Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions
- The person who has declared the conflict to not participate in particular decisions

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- The person who has declared the conflict of interest not to be present for particular discussions
- The person who has declared the conflict of interest not to participate in a series of meetings
- Where the conflict of interest has a significant impact on the reputation of the organisation, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue
- Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.

### Anti-bribery

#### Purpose

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that the Club activities is conducted in a socially responsible manner.

#### Policy statement

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is our policy to conduct all of our activities in an honest and ethical manner. We take a zero- tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our activities dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws in Romania / Europe in respect of our conduct both at home and abroad.

Bribery and corruption are punishable for individuals, and considered as penal case. If we are found to have taken part in corruption, we could face an unlimited fine, be excluded from the Club activities, face damage to our reputation. We therefore take our legal responsibilities very seriously.

#### Scope

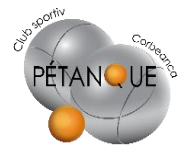
Who is covered by the policy?

In this policy, third party means any individual or organisation you come into contact with during the course of your work for/with us, and includes actual and potential clients, customers, suppliers,

# Club Sportiv Petanque Corbeanca

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distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials.

This policy applies to all Members, players, individuals working at all levels and grades, including senior Board members, officers, directors, employees volunteers (whether permanent, fixed-term or temporary), consultants, contractors, trainees, coaches, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as employees in this policy). This policy covers:

- Bribes;
- Gifts and hospitality;
- Facilitation payments;
- Donations and charitable contributions.

### **Bribes**

Members and employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, employees must not bribe a foreign public official anywhere in the world.

### **Donations contributions**

Donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, Members, Employees must be careful to ensure that donations contributions are not used as a scheme to conceal bribery. We only receive donations that are legal and ethical under local laws and practices. All donations, contributions should be publicly disclosed and accountably registered. Please refer to the article above (Sponsorship Policy)

### **Your responsibilities**

You must ensure that you read, understand and comply with this policy.

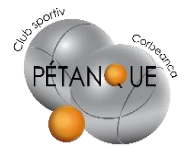
The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all Members and those working for us or under our control. All Members, employees are required to avoid any activity that might lead to, or suggest, a breach of this policy. You must notify the board OR the Club Secretary or the confidential helpline as soon as possible if you believe or suspect that a conflict with or breach of this policy has occurred, or may occur in the future.

Any Member, Employee who breaches this policy will face disciplinary action, which could result in dismissal/expulse for gross misconduct. We reserve our right to terminate our contractual relationship with Members, workers if they breach this policy.

# Club Sportiv Petanque Corbeanca

## Internal Policies

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### Record-keeping

We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making, receiving payments to/from third parties. You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review.

You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

### How to raise a concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with the Board or the Club Secretary or through the confidential helpline Member.

### What to do if you are a victim of bribery or corruption

It is important that you tell the Club Secretary or the confidential helpline as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

### Protection

Members, Employees who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Board committee immediately. If the matter is not remedied, and you are an employee, you should raise it formally using the Club Sportiv Petanque Corbeanca Procedure.