

## **CODE OF CONDUCT**

The Code of Conduct has been developed by the Barwon Grove Golf Club (BGGC) to ensure a safe, friendly and respectful place for members, visitors, staff and the Committee to gather in the spirit of cooperation, relaxation, good will, fun and friendly environment whether on the golf course, at Elliot Hall or at club functions. First, there will be a listing of a general code that applies to everyone and additional codes for the Committee and Volunteer Staff. The Code of Conduct addresses acceptable/unacceptable behaviour.

### **A. All Members, Visitors, Staff and Committee Members are expected to conduct themselves in a manner that:**

Creates an environment and culture that is reflective of the personal integrity and respect taught in the rules of golf where it is written that we are capable of enforcing rules upon ourselves with honesty, integrity and good sportsmanship. This same integrity, honesty and good will are expected whether on the golf course, at Elliot Hall, at club functions, within the local community or using social media.

#### **All Members, Visitors, Staff and Committee Members have a right to:**

1. Be treated fairly, equally and with respect by the Committee and other members and guests.
2. Socialise in an environment free from all forms of harassment and discrimination.
3. Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
4. Be informed and actively involved in all club events and offerings.
5. Voice their opinions, requirements and suggestions to the Committee.

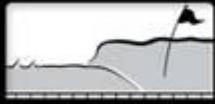
#### **All Members, Visitors, Staff and Committee Members must:**

1. Treat other members, visitors, staff and the Committee fairly, equally and with respect and courtesy.
2. Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of the BGGC its events, organisers or participants.
3. Not physically or verbally harass others.
4. Report any inappropriate behaviour of a member to the Committee for action and follow up.
5. Abide by and uphold the Constitution and Code of Conduct.
6. Pay any fees in relation to an event, or offering (e.g. functions or membership) which that member has committed to, regardless of whether the member attends the event or not.
7. Notify the Committee of any changes to address or contact details.

#### **BGGC has a zero tolerance policy for inappropriate behaviour.**

If you experience or witness any of the following behaviour, please report it immediately.

1. Racism
2. Sexism



Sheepwash Road, Barwon Heads

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3. Sexual Harassment
4. Abuse: Verbal or Physical
5. Intolerance of a person's religion, gender identity or sexual orientation
6. Behaving in a way that disturbs the enjoyment of the event/discussion for other people
7. Any other actions deemed to be intentionally hurtful, harmful, threatening or inappropriate

We aim to enforce the right for all to enjoy the club in an environment that is safe and without risks to health, violence and aggression.

BGGC hosts many types of events, many of which are 'Family Friendly' and can include children. Therefore we will maintain a zero tolerance towards offensive or obscene language