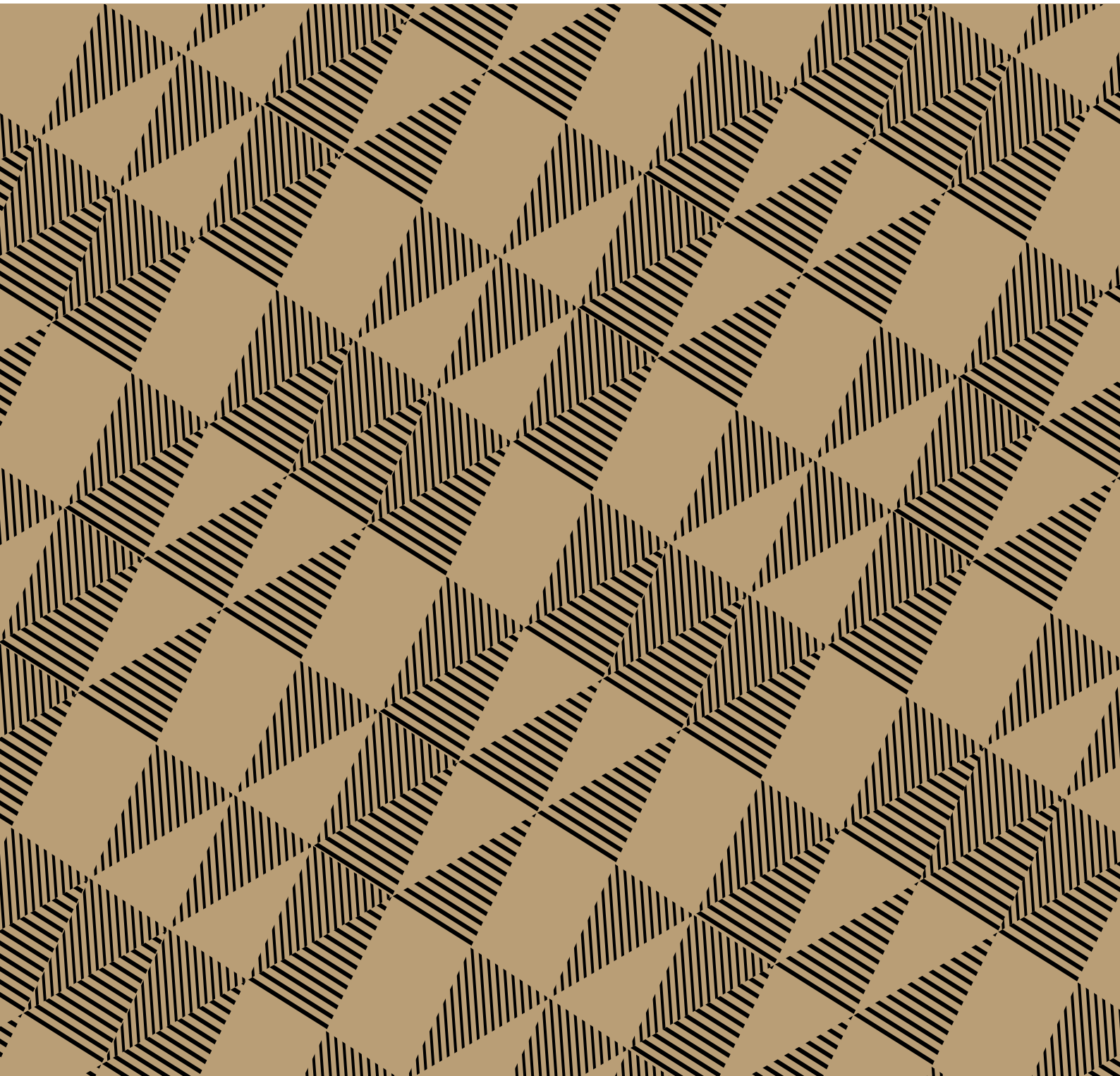

Adopting the Integrity Code

Guidance on adopting the Code of Integrity
for Sport and Recreation



Disclaimer

This document is intended to provide general guidance on the adoption and implementation process for the Code of Integrity for Sport and Recreation (the Integrity Code). The guidance and suggestions may not all be suitable for your particular circumstances.

This document is not a substitute for legal advice and the Commission does not accept legal responsibility for any reliance on its contents.

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Introduction

The Code of Integrity for Sport and Recreation (Integrity Code) is intended to create safer, fairer and more inclusive sport and recreation experiences by:

- setting minimum standards for organisations to prevent and address threats to integrity in sport and recreation
- helping to keep children, young people and adults at risk safe
- helping to lift the integrity capability of sport and recreation organisations
- explaining the role of the Sport Integrity Commission Te Kahu Raunui (the Commission), including when there are serious integrity issues.

How to use this guidance

We've developed this guidance to help you:

- understand if your organisation can adopt the Integrity Code
- understand the requirements to adopt and implement the Integrity Code
- carry out the formal adoption steps
- develop and execute your plan to meet the minimum standards.

The diagram below gives an overview of the adoption and implementation process. There are five steps:



This guide covers each step and directs you to helpful resources and tools.

We recommend reading this guide fully before starting. How an organisation undertakes the adoption process will depend on your circumstances, including your current capability and capacity. How you work through the steps, and in what order, may be different to how they are set out in this guide.

