

# CODE OF CONDUCT

## ADJUDICATOR / WRITER

### Purpose

The Code of Conduct is a public statement of how we conduct our organisation, and our business and how we treat our employees, volunteers, competitors, adjudicators, writers, sponsors, audience and stakeholders. The clarification of these expectations reinforces our commitment to respect, fairness, and high social and ethical standards within the workplace. It is also designed to assist staff, contractors and volunteers in understanding what acceptable and unacceptable behaviours in the workplace are.

Royal South Street Society does not discriminate against staff, volunteers or clients on the basis of race or skin colour, gender identity, sexual orientation, intersex status, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion or political opinion, national extraction or social origin.

To play their part in this, we ask all adjudicators and writers to uphold and model the values and expectations set out in this Code of Conduct – Adjudicator / Writer.

### Scope

This policy applies to all Royal South Street Society adjudicators and writers across all venues and all settings.

### Code of Conduct

Adjudicators and writers are expected to uphold the integrity, fairness, and spirit of the Eisteddfod at all times.

#### 1. Fairness and Impartiality

- Judge all performances solely on merit and in accordance with the published criteria.
- Declare any conflict of interest and withdraw from judging where impartiality may be compromised.

#### 2. Professionalism

- Conduct oneself respectfully and courteously.
- Avoid any behaviour that could bring the Eisteddfod into disrepute.
- Dress appropriately to demonstrate your professionalism and authority.

#### 3. Respectful Feedback

- Provide constructive, honest, and age-appropriate feedback.
- Criticism should be encouraging and aimed at development, not personal.

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- Direct communication between adjudicators/writers and either competitors, teachers, parents or other interested parties during the eisteddfod is strictly prohibited. This includes verbal, email, SMS or social media.
- The adjudicators decision as to whether an item complies with the conditions of a particular section shall be final.

#### 4. Confidentiality

- Treat results, scores, and adjudication discussions as confidential.
- Do not discuss outcomes with participants or the public outside official processes.

#### 5. Consistency and Integrity

- Apply judging standards consistently across all competitors.
- Do not accept gifts, favours, or inducements that could influence decisions.

#### 6. Compliance with Rules

- Follow all Eisteddfod rules, schedules, and procedures.
- Respect decisions made by organisers and officials.

#### 7. Positive Representation

- Always act as a positive ambassador for the Eisteddfod and the arts.

At all times, adjudicators, writers, entrants, audience members, supporters, sponsors, staff and volunteers must act with:

Respect	Acknowledge, consider, and respect the rights and points of view of others, treating them with courtesy and empathy. Refrain from any personal comments about performers, performances, results, outcomes.
Inclusion	Celebrate difference and individuality, including everyone regardless of age, abilities, identity, gender, religion or cultural background.
Integrity	Protect and maintain the integrity of the eisteddfod, through ethical conduct, abiding by the terms and conditions of the competition.
Etiquette	Honour performance etiquette with appropriate presentation, thorough preparation, and punctuality.
Engagement & Support	Engage in the creative process as an active participant and audience member - supporting and learning from fellow artists.
Appreciation	Recognise and encourage the work of other performers, commending creative risk-taking, bold choices, and curiosity to learn and experiment.  Please note that while applause is most welcome, we ask that you refrain from whistling, calling out and stamping.

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ROYAL SOUTH STREET SOCIETY

Safety	Take personal responsibility for safety through behaviour and actions. Always listen to and follow instructions from RSSS and venue staff
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### Further Information

#### 1. Awarding Places

- The adjudicator has the right to withhold any prize.
- Avoid awarding joint 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> prize placings (with the exception of Honourable Mention and Highly Commended).
- Honourable Mention is given as 4<sup>th</sup> place.
- Multiple Honourable Mention awards may be awarded if the scores are equal.
- Highly Commended is given as encouragement, and not necessarily as 5<sup>th</sup> place.
- Multiple Highly Commended awards may be awarded and do not need to be on equal scoring.

#### 2. Appropriate Material

- The adjudicator and writer should be familiar with the rules and conditions of each section.
- It is the adjudicators decision as to whether an item presented complies with the conditions of that section.
- If an item does not comply, the adjudicator must indicate the reasons why and still provide a full critique.
- RSSS staff may advise the adjudicator if a performance has been deemed inappropriate.
- The adjudicator should avoid awarding prizes to any item that does not comply with the rules and conditions for that section.

#### 3. Aggregate Awards

- Some disciplines and some sections form part of an overall aggregate prize. These points will be automatically tallied based on the adjudication.

#### 4. Special Prizes

- Some sections attract additional prizes (ie scholarships, encouragement awards etc) and the adjudicator may be asked choose winners according to listed criteria and present these awards.

#### 5. Presentations

- Presentations and comments are either made onstage or from the adjudicators table. This varies per discipline and will be outlined by the RSSS staff when you arrive at the venue.
- Sponsors who are present may request to join the adjudicator onstage for the presentation of awards and may ask to speak.

Thank you for making Royal South Street Society Ballarat Eisteddfod a vibrant and inclusive celebration of the performing arts.

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## Supporting Documents

- Privacy Procedure
- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct
- Grievance Complaints & Compliments Policy & Procedure

**Responsibility** The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.

- The CEO/General Manager/Business Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

## **Communication & Implementation**

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Listed on the public website

## **Policy Authorisation**

Approved by RSSS Board	Responsible Person	Executive Officer
Version	Scheduled Review Date	