



WESTERN AUSTRALIAN DEBATING LEAGUE  
INCORPORATED

# Volunteer Code of Conduct

Adopted by the Executive 17th of November 2018

Amended by the Executive 1st of April 2019

Amended by the Chief Operations Officer 7th of February 2020

## 1. Introduction

- 1.1. This Code of Conduct details WADL's ('the League') policies for Volunteers. The League is committed to providing professional services of an outstanding quality, and to creating a safe and respectful working community. The League's Volunteers must be familiar with this Code and adhere to its guidelines.
- 1.2. This Code of Conduct is not a comprehensive guide of all ethical and practical issues Volunteers may face. In dealing with problems not detailed in this Code, Volunteers are expected to use common sense and their best moral judgement. Where possible, they should contact the Executive for clarification or guidance.

## 2. Key Terms

- 2.1. A Volunteer is any person who Volunteers for the League to provide services relevant to the objectives of the organisation. This includes, but is not limited to, adjudicators, head adjudicators, presenters, State Team coaches and training team, and committee of the league. A signed volunteer agreement is considered a requirement.
- 2.2. A client is any student participating in a League activity (including but not limited to the Schools Debating Competition and any Development Workshops), the parents of any such student, or school staff members directly responsible for the participation of such students in League activities.
- 2.3. A community member is any other person located on the premises at which a League activity is being held, whether during the event or before or after the event while League Volunteers or Executive members are present.
- 2.4. A Volunteer is considered to be executing their duties at any time during which they are:
  - 2.41. Located on the premises at which a League activity is being held and they are completing a rostered shift or are located on the premises immediately before or after a rostered shift
  - 2.42. Located on the premises at which a League activity is being held, while not completing a rostered shift, but would be considered by the reasonable person to be a representative of the League
  - 2.43. Located within 100m of the premises at which a League's activity is being held, including before and after the activity, and would be

considered by the reasonable person to be a representative of the League.

2.5. Bullying is defined as repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health, safety and well being. This can be verbal, physical, social or psychological abuse by your employer, another person or group of people at work.

2.6. Discrimination refers to the unfair treatment of Volunteers based on prejudices on the basis of age, race, ethnicity, national origin, religion, disability, sex, gender identity, sexual orientation, political beliefs or membership of other protected category as defined by the applicable state and federal laws and regulations.

2.7. Sexual Harassment is defined as as unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

### 3. Appointment of Volunteers

3.1. Adjudicators and Senior Adjudicators are appointed by the Operations Sub-Committee, which is comprised of the President, Operations Officer, Operations Officer and Administrative Officer. Administrative Officer and Regional Officer are ex officio members of this sub committee. Appointment is based on a series of factors including, but not limited to, resumes, participation in training, execution of a verbal and/or written assessment, and the quality of skills displayed by the Volunteer at the time of the appointment and during initial training nights.

3.2. Head Adjudicators are appointed by the Administrative Sub-Committee which is comprised of the President, Administrative Officer, Administrative Officer, Operations Officer. The Operations Officer and Regional Officer are ex officio members. Appointment will be based upon the candidates passing of Administrative component of the Senior Adjudicator accreditation test and their general performance as a League Volunteer.

3.3. Presenters are appointed by the Development Officer. Presenters must pass an assessment and attend necessary training. Appointment is based on, but not limited to, experience, performance, and availability. For each opportunity that the League is offered, an application process may be offered at the discretion of the Development Officer.

3.4. All Volunteers are expected to offer their services to furthering the mission of the League outside of adjudicating and presenting. Opportunities such as participation in bake sales, sausage sizzles, assisting with State Team training or fundraising events will be presented by an executive member as decided by the League.

#### 4. Expectations of Volunteers

All Volunteers are expected to behave in such a way that furthers the mission of the League. All Volunteers are expected to communicate with the executive and relevant portfolios wherever necessary, and to respect the authority of relevant portfolios. Volunteers are expected to adhere to the League's policies. In instances of a breach of policy as laid out in section 6, Volunteers are expected to go through appropriate channels to mitigate any further harm to the League, clients, the Executive and the Volunteer.

##### 4.1. Expectations of Adjudicators

Volunteers who are appointed as adjudicators are expected to perform all of the following duties.