Terms used in this guide

Adoption

an organisation has gone through a process to formally put the Integrity Code in place

Compliance date

is the date when an organisation that has adopted or is bound by the Integrity Code must have implemented all minimum standards

Dispensation

is an exemption from a provision of the Integrity Code and must be granted by the Commission

Effective adoption date

is the date an organisation becomes bound by the Integrity Code. This date is chosen by the organisation

Minimum standard

the requirements outlined in the Integrity Code that an organisation must implement and meet the minimum standards outlined in the Integrity Code

Notice date

is the date on which an organisation notifies the Commission that it intends to adopt the Integrity Code. It must be at least one month before the effective adoption date

Steps to adopt the Integrity Code



Implement

Start early on implementation. Get started on meeting the minimum standards. Review your existing policies. Amend them or use the Commission's policy templates.

Tell member organisations and participants you are adopting the Integrity Code and what it means for them.



Understand

Get familiar with the Integrity Code.
Understand the benefits of adopting the Integrity Code.
Get familiar with the minimum standards.



Plan

Plan the steps you need to take to adopt the Integrity Code.
Plan the timeline for adopting the Integrity Code, including your constitutional changes and dates for formal adoption.
Plan what's required to meet minimum standards.



Adopt

Notify the Commission you intend to adopt.
Change your constitution (or pass a formal resolution).
Formally adopt the Integrity Code.
Tell your member organisations and participants they are bound by the Integrity Code.



Grow

Keep your policies and procedures updated to reflect how you manage your threats to integrity.
Continue to evolve and build your culture of integrity.

Minimum standards 1-4



Standard 1

Prohibit behaviours that are a threat to integrity.



Standard 2

Proactively safeguard children, young people and adults at risk.



Standard 3

Implement an effective and fair dispute resolution process in relation to threats to integrity.



Standard 4

Notify the Commission of issues of serious concern.

You must comply with these 12 months after you formally adopt the Integrity Code. Start early on these, and before formal adoption.

Minimum standards 5-6



Standard 5

Cooperate with the Commission in relation to dispute resolution, investigations, and monitoring activity.



Standard 6

Provide information to your members about the Integrity Code.

You must comply with these on your adoption date. You and your members need to understand your obligations.

Understand



This step is about preparation: making key decisions and understanding why your organisation is adopting the Integrity Code.

The Integrity Code might be the start of your organisation's integrity journey or build on what is already in place. Before deciding to adopt, it's important you are familiar with the Integrity Code and what it means for your organisation, your members and participants, including your regional and local organisations.

Can you adopt the Integrity Code?

Most sport or recreation organisations whose main purpose is to provide opportunities for participation in sport or recreation can adopt the Integrity Code. But some organisations can't, even if they are involved in sport or recreation. These include:

- schools – their primary purpose is providing educational opportunities
- local government sport centres or facilities (like pools or community centres) – their primary purpose is not to provide participation opportunities.

Organisations that can't adopt the Integrity Code can:

- align to the Integrity Code by amending their policies to meet minimum standards
- advocate for the Integrity Code by encouraging the sport and recreation organisations they work with to adopt the Integrity Code.

For organisations that can adopt the Integrity Code, we recommend national-level organisations adopt the Integrity Code first. National organisations can then take a phased approach to support adoption and implementation by their regional and local organisations. More information about this is on page 17.

Think about

- Is your main purpose to provide sport and recreation opportunities?
- Are you a national-level organisation? If not, ask your national organisation about adopting the Integrity Code or look at aligning or advocating.
- Do you know and understand what you need to do to make changes to your constitution or other governing documents?

If you're unsure, get in touch with us at integritycode@sportintegrity.nz.



Understand the benefits of adoption

Adopting and implementing the Integrity Code is a long-term commitment to providing a better future for your organisation, your sport or recreation activity, your participants and your community. It will take time and effort, and there may be challenges and surprises along the way.

Understanding and communicating the benefits of adopting the Integrity Code is crucial. It will make it easier to get your members and participants on board and share the journey. This includes outlining the positive outcomes for everyone and creating a shared purpose and commitment to improving integrity in your sport or recreation activity.

Communicating how the Integrity Code supports your organisation's vision, values and strategy will create a deeper understanding among your members, staff and volunteers so they can support your journey.

Benefits of the Integrity Code

Builds a culture of integrity

- Sets the right culture by fostering an environment of trust and transparency. It promotes the right behaviour and supports calling out the wrong behaviour.
 - Defines your approach to integrity matters. Makes it easier to create a positive environment and high integrity standards.
-

Demonstrates leadership

- Demonstrates your contribution to supporting the sport and recreation sector to work to keep sport and recreation safer and fairer for all.
 - You have a leadership role in integrity matters for your sport or recreation activity.
-

Enhances your reputation

- Enhances the reputation of your organisation and your sport or recreation activity by being seen as a safer and fairer environment for everyone.
 - This could make a difference for potential participants, parents and caregivers, or volunteers when they are choosing which sport or recreation activity to join.
 - Attractive to staff who want to work for an organisation with high integrity standards and a safer environment.
-

Helps manage risk

- Helps prevent people who could present a threat to integrity targeting your sport or recreation activity.
 - Provides a process for dealing with integrity matters should they arise, along with the additional support provided by the Commission.
-

Think about

- Why are you adopting the Integrity Code? Why is it important to your organisation?
- Who is most at risk of harm? How will the Integrity Code help you to protect them?
- What are the biggest integrity risks for your organisation? How will the Integrity Code help you to address and mitigate those risks?
- How does the Integrity Code fit in with your overall values, strategy and long-term future for your organisation and your sport or recreation activity?

