

AustCycle Code of Behaviour

1 AUSTCYCLE VALUES

The primary objective of the AustCycle Code of Behaviour is to promote the values of AustCycle. These values include:

- Encouraging public awareness of the importance of cycling education
- Encouraging confidence in cycling education
- Publicising what is expected of AustCycle Providers and Teachers
- Ensuring the health and safety of all Providers, Teachers and participants/clients

2 ALL AUSTCYCLE PROVIDERS, TEACHERS AND TRAINEE PROVIDERS AND TEACHERS AGREE TO:

2.1 Abide by the AustCycle Code of Behaviour, regulations and policies

- For the implementation and enforcement of this Code
- Accept any judgements made by AustCycle or its agents.
- Teach within the limits of competence deemed by the AustCycle qualifications held.
- Follow AustCycle's policies and guidelines relating to safety, class ratios, emergency procedures and duty of care towards others.

2.2 Promote the participation of all Australians in safe and enjoyable cycling programs conducted by qualified personnel

- Maintain AustCycle qualifications.
- Participate in regular professional development.
- Abide by established standards for road safety.
- Promote and deliver only safe and enjoyable activities.
- Show concern for the health, safety and welfare of participants and colleagues.
- Respond professionally and in a timely fashion to any complaints.

2.3 Enhance cycling knowledge while developing cycling safety and survival skills

- Provide a balanced program of cycling and bike safety.
- Provide a planned and sequential program of skill development based on individual participant needs.

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2.4 Provide equal opportunity for all to learn cycling, road safety and survival skills

- Modify the program to cater for those with disabilities, children, adult learners and those with injuries.

2.5 Ensure that all students are treated with courtesy and respect notwithstanding individual differences and needs

- Refrain from any discriminatory practices by treating everyone equally.
- Be alert to any form of abuse between participants.

2.6 Represent AustCycle and the cycling and road safety teaching industry in a professional manner without bringing AustCycle into disrepute

- Be a role model for other AustCycle members.
- Behave professionally and accept responsibility for one's own actions.
- Extend professional courtesy to other AustCycle members, industry colleagues, participants and parents.
- Refrain from any form of verbal, physical or emotional abuse.
- Refrain from any form of sexual harassment towards participants.
- Refrain from using the influence of a teaching position to encourage inappropriate intimacy between Teachers and participants.
- Ensure that methods of supporting students are consistent with established practices.
- Ensure physical support is only provided to facilitate learning or safe performance.

2.7 Promote AustCycle and its training courses

- Promote AustCycle including the appropriate use of AustCycle logos and materials
- The Provider will employ AustCycle accredited Teachers to run any cycling training advertised as AustCycle training courses. Note: The Provider can deliver other training courses e.g. specialised courses using non-accredited Teachers, but these will not be described or promoted as AustCycle courses

2.8 Recognise that

- Breaches of this Code of Behaviour may result in suspension or termination as an AustCycle Provider or Teacher

3 BREACH OF THE AUSTCYCLE CODE OF BEHAVIOUR

A Review Panel will be formed to review issues related to AustCycle Providers, Teachers and trainees' non-compliance with the AustCycle Code of Behaviour. The process for dealing with breaches of the Code of Behaviour is outlined as follows:

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- The AustCycle Executive Officer will receive complaints pertaining to the breach or non-compliance of the AustCycle Code of Behaviour and subsequently convene a Review Panel.
- In the case of possible criminal offences, the AustCycle Executive Officer will consider the complaint and if appropriate refer it immediately to the Police.
- Review Panel members shall be selected based on their expertise and familiarity with AustCycle and shall have had no involvement with the AustCycle Provider, Teacher or trainee under review.
- The Review Panel shall consist of three members. The AustCycle Executive Officer will appoint one panel member to act as Chair.
- The Review Panel will investigate and review complaints under the procedures outlined below.
- The Review Panel will either initiate action or, if necessary, recommend action to the AustCycle Board regarding complaints.

Procedures for the review of complaints will ensure that the rights of all parties to the complaint are protected. The prime concern is for the potential victims in these issues, and safeguarding the welfare of the public.

- Any person may file a complaint, verbally or in writing, to the Executive Officer.
- Any complaint brought by one AustCycle Provider, Teacher or trainee against another, which is determined to be of a spurious or frivolous nature by the Committee, will itself be considered as a breach of the Code, and action may be taken against the person filing the original complaint.
- All parties involved will be informed by the Executive Officer that a complaint has been received. The AustCycle Provider, Teacher or trainee named will be given an invitation to respond, in writing, within two weeks.
- The Review Panel will review all available information and may investigate any/all circumstances of the complaint. The Panel may choose to:
 - i. Accept a written response and mediate an understanding between two or more parties involved in the complaint;
 - ii. Schedule a full hearing where all parties to the complaint may address the Panel;
 - iii. Take action as outlined below;
 - iv. Recommend to the AustCycle Board that a formal recording of disciplinary action be recommended.
 - The AustCycle Board will receive a recommendation from the Review Panel and make a decision on any disciplinary action to be taken. The Executive Officer will inform all parties, in writing, of the action taken.
 - Any parties to the complaint may appeal disciplinary action. An appeal procedure will include:
 - v. A written request to the Executive Officer to appeal the decision of the Review Panel;
 - vi. The appointment made by the Executive Officer of a three member

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Appeals Committee made up of AustCycle Providers and Teachers to review the complaint and make a recommendation concerning the actions taken.

- vii. Upon the recommendation of the Review Panel any of the following sanctions/disciplinary actions may apply:
- Verbal counselling by a nominee of the Review Panel.
 - A letter to remind the Provider or Teacher of the accepted standards of conduct expected from AustCycle representatives.
 - A letter of reprimand.
 - Probation of the AustCycle Provider or Teacher for a set period of time.
 - Suspension of the Provider or Teacher's AustCycle registration for a term determined by the Review Panel.
 - Termination of the AustCycle Provider's Licence or the Teacher's Accreditation.

In cases where civil or criminal law has been breached, the Review Panel may choose to consider the outcome of legal actions when making its decision on disciplinary action.

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