##### 4.11. Adjudicating

4.111. Adjudicating a debate includes, but is not limited to, setting up a classroom, managing the students and audience, listening to the debate, correctly filling out a League scoresheet, and providing an adequate justification and explanation of the debate to the students and audience. Adjudicators are also expected to provide individual feedback to both teams involved in the debate, and where appropriate, answer questions posed by any parties present.

##### 4.12. Swinging

4.121. Swinging refers to one or more adjudicators participating in a debate with students. Swinging occurs when a team arrives to a debating venue with no opposition, either due to a forfeit or a by. Adjudicators should always offer these teams the option to debate, and are expected to speak as many times as necessary in the debate. A swung debate is not adjudicated, but the adjudicator is expected to lead a discussion after the debate and answer any questions the students may have.

##### 4.13. Shadowing

4.131. In order to evaluate the performance of adjudicators throughout the season, the League conducts a shadowing process. Senior Adjudicators are expected to participate in this shadowing process and evaluate the performance of other adjudicators at the discretion of the Operations Portfolio. Shadowing information is discussed with the relevant adjudicator, and then passed to the Operations Portfolio. This information will be retained by the League for three years.

#### 4.14. Training

4.141. All adjudicators are expected to attend training during the League's debating season. This includes an initial training session to determine the appointment of adjudicators, senior adjudicators and head adjudicators. Adjudicators will also be offered training opportunities during the season, and the expectations of attendance will be set by the Operations Portfolio.

4.142. Senior Adjudicators are also expected to contribute to training new and junior adjudicators. For some rounds of the competition, senior adjudicators will be responsible for training one or more junior adjudicators. The expectations for this process will be set by the Operations Portfolio.

#### 4.2. Expectations of Head Adjudicators

Volunteers who are appointed as Head Adjudicators are expected to perform all following duties.

##### 4.21. Preparation

4.211. In preparation for a shift, Head Adjudicators are expected to communicate room allocations to the host school by 12pm on the Monday before the debate. They are expected to print all relevant documents, including mastersheets, timesheets, room allocations, shadowing forms, incident report forms etc. This includes the completion of Impromptu topic slips. Head adjudicators are also expected to communicate with all Volunteers rostered onto their venue in a timely fashion, and to be aware of all forfeits and/or postponements.

##### 4.22. Oversight

4.221. In order to effectively complete their duties during a debate, Head Adjudicators are expected to arrive by 6:00PM.

Before other Volunteers arrive, Head Adjudicators are to assign Volunteers to rooms in line with the League's Conflicts Policy, and to organise any shadowing that the Operations Portfolio has requested.

4.222. Before debates commence, Head Adjudicators are responsible for checking all forfeits and postponements.

4.223. Head Adjudicators are responsible for making sure that all Volunteers are present in a timely fashion and communicating with the Operations Portfolio should problems arise with the rostering for the night. Head Adjudicators should then provide all Volunteers with relevant paperwork and ensure that all debates start on time

4.224. Head Adjudicators are responsible for releasing senior impromptu topics where appropriate and monitoring topic preparation rooms during the hour that teams are preparing.

4.225. Head Adjudicators must ensure that all debate rooms are vacated by 9:30pm and that all Volunteers have completed and signed all relevant paperwork, including scoresheets, by the end of the night.

4.226. Head Adjudicators may be required to adjudicate or swing during a night if necessary.

#### 4.23 Completion of a shift

4.231. Head Adjudicators must communicate with the Operations and Administrative Portfolios within 48hrs of the debate if any issues arise

4.232. All paperwork must be sent to the relevant portfolio within 48 hours.

4.233. All ballots must be entered, at notice of the Administrative Portfolio, by 5pm Sunday of the relevant week.

#### 4.3 Expectations of Presenters

##### 4.31. Presenting

4.311. Presenting a seminar includes duties such as managing a classroom, teaching appropriate content to students to an

adequate standard, collecting feedback and communicating with teachers and coordinators as representatives of the League.

4.32. Presenters are expected to give adequate notice if they are unable to attend a rostered shift

4.321. Presenters are expected to treat all League property with respect and return all property owned by the League

4.322. Dress code for presenting is typically a League Polo Shirt, and Presenters are expected to follow the dress code laid out in section 6

4.33. Residencies

4.331. Residencies act as extended regional trips. Prior to residencies, presenters are expected to assist the Regional VP in creating custom content and schedules for the residency program. During residencies, senior presenters are expected to deliver content, act as sound representatives of the League and assist in facilitating the trip where possible.