What you need to do

- Understand the benefits of adopting the Integrity Code for your sport or recreation activity. Understand how adoption of the Integrity Code will help you to protect your participants.
- Understand how adoption of the Integrity Code will help you to protect your participants and manage risks in your sport or recreation activity.

Get familiar with the minimum standards

The six minimum standards are the key parts of the Integrity Code that help to protect participants and create safer and fairer experiences.

Embedding the minimum standards may take significant policy and operational work, including the cultural and behavioural changes necessary to support the minimum standards.

It is important you take the time to understand each of the minimum standards and the requirements to implement them. The table below provides a brief overview of the requirements and links to in-depth information about each minimum standard.



Minimum standard Requirements

Standard 1:
Prohibit behaviours that are a threat to integrity

An organisation must:

- prohibit participants from engaging or attempting to engage in behaviours that are a threat to integrity (eg, sexually harmful behaviour, child abuse, competition manipulation)
- have and apply policies that prohibit the behaviour at the organisation and in the sport or recreation activity.

sportintegrity.nz/minimum-standard-1

Standard 2:
Proactively safeguard children, young people and adults at risk

An organisation must have and implement policies to:

- require people who work alone with children, young people or adults at risk are safety checked and complete annual education on safeguarding
- specify safe and inclusive practices for children and adults at risk (eg, coaching, travelling and overnight stays, taking and sharing images, and changing rooms)
- appoint a safeguarding lead at a national or regional level to oversee implementation of these requirements.

An organisation must have a child protection policy to identify, report, and respond to suspected or real cases of child abuse, child sexual abuse and child neglect.

sportintegrity.nz/minimum-standard-2

Standard 3:
Implement an effective and fair dispute resolution process in relation to threats to integrity

An organisation must have and implement policies to establish effective and fair dispute resolution processes for addressing complaints or disclosures relating to integrity. The policies must:

- provide a mechanism for making complaints and disclosures
- be consistent with the principles of natural justice
- require steps to be taken to resolve a complaint or disclosure as soon as reasonably practicable
- expressly recognise the Commission's role and the appeal rights to the Sports Tribunal.

sportintegrity.nz/minimum-standard-3

Minimum standard	Requirements
<p>Standard 4: Notify the Commission of issues of serious concern</p>	<p>An organisation must notify the Commission of serious integrity issues (as defined in the Integrity Code).</p> <p>sportintegrity.nz/minimum-standard-4</p>
<p>Standard 5: Cooperate with the Commission in relation to dispute resolution, investigations, and monitoring activity</p>	<p>An organisation must cooperate with the Commission, including engaging in good faith to resolve matters, providing information or documents required for an investigation, and providing information to help the Commission assess compliance with the minimum standards.</p>
<p>Standard 6: Provide information to your members about the Integrity Code</p>	<p>An organisation must provide information to help its members and participants understand and implement the Integrity Code (eg, inform them of any policy that implements the Integrity Code and how to access it).</p>

Privacy requirements

Under clause 9 of the Integrity Code, an adopting organisation must commit to complying with its obligations under the Privacy Act 2020 when dealing with personal information collected, used or held by it in connection with Integrity Code obligations or activities.

This means that anyone who provides personal information to the organisation in connection with the Integrity Code must be advised at point of collection about:

- the purpose of collecting the personal information
- what it will be used for
- how it will be stored
- how long it will be kept for
- whether the information will be shared or disclosed.

We have prepared a privacy policy template that covers the minimum requirements and measures that should be in place to ensure that personal information is appropriately collected, used and shared.



If this policy template is used it will meet the requirements of clause 9 of the Integrity Code, but will need to be tailored to the needs and circumstances of each organisation and, in particular, should reflect the specific functions and activities that might require an organisation to collect and use personal information. We will update the privacy policy template from time to time to keep up with best practice and advice from the Office of the Privacy Commissioner.

Leadership and integrity champions

It's important to have the right people involved in your journey to adopt and implement the Integrity Code. Everyone in your organisation will have a role to play, but having certain people involved can help make the process run more smoothly.

Integrity and safeguarding initiatives can lose momentum or stop altogether because the person leading them leaves the organisation or is pulled away by other responsibilities. Having a team of integrity champions and strong support from governance and leadership teams can help avoid this.

Governance and leadership

It's important that governance and senior leaders support Integrity Code adoption and implementation.

If you have not done so already, we recommend national organisations appoint a board member or senior leader to lead this work. This will help ensure the necessary skills and resources are directed towards adoption and implementation. Support from governance and senior leadership will also help maintain momentum over time.

There are practical ways that boards and senior leaders can drive adoption of the Integrity Code. These include:

- integrating the Integrity Code into your strategy
- prioritising the Integrity Code in your strategic planning and budgeting processes
- making adoption and implementation a performance measure for chief executives.

Integrity champions

Identify integrity champions in your organisation to support and help with implementation and communicate the changes to your members and participants. These could be staff, participants or volunteers, and might be people who are:

- already in integrity roles (eg, safeguarding officers, complaints officers)
- have relevant experience, skills or knowledge (eg, who understand your policies and processes or have lived experience of integrity issues)
- already advocating for improving integrity in your sport or activity.

Your integrity champions can support adoption and implementation in a variety of ways including:

- communicating to your members and participants about the Integrity Code
- building support for adoption at all levels
- involving your participants in implementing the Integrity Code
- helping to implement the minimum standards
- getting feedback on implementation, especially from local and regional organisations.

