



HOBSONS BAY
CHESS CLUB
EST. 1974

COMMITTEE MEMBERS AND COACHES
ONBOARD PACK

Confidentiality and Non-Disclosure Agreement (NDA)

Host Club: Hobsons Bay Chess Club (HBCC)

Version: 1st May 2026



Benefits of Being a Volunteer

- Volunteers play a vital role in the success of Hobsons Bay Chess Club. By contributing your time and skills, you help create a positive, well-run, and welcoming environment for all members. As a volunteer, you benefit from:
- Developing leadership, coaching, and organisational skills
- Gaining experience that supports personal and professional growth
- Contributing to the development of juniors and the wider chess community
- Access to optional training and development opportunities
- Being recognised and appreciated by the Club
- Building strong social connections within the Club community
- Having a voice in shaping Club programs and improvements
- Enjoying the satisfaction of helping others learn and enjoy chess

1. Confidentiality & Non-Disclosure Agreement (NDA) For Committee Members and Coaches

1.1 Parties

This Agreement is between:

Hobsons Bay Chess Club ("the Club")

and



Name: _____ (“the Recipient”)

Role:

☐ Committee Member

☐ Coach

☐ Both

1.2 Purpose

Committee members and coaches may access private, sensitive, or non-public information. This Agreement ensures that such information is handled responsibly, respectfully, and in accordance with the Club’s governance, privacy, and child-safety obligations.

1.3 Confidential Information Includes

- Personal information about members, parents, juniors, or volunteers
- Emergency, medical, or wellbeing information
- Working With Children Check and Police Check details
- Complaints, incident reports, or disciplinary matters
- Internal committee discussions and decision-making
- Draft documents, policies, or strategic planning
- Financial information not publicly released
- Supplier quotes, contracts, or negotiations
- Any information marked “confidential” or reasonably expected to be private



Confidential Information may be verbal, written, digital, photographic, or stored electronically.

1.4 Obligations of the Recipient

I agree to:

- Use confidential information only for legitimate Club purposes
- Keep information secure and restrict access to those who genuinely need it
- Not disclose confidential information without written approval from the President or Secretary
- Avoid discussing sensitive matters in public, online, or informal settings
- Report any accidental disclosure, privacy concern, or child-safety issue immediately
- Return or delete confidential information when my role ends
- Maintain confidentiality indefinitely, even after leaving the Club

1.5 Legal Exceptions

Disclosure is permitted only when:

- Required by law (e.g., police request, mandatory reporting)
- Necessary to protect a child or vulnerable person from harm
- The individual concerned has provided explicit consent
- The Committee has authorised the disclosure

Only the minimum necessary information should be shared.



1.6 Breaches

A breach may result in:

- Removal of access to Club systems or information
- Suspension or removal from a coaching or committee role
- Reporting to relevant authorities where required by law, Chess Victoria, ACF and FIDE

1.7 NDA Acknowledgement

Recipient Name: _____

Signature: _____

Date: _____

2. Committee & Coach Code of Conduct

This Code of Conduct outlines the standards expected of all committee members and coaches to ensure a safe, respectful, and well-governed Club environment.

2.1 General Behaviour

I agree to:

- Act with integrity, fairness, and respect
- Promote a positive, inclusive, and welcoming environment
- Communicate respectfully with members, parents, volunteers, and officials



- Avoid aggressive, abusive, or discriminatory behaviour
- Support Club decisions once made, even if I personally disagreed
- Not engage in any behaviour that brings the Club, the Committee, or the game of chess into disrepute
- Not engage in bullying, harassment, or sexual harassments
- Not engage in any conduct that breaches the Club Constitution or Club policies

2.2 Committee Conduct

I agree to:

- Maintain confidentiality of committee discussions
- Declare conflicts of interest promptly
- Participate constructively in meetings
- Respect collective decision-making processes
- Avoid using my position for personal benefit

2.3 Coaching Conduct (if applicable)

I agree to:

- Provide a safe, supportive learning environment
- Treat all players fairly and without favouritism
- Avoid coaching or advising a child during a game
- Encourage good sportsmanship and respectful behaviour



- Maintain appropriate supervision during coaching sessions
- Ensure my conduct aligns with the Club's expectations for working with children and young people

2.4 Digital & Social Media Conduct

I agree to:

- Keep Club information secure and private
- Not post confidential or sensitive information online
- Not privately message members on social media or messaging apps
- Use official Club channels for communication

2.5 Incident & Complaint Handling

I agree to:

- Treat all complaints seriously and respectfully
- Avoid discussing incidents with uninvolved parties
- Follow the Club's reporting and escalation procedures
- Maintain confidentiality throughout the process

2.6 Handling of Club Equipment

I agree to:

- Treat all Club equipment (boards, pieces, clocks, laptops, storage tubs, etc.) with care and respect



- Use equipment only for authorised Club activities
- Ensure equipment is stored safely and returned clean, complete, and on time
- Report any damage, loss, or malfunction immediately
- Avoid allowing children to carry heavy tubs or unsafe items
- Follow all equipment-handling procedures set by the Committee
- Understand that repeated negligence may result in restricted access to equipment
- Return equipment once tenure has ended. Including username and password for club's online assets

2.7 Code of Conduct Acknowledgement

By signing below, I confirm that I:

- Have read and understood this Code of Conduct
- Agree to comply with all expectations listed above
- Understand that breaches may result in disciplinary action

Recipient Name: _____

Signature: _____

Date: _____



3. Combined Declaration

By signing this onboarding pack, I confirm that I:

- Have read and understood the **NDA**
- Have read and understood the **Code of Conduct**
- Agree to comply with all obligations and expectations
- Understand that these obligations continue after my role ends

Signature: _____

Date: _____