4.332. Presenters working on a residency are expected to communicate with the Development Officer or Executive

4.4. Other expectations

Volunteers engaged in all other positions and programs are expected to perform all duties made clear in the relevant position description, or during the application process.

## 5. Child Protection Policy

The League upholds high standards in ensuring that all students who engage with our organisation are participating in a safe, comfortable and inclusive environment. As such, The League implements the following steps to ensure that all Volunteers, members and clients engage with children in an appropriate manner. In the case that something is not covered in this document, refer to the Welfare Policy.

5.1. Background Checks

The League reserves the right to ask all Volunteers to present background checks. This is typically a Working With Children Check, which must be available whenever Volunteers are executing their duties and there are children present. The League reserves the right to retain this information for at least 7 years.

## 5.2. Interactions with Students

### 5.21. Personal Interactions

Volunteers are not to begin any personal or intimate relationships with any League client in the event that a reasonable person would assume that the Volunteer and the client met at or as a result of a League event. Any pre-existing relationships between a Volunteer and a child that may interfere with the objectivity of a Volunteer must be disclosed to the executive and evaluated in line with the League's Conflicts policy.

### 5.22. Professional Interactions

When executing their duties, all League Volunteers are expected to maintain a high level of professionalism. Physical interactions or overtly friendly interactions with any client are not considered appropriate and may constitute a breach of policy.

All Volunteers will exercise discretion in their language and verbal communication when executing their duties. Examples of inappropriate verbal interactions with children include; cursing, discussing the personal life of a child, discriminatory language, bullying or grooming.

In any circumstances where a child reveals personal or distressing information to a Volunteer, the Volunteer will shut down the conversation as appropriate, and will direct all correspondence and information to the Welfare Supervisor or designated Welfare member, who will decide how to proceed. It is recommended there should not be an instance where a Volunteer and student are alone together; individual Volunteer/student interactions should be within a public and easily visible area.

### 5.23. Online Interactions

It is not appropriate for Volunteers to begin online relationships with any League client in the event that a reasonable person would assume that the Volunteer and the client met at or as a result of a League event. League Volunteers are to respect the privacy of children and will not post the names, images, or online information of any children on the internet without written consent



of both the child and the child's guardian/s, and the prior knowledge and approval of the executive.

## 6. Notice of a Breach

6.1. There are three types of breaches referred to in this Code.

6.11. A Operations breach refers to a breach that impugns upon the reputation of the League or otherwise impairs its' functions and operations.

6.12. A Welfare breach refers to a breach which compromises the safety and wellbeing of a League member in their capacity as League Volunteer.

6.13. A General breach refers to a breach that violates the tenets, policies, procedures and membership requirements of the League and its' governing documents.

6.2. An investigating officer refers to an authorised agent of the League who shall conduct any enquiry into suspected misconduct.

6.21. In the case of a Operations breach the investigating officer shall be the Operations Officer of the League.

6.22. In the case of a Welfare breach the investigating officer shall be the Welfare Supervisor League.

6.23. In the case of a General breach the investigating officer shall be the Secretary of the League.

6.3. Reporting Procedures

6.31. A breach may occur when a Volunteer violates or omits to do an act that is reasonably expected from the code of conduct.

6.32. When a participant or Volunteer reasonably suspects a breach has occurred at a League event they shall notify the event leader or Grievance Form.

6.321. In the case of a regular Debating round the leader shall be the Head Adjudicator

6.322. In the case of a training session this shall be the Operations Officer

6.323. In the case of other events the most senior member of the executive shall be the event leader.

6.324. That in the case of the event leader committing a suspected breach the second most senior member of the executive shall receive the report.

6.33. The event leader shall ensure the immediate risk is eliminated or mitigated.

6.34. The event leader shall file a report with the relevant investigating officer as soon as practicable.

6.35. That the investigating officer shall issue a breach and investigate the breach upon receipt of the event leaders report .

6.351. In the event of a victim the investigation will take it as far as the victim wishes with the exception of mandatory reporting.