Think about

- How can your board and senior leaders support your integrity journey?
- How can governance and senior leaders work together to support adoption and implementation?
- Who are your integrity champions and how can they contribute?

What you need to do

- Ensure your governance and senior leaders understand the Integrity Code and support your organisation starting this work.
- Appoint a board member or senior leader to lead the adoption and implementation process for your sport or recreation activity.
- Find your integrity champions and get them involved.



Confirm your organisation wants to adopt the Integrity Code

Now you understand more about the Integrity Code and what it might mean for your organisation, you can make an informed choice to adopt the Integrity Code.

It may be useful to make a formal decision about your intention to adopt the Integrity Code (eg, at a board or committee meeting). Your board will likely have a role in the formal adoption process. Confirming their support early can help ensure everyone is clear about the intention to adopt and help you marshal resources and support for the adoption and implementation process.

Once you've confirmed you intend to adopt the Integrity Code, you can start letting your members and participants know. This ensures:

- everyone knows to expect some changes and improvements to how integrity is dealt with at your organisation
- your members and participants have plenty of time to understand what adoption means for them.

What you need to do

- Get your board and senior leaders to confirm your organisation intends to adopt the Integrity Code (eg, through a board decision).
- Let your members and participants know so they have plenty of time to understand what this means for them and their sport or recreation activity.

Plan



This step is about planning to adopt the Integrity Code. The plan includes deciding on when you will adopt, what you need to do to meet the minimum standards, and how you will implement them.

Gather the information you need to provide to us

As part of the adoption process, the Integrity Code requires you to provide us with certain information. This is so we understand your sport or recreation activity and can guide you during the adoption process.

Information about your organisation:

- Your role and responsibility for the sport and recreation activity (ie, whether you are a national or regional organisation or a club).
- Whether you are a member of any other body (eg, a national organisation, a peak body like the New Zealand Olympic Committee or Paralympics New Zealand, or an international federation).
- Who your members are (eg, your regional organisations and/or clubs).
- Whether you can bind your members to the Integrity Code (eg, through the terms and conditions of membership).
- The estimated number of participants in the sport or recreation who will, or may, become bound by the Integrity Code.

Information about adopting the Integrity Code:

- The steps you have taken, or intend to take, to adopt and comply with the Integrity Code.
- The date you want the Integrity Code to take effect.
- Whether you want to apply for a dispensation from part of the Integrity Code and the reasons for seeking the dispensation.

What you need to do

- Work through this document to develop your adoption and implementation plan.
- Provide the information you already have about your organisation and members, and fill in the other areas as you develop your implementation plan.

This will help you provide us information on how you will implement the Integrity Code.

Review your existing policies



We recommend doing this step as early as possible. For most organisations, adopting and implementing policies to meet the minimum standards will be a significant and time-consuming part of the adoption process.

The Integrity Code requires an organisation to have and implement policies for minimum standards 1–4. These are to:

- prohibit certain behaviours (minimum standard 1 – clause 11 of the Integrity Code)
- safety check and train specified persons, specify safe practices and a child protection policy (minimum standard 2 – clause 12 of the Integrity Code)
- implement a fair and effective dispute resolution process (minimum standard 3 – clause 13 of the Integrity Code)
- notify the Commission of issues of serious concern (minimum standard 4 – clause 14 of the Integrity Code).

Reviewing your existing policies early will help you understand what you need to do to meet the minimum standards and set an achievable and realistic timeline for adoption. It will also help identify if you need to apply for dispensation from a part of the Integrity Code.

Use our guidance, checklists and policy templates to help you review your policies.

You can choose to either use our policy templates or amend your existing policies to meet the minimum standards. The table below sets out when you might use each approach.

Use the Commission's policy templates

Amend your existing policies

This means ...

- using policy templates that meet the requirements of minimum standards 1–4.

Policy templates for minimum standards 1–4 are available. sportintegrity.nz/integrity-code/adopt

- reviewing and making changes to your existing policies to meet the requirements of minimum standards 1–4.

You can use the Commission's policy templates as the basis for amendments, or draft your own.

Speak to the Commission to make sure your approach complies with minimum standards.

This might work best if ...

- you don't have an existing policy that is suitable
- you want to minimise the time, cost and effort of complying with the minimum standards
- you don't need tailored or bespoke policies for your sport or recreation activity.

- you only need to make minor amendments to align with the minimum standards
- your policies are already working well in your sport or recreation activity
- your policies have specific wording you would like to keep (eg, to meet your International Federation's requirements or wording that has been agreed with members).

Compliance

If you use the Commission's policy templates, then you will be presumed to comply with the requirements of minimum standards 1–4. You still need to show you have implemented the policies.

You will need to show that your amended policies comply with the requirements of minimum standards 1–4.

We will check on this as part of the adoption and implementation process.



You can use a combination of both approaches. For example, you may use our policy template for minimum standard 1 and amend your existing complaints policy to comply with minimum standard 3. In this case, the policy for minimum standard 1 would be presumed to comply. The policy for minimum standard 3 needs to be checked by the Commission to ensure it complies.

We encourage you get in touch with us about your policies early and before they are formally approved by your organisation. We will be able to provide general guidance on policies, including the use of the Commission's policy templates, and review amended policies for compliance with minimum standards. We cannot provide legal advice. You may need to seek independent legal advice about your policies.

Think about

- What integrity policies does your organisation already have in place? What policies and procedures do you need to review?
- Do your existing policies meet the requirements of the minimum standards?
- How fit for purpose are your policies for your organisation and your participants?
- What policies need the most changes or amendments to ensure they comply with minimum standards? This can help identify which policies to prioritise and decide whether or not to use our policy templates?

What you need to do

- Review your existing policies to identify whether they meet the requirements of the minimum standards, and if they don't, what changes are needed to comply.
- Decide whether to amend your existing policies or use the policy templates provided by the Commission.

We recommend a phased approach to adoption

We strongly recommend that national organisations adopt the Integrity Code first and then support adoption and implementation through their federated structure. They are then in a position to support their regional and local organisations adopt and implement the Integrity Code.

There is likely to be a significant amount of work required to meet the policy and implementation requirements of the minimum standards. So it makes sense for the national organisation to lead and coordinate the adoption, policy and implementation process and associated work.

This is similar to the phased approach recommended by Sport NZ to re-registration under the Incorporated Societies Act 2022 that many national organisations are taking.

National organisations should consider what support you can give regional organisations and clubs. This could include:

- sharing your approach and timeline for adoption and implementation
- providing guidance on the required constitutional changes and template wording
- providing policy templates
- coordinating the adoption and implementation process for your whole sport or activity.

Supporting your regional and local organisations to adopt encourages alignment and consistency through your sport or recreation activity, and reduces the cost and time for adoption and implementation.

Regional organisations and clubs that want to adopt should check with their national organisation first about whether it is considering adopting the Integrity Code.

Think about

- How will you engage members and participants in the adoption process?
- What support will the regional and local organisations in your structure need to adopt the Integrity Code? How can you provide this to them?
- Do your member organisations understand what they need to do to implement the Integrity Code?

What you need to do

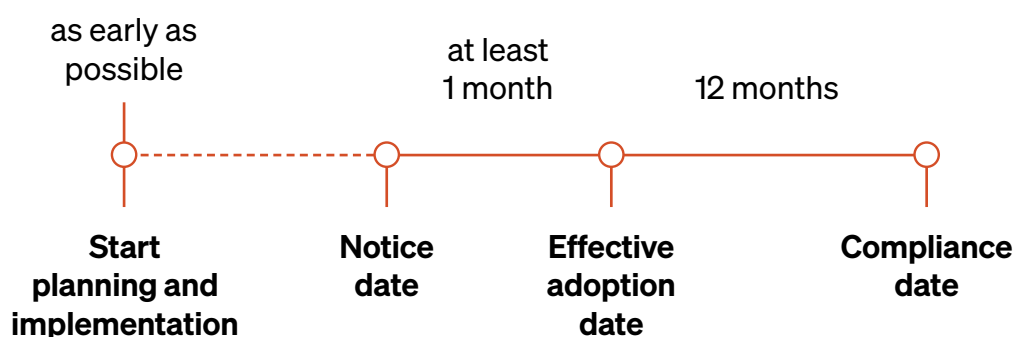
- Communicate with your member organisations early and often about the Integrity Code. Help them understand what they need to do and how you can help them.
- Share your plans with them, and provide practical help and support as much as you can.



Set your timeline

There are three dates in the adoption process you can set.

1. **Notice date:** This is at least one month before the effective adoption date. This is when you provide us with your completed adoption notification form. The earlier you do this, the better.
2. **Effective adoption date:** This is the date your organisation and your members become bound by the Integrity Code. This date is the same for the whole sport and recreation activity. This means that regional and local organisations cannot choose a separate date.
3. **Compliance date:** This is within 12 months of the effective adoption date. You need to have implemented all minimum standards by this date.



The **effective adoption date** is the key date. On this date, you need to:

- comply with minimum standards 5 (cooperate with the Commission) and 6 (provide information to members), and
- within 12 months, comply with minimum standards 1–4.

You set the effective adoption date – you choose the date that makes the most sense for your sport or recreation activity.

When deciding the best effective adoption date for you, and if you are a national organisation, you may want to consider:

- how ready for adoption and implementation you and your member organisations are overall
- how long it will take for your organisation to make decisions about adopting the Integrity Code (eg, constitutional changes, voting)
- how many organisations you have at regional and local level and how long it will take for them to meet the minimum standards
- the start of your season or cycle (eg, an Olympic cycle) and whether this impacts implementation
- the timing of your general meeting – your effective adoption date needs to be on or after the annual or special general meeting at which you resolve to adopt the Integrity Code
- any other relevant dates, such as your organisation re-registering under the Incorporated Societies Act 2022 (which must be completed by April 2026)
- consulting on your preferred effective adoption date with key people in your organisation and at regional and local organisation levels.

If your organisation has a decentralised structure, many member organisations, or are ‘starting from scratch’ with respect to integrity, it may take more time and support to ensure your member organisations can complete the adoption and implementation process. Take this into account when deciding on your effective adoption date.

Regional and local organisations have until their national organisation’s compliance date (12 months after their national organisation’s effective adoption date) to comply with minimum standards 1–4. Minimum standards 5 and 6 must be complied with by the whole sport or recreation activity from the effective adoption date.

Think about

- How ready for adoption and implementation are you and your member organisations?
- What work is required and how do you and your member organisations plan to complete it?

What you need to do

- Decide on the effective adoption date.
- Communicate the effective adoption date to your member organisations.



Determine who will be bound by the Integrity Code

As part of the adoption process you need to let us know who your members are and anyone else who will be bound by the Integrity Code.

The Integrity Code automatically binds your members to it. A member is any person who:

- agrees to be a member of your organisation
- you have accepted as a member.