6.352. Ensure that a participants participation in the event will not be compromised if no breach was found.

6.353. Notify relevant authorities in instances in which an alleged breach has occurred that may have violated Commonwealth or state law.

#### 6.4. Investigation Procedures

6.41. The Investigation officer shall conduct an investigation into where or not an alleged breach has occurred. In conducting the investigation the investigating officer may interview any participants they reasonably believe can provide useful information, ensuring that the person who is alleged to have committed the breach is always interviewed.

6.42. In conducting the interviews the investigating officer must ensure

6.421. That the principles of natural justice are adhered to.

6.422. That all interviewees are made aware of the details of the alleged breach and scope of the inquiry.

6.423. That all interviewees are allowed to refuse to participate in interviews.

6.424. That all interviewees are allowed to have a third person present in the interview if they wish.

6.43. Following the investigation if a breach is determined to have taken place by the investigating officer shall prepare a report for the executive to consider, containing statements of fact about the breach included in this report must be the statement of the victim's statement, the statement of

the accused and any mitigating factors that shall be considered pertinent to the application and discussion of sanctions.

6.44. The notice of breach issued to the accused shall include

6.441. Details of the alleged breach and how the breach violates this code.

6.442. Details of the penalties that may apply to the Volunteer

6.443. An invitation to the Volunteer to provide a written explanation of the alleged breach within seven days of the notice being issued.

6.444. If the investigating officer accepts this explanation then the notice will be rescinded, no disciplinary action will be taken.

6.445. If the investigating officer does not accept this response, the Volunteer is invited to email the League Secretary and present an explanation to the Executive within 14 days of the notice being issued.

6.45. The person under sanction may opt to begin the appeals process provided in Appendix Two.

6.5. Breaches will include, but not be limited to, the following:

6.5.1. Operations

**Category A**

- Consume, be affected by the prior consumption of, or be found to possess alcohol or illicit drugs during the execution of their duties
- Consume, or be observed by clients or community members to be in possession of, tobacco products during the execution of their duties
- Carry firearms or other weapons during the execution of their duties
- Engage in any form of conduct which is deemed by the Executive to be so offensive as to bring the League into disrepute

**Category B**

- As an adjudicator, fail to report a conflict of interest with a client and continue to adjudicate a debate involving the client while being aware of the conflict. Relationships constituting conflicts of interest include

- Having been enrolled at the same school as a client within the preceding 36 months
- Being a relative of a client (including step-relatives and cousins)
- Being in an intimate relationship, or having previously been in an intimate relationship with a client
- Being, or having been, a paid or unpaid coach of a client
- Having been a member of a debating team alongside a client
- Any other relationship which the reasonable person would deem conflictual
- Engage in behaviour not consistent with the professional image of the League, and that would be deemed by the reasonable person to be offensive, during the execution of their duties. Such behaviour includes but is not limited to swearing, yelling, and making rude or disparaging remarks or gestures
- Fail to arrive at a rostered venue to complete their shift without providing the Head Adjudicator or relevant Executive member, as the case may be, with at least 60 minutes notice of their inability to do so
- As a presenter fail to provide 24 hours notice for the cancellation of a shift or fail to attend the proscribed presentation.

### **Category C**

- Execute their duties while in breach of the the League's Dress Standards
- Fail to arrive at a rostered venue to complete their shift without providing the Head Adjudicator or relevant Executive member, as the case may be, with at least three hours of notice of their inability to do so
- Arrive at a rostered venue to complete their shift less than five minutes prior to the scheduled start of the the League activity
- As a presenter fail to wear a the League polo shirt during their presentation
- As a presenter fail to return the Leagues property or fail to report the holder of any presentation related resources.

### 6.5.2 Welfare

- Engage in any form of sexual harassment of other Volunteers, clients, or community members during the execution of their duties
- Engage in violent, intimidating or threatening behaviour during the execution of their duties.
- Discriminate against or harass other Volunteers, clients, or community members on the basis of age, race, ethnicity, national origin, religion, disability, sex, gender identity, sexual orientation, or membership of other protected category during the execution of their duties.

### 6.5.3 General

- Breach of the spirit and intention of League's policies and procedures.
- Stealing or destruction of the League's property or those of a host school.

## 7. Application of Sanctions

7.1: The League's executive shall decide on the sanctions to be implemented if any.