Members can be individual people or groups of people (ie, organisations or clubs). National organisations have a range of membership models, such as a:

- traditional federated model that has regional organisations as its members
- unitary model where a national organisation only has individuals as its members (eg, people who have joined or registered to be part of your organisation, such as players, athletes, coaches and managers).

Some national organisations might have a combination of different types of members, for example, a variant of the federated model is to have all levels of your sport or recreation activity as members of the national organisation.

Your constitution will usually set out who your members are, the conditions of membership and what authority you have to bind them, including to the Integrity Code.

The Integrity Code can also apply to people who agree they will be bound by the Integrity Code, even if they aren't a member of your organisation. This might include:

- employees or contractors of your organisation
- parents, caregivers and whānau
- participants involved in a one-off event.

Binding these people to the Integrity Code can help ensure that the Integrity Code applies consistently across everyone in your sport or activity. It will help to avoid situations where someone is bound by the Integrity Code in one context but not in another (eg, a part-time coach is bound by the Integrity Code when coaching a youth team but not when they are providing game-day support for the first team).

There are several ways you can bind a non-member to the Integrity Code such as through:

- employment or other contractual agreements
- requiring parents, caregivers and whānau to agree to be bound to the Integrity Code if their children are members of your organisation or participating in your sport or activity
- terms and conditions of participating in an event you are responsible for.

Think about

- Who are your members? How many are there and in what capacity?
- Who else is involved with your organisation that you think the Integrity Code should apply to?
- How will you ensure the Integrity Code applies to them? Do you need to seek legal advice on how to bind them?

What you need to do

- Provide information about your members.
- Think about other roles or people that interact with your organisation or participants and consider developing appropriate ways to bind them to the Integrity Code.

Consider if you need to apply for a dispensation

A key objective of the Integrity Code is to promote consistent integrity standards across the sport and recreation sector. And ensuring participants have similar protection and safeguards, no matter which sport or activity they are involved in. This means organisations are expected to meet all minimum standard requirements, unless granted a dispensation.

If you think you might need a dispensation from a provision of the Integrity Code, please contact us early at integritycode@sportintegrity.nz.

We need to consider and grant a dispensation before formal adoption so the dispensation can be included in your formal resolution to adopt the Integrity Code.



If you do not organise, sanction or authorise sporting competitions, events or activities (ie, you are a recreation organisation) you are not required to prohibit competition manipulation. A dispensation isn't needed – this exception is already provided for in the Integrity Code.

Adopt



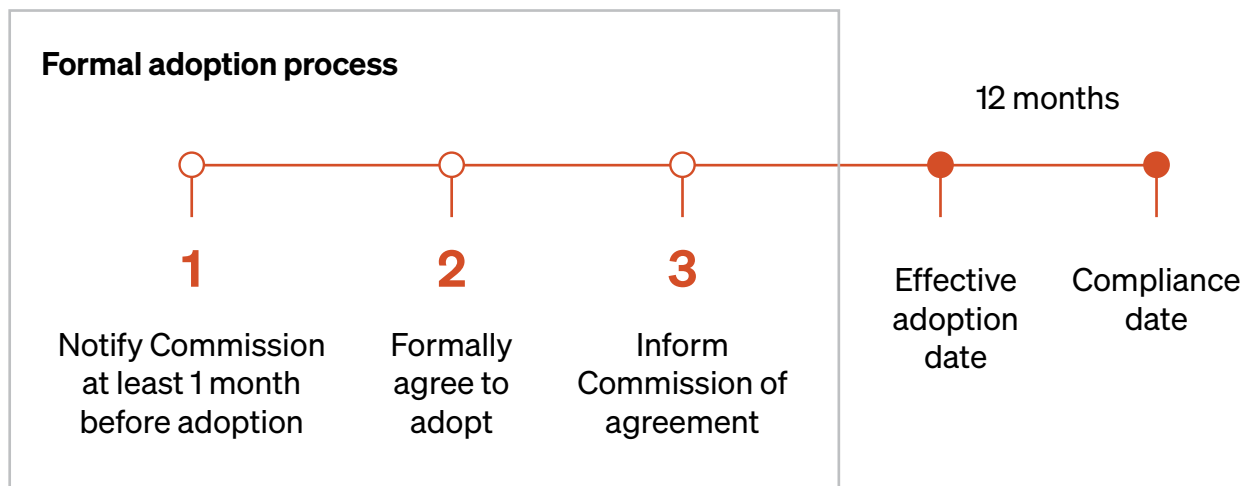
This step is about the formal adoption process in Schedule 2 of the Integrity Code. For most organisations this will require changes to your constitution or governance documents.

The formal adoption process

Understanding the formal integrity adoption process and timeline is important. Changes to your organisation's constitution, governing document or a formal resolution will be required. This requires planning, engagement with your members, and you may need legal advice.

Formally adopting the Integrity Code is important as it provides certainty about when the Integrity Code comes in force for your organisation and who it applies to.

There are three steps in the formal adoption process:



Step 1 – Notify the Commission

Notify us of your intention to adopt at least one month before your intended effective adoption date (the date the Integrity Code comes into effect).

The purpose of notification is so we can provide guidance and information to help your adoption process run smoothly. It shows us you are ready to adopt and provides us some assurance you will be able to implement the Integrity Code.

You must notify us about:

- the nature of your organisation and its responsibilities
- whether you are a member of another body
- which organisations, if any, would also be bound (eg, regional organisations and/or local clubs)
- whether the organisation is authorised to bind its members (whether an organisation or a participant)
- the estimated number of participants in your sport or recreation activity who will, or may, become bound by the Integrity Code
- the steps you have taken, or will take, to enable your organisation to adopt and comply (eg, amending policies and processes to comply with the minimum standards)
- the date you intend to adopt the Integrity Code and when it comes into effect
- any dispensations you require from the Integrity Code.