7.2: That regardless of the results of the investigation, the investigating officer shall maintain adequate records and copies of reports for future usage by the executive.

7.21: That access to these records shall be restricted to the following members

7.211: The Welfare Supervisor

7.212: The Victim of the breach

7.213: The alleged suspect of the breach

7.214: The Executive until the point the sanction is applied.

7.22: That further access to these records shall be shared up to the discretion of the welfare supervisor.


7.23: Any further details as consistent with the Leagues 'Privacy and Recordkeeping Policy'

7.3: Sanctions will include, but not be limited to, the following:

Types	Sanctions
Category A	<ul style="list-style-type: none"><li>● Dismissal</li><li>● Apply any lesser penalty at the discretion of the Executive</li></ul>
Category B	<ul style="list-style-type: none"><li>● If this is the first Category B Breach committed by the Volunteer, remove the Volunteer from one or more of their future rostered shifts, or</li><li>● If this is the first Category B Breach committed by the Volunteer, and the Volunteer is not currently rostered to complete future shifts, resolve to provide the Volunteer with one or more fewer shifts than they would otherwise receive in the next roster to be released, or</li><li>● If this is not the first Category B Breach committed by the Volunteer, dismiss the Volunteer, or</li></ul>

	<ul style="list-style-type: none"> <li>• Apply any lesser penalty at the discretion of the Executive</li> </ul>
Category C	<ul style="list-style-type: none"> <li>• If this is not the first Category C Breach committed by the Volunteer, and the Volunteer has previously received a Formal Warning, remove the Volunteer from one or more of their future rostered shifts, or</li> <li>• If this is not the first Category C Breach committed by the Volunteer, and the Volunteer has previously received a Formal Warning, and the Volunteer is not currently rostered to complete future shifts, resolve to provide the Volunteer with one or more fewer shifts than they would otherwise receive in the next roster to be released, or</li> <li>• Apply any lesser penalty at the discretion of the Executive.</li> </ul>
General & Welfare (managed on a case by case basis)	<ul style="list-style-type: none"> <li>• Penalty as deemed appropriate by the Executive after the completion of the mediation process (Appendix One)</li> </ul>

Authorisation



Mr Charles Vincent Fedor  
 17th of November 2018  
 Western Australian Debating League



Miss Jolanta Hewitt  
 17th of November 2018  
 Western Australian Debating League

## Appendix One: Mediation Process

- 1.0. The parties to a mediation must attempt in good faith to settle the matter that is the subject of the mediation within 14 days after the executive has decided to enforce a mediation.
- 1.1. Each part to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five days before the mediation takes place.
- 1.2. In conduction the mediator must:
  - 1.21. Give each party to the mediation every opportunity to be heard.
  - 1.22. Allow each part to the mediation to give due consideration to any written statement given by another party.
  - 1.23. Ensure the principle of natural justice is adhered to throughout the process.
  - 1.24. The mediation cannot determine the matter that is the subject of the mediation.
  - 1.25. Ensure the matters discussed during the mediation and any information that is discovered during the process be strictly confidential and not be used in any other proceedings that take place in relation to the mediation subject.
- 1.3. That the mediator be drawn from the following in order
  - 1.31. The President
  - 1.32. The Secretary
  - 1.33. The Administrative Officer
  - 1.34. The Operations Officer
  - 1.35. Another person appointed by the Executive.



## Appendix Two: Appeals and Reviews

2.0. A participant may seek an appeal on the outcome of any investigation on the following grounds

2.01. If proper investigatory procedures were not followed as outlined in the policy.

2.02. If they underwent unfair treatment

2.03. If they believe that a conflict of interest undermined the integrity of the investigation.

2.1. In order to seek an appeal a participant must lodge notice with the league's Secretary including the alleged grounds.

2.2. The Secretary shall be furnished with investigation's findings and decide whether there are grounds for appeal.

2.3. If there are grounds to appeal, the person conducting the appeal may do anything they deem appropriate to ensure that a fair investigation is conducted, which may include using information collected in the original investigation.

2.4. The Secretary shall prepare a new report and recommend any amendments to the original sanctions.

2.5. The executive shall decide on any amendments to sanctions or overturn the findings of a report if it is deemed fallacious.

2.6. Rejection of an appeal cannot be appealed itself.