We will pay a lot of attention to this detail to gauge whether you have a good plan in place for the work you need to complete and whether you are likely to meet the 12-month implementation timeline.

We will:

- review the information you provide
- provide guidance, information or support in relation to the adoption process
- seek further information from you if needed.

What you need to do

- Complete the Adoption Notification Form.
- Send the Adoption Notification Form to us at integritycode@sportintegrity.nz.
- Engage with us so we can help you through the adoption process. Respond to any further requests for information we may have.
- Consider any guidance or suggestions we may provide to you.



Step 2 – Formally adopt the Integrity Code

To formally adopt the Integrity Code, your organisation must:

- amend your constitution or governing document, or
- pass a formal resolution.

Your amendment or formal resolution must:

- expressly adopt the Integrity Code
- require your member organisations to take reasonable steps to bind their members (and their members, and so on) to the Integrity Code (eg, by amending their own constitutions or making complying with the Integrity Code a condition of membership or participation)
- specify your effective adoption date.

Your organisation's constitution or governing document should have information about what you must do to make a change to the constitution or governing document, or passing a formal resolution.

If you are considering adopting the Integrity Code at the same time as making constitutional amendments to re-register under the Incorporated Societies Act 2022, you can find information and constitution templates on the Sport NZ website: Incorporated Societies Act 2022 templates.

The national constitution template has an example of how a national organisation might effectively apply an integrity code across a sport or recreation activity.

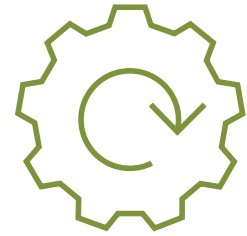
Once the national organisation has completed the formal adoption, it should then support its regional and local organisations to complete formal adoption.

Step 3 – Provide us a copy of your amended constitution or formal resolution

You will need to provide us with a copy of your national organisation's constitution or governing document, or formal resolution adopting the Integrity Code. Once we are satisfied adoption requirements are met, we will let you know and add your organisation to the public list of organisations that have adopted the Integrity Code.

Note that we only need to receive the formal resolution for the national-level organisation. We do not need copies of the formal resolutions for regional or local organisations, but will rely on written assurances from the national-level organisation that these have been made.

Implement



This step is about implementing the minimum standards and requirements to ensure you will comply with the Integrity Code.

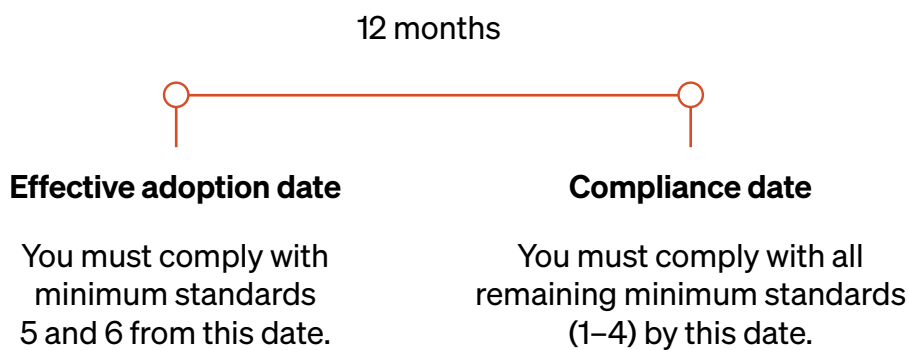


Communicate early and often to your members and participants throughout the implementation period. Help them understand what you're doing, why you're doing it, and what they need to do (if anything).

Get started early on implementing the minimum standards

You don't have to wait until the formal adoption process is under way to start implementing the minimum standards. The earlier you start, the better.

You need to comply with all the minimum standards, including having and implementing any policy requirements, within 12 months of your effective adoption date.



Minimum standards 5 and 6 apply immediately

You must comply with minimum standards 5 and 6 from the effective adoption date. This means you must:

- cooperate with the Commission when we are performing our functions (including when we are investigating and resolving integrity complaints)
- provide information about the Integrity Code to your members and other people who have agreed to be bound.

These are ongoing obligations, and you should be able to show how you are implementing them (eg, in a communications plan).

It's important people who are bound by the Integrity Code know that, if an integrity issue arises, they must cooperate with the Commission. This can mean speaking to us about an integrity complaint they might be involved in or attending an interview as part of an investigation. Not doing this could lead to that person being in breach of the Integrity Code.

You also need to provide your members and participants with information to help them understand and implement the Integrity Code. This includes telling them:

- your organisation is bound by the Integrity Code
- about any new or amended policies the organisation has, or intends to make, to implement the Integrity Code
- how to access the policies and make them available (eg, by publishing the policies on your website)
- they have the right to make a complaint or disclosure to your organisation and to the Commission.

For children and young people, this information should be provided to parents and caregivers.

Think about

- What are the best ways to communicate with your members and participants?
- What do they need to know and by when?
- How can Integrity Code messages and information be integrated into other communications (eg, about registration, start of the season or tournaments)?
- How can information and policies be made accessible for your members and participants?

What you need to do

- Make sure everyone in your organisation knows when the Integrity Code comes into effect and what it means for them, including their minimum standard 5 obligations (cooperate with the Commission).
- Publish your policies online – make sure they're easy to find, up to date and free to access.
- Develop a communications plan that sets out how you will provide information about the Integrity Code. You can use and adapt information that's on our website, in newsletters and social media channels.

Follow your implementation plan



Minimum Standard 2 will probably require the most time and effort to implement. We recommend that you start on this as early as possible.

The thinking you've done, including following the prompts in this guide, will help you create your implementation plan. We recommend:

- starting with the minimum standard that will take the most time for you to implement – for most, this will be minimum standard 2
- set milestones for each part of your implementation plan and stick to them – avoid a last-minute rush for compliance
- engage with us early if you are facing challenges, need guidance or are unsure what's required
- amend national-level policies early in the implementation period so that regional and local organisations have the most time possible to align
- share your achievements, challenges and solutions with other organisations adopting the Integrity Code – you'll also benefit from their insights and ideas.

Use our guides and resources

We have a range of guidance, resources and tools to help you with implementation. These include:

- policy templates for minimum standards 1–4
- implementation checklists – to help you understand each of the minimum standards and what you need to do to comply
- evidence-based and easy-to-read guidance about each threat to integrity – use this to improve your integrity knowledge and to help communicate to your members
- child safeguarding tools and checklists – use these to implement minimum standard 2, including developing your safe practices
- online learning modules including safeguarding modules that can be used as education for specified persons.

These are all available at **sportintegrity.nz**. We will keep improving and adding to these resources over time.

We also have a dedicated team that can provide guidance, support and resources to help you navigate the adoption and implementation process.

Some ways we can help are to:

- engage with national-level boards and senior leadership considering Integrity Code adoption
- provide guidance on adoption and implementation including on timeframes, policy development and how to overcome challenges and delays
- review your organisation's policies and provide feedback or recommendations to meet compliance with minimum standards
- helping to track progress against implementation plans and milestones and to ensure compliance
- facilitate peer support opportunities with other Integrity Code organisations to support continuous improvement.

Managing implementation

Your board, senior leaders and integrity champions will all have an important role to help you implement the Integrity Code smoothly and on time. Agree how your organisation will manage and monitor progress. This could include:

- regular progress reports at board or other governance meetings
- asking for feedback on implementation including from staff, volunteers and participants
- regular check-ins about progress including whether your plan needs to change or adapt
- processes for identifying issues and escalating them quickly if needed.

Meeting your compliance date

You need to have implemented all the requirements in the minimum standards within 12 months after your effective adoption date. If you haven't done this, your organisation will be in breach of the Integrity Code.

We want organisations to succeed in adopting and implementing the Integrity Code. Starting early on implementing the minimum standards (even before formal adoption of the Integrity Code) is the best way to minimise the risk of non-compliance.

If you are concerned about not being able to meet your obligations, get in touch with us early. We can help:

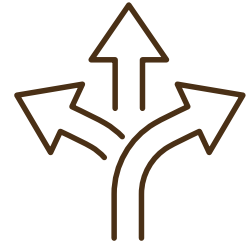
- provide guidance or make recommendations on how to achieve compliance
- monitor your timelines and help you identify opportunities to speed up implementation
- review your implementation progress to see where attention is most needed.

What you need to do

- Use our resources and guidance – adapt these as necessary for your organisation.
- Regularly check-in on implementation progress and have processes for escalating issues like delays or challenges. Ask for feedback from those involved in implementation.
- Keep your board and senior leaders engaged in the implementation process. Provide regular progress updates.
- Engage with us early, especially if you are concerned about meeting your compliance date.



Grow



This step is about building a culture of integrity and continuing to grow your integrity capability. Keep working towards creating the safest and fairest possible environments for your participants.

Maintaining the minimum standards

Adopting and implementing the minimum standards is an ongoing commitment. Once compliant policies are in place, you need to make sure they continue to be implemented, remain fit for purpose and are kept up to date.

This includes:

- keeping relevant contact information up to date (eg, your national or regional safeguarding lead)
- updating and improving your safe practices (minimum standard 2)
- reviewing your policies from time to time and updating them as required, especially when key aspects of your organisation, sport or activity change (eg, you start running school sport events, you implement a new structure or you identify new risks in your sport or recreation activity)
- ensuring new members and participants are bound by the Integrity Code
- making sure specified people are identified, safety checked every 3 years, and educated annually
- keeping your members and participants informed about the Integrity Code.

The Integrity Code provides that we can ask you to provide information so we can assess your compliance with the minimum standards. We may do this from time to time. This will help us monitor implementation of the minimum standards across the sector and helps to ensure that all organisations that adopt the Integrity Code are doing what they have committed to do.

Building a culture of integrity

Adopting the Integrity Code is an important way organisations can demonstrate a positive safeguarding and integrity culture. Continuing to build and embed a culture of integrity can help organisations bring the Integrity Code to life, move past minimum standards and create the safest and fairest possible environments for your members and participants.

Building a culture of integrity takes time and starts with recognising that we all have a part to play. It means developing an environment that is fair, safe and inclusive. These core values need to be woven throughout everything an organisation, community, and individual does to ensure that everyone – especially those who are more at risk of harm – receives safe and fair treatment while taking part. It involves a cultural shift that is sustainable and continuously evolving.

When your integrity culture is strong, everyone — parents, caregivers, whānau, coaches, instructors, spectators, clubs and organisations, and children and young people — can identify, prevent and respond early to harmful or unfair behaviour that undermines integrity.

sportintegrity.nz/integrity-culture



Contact details

Email: integritycode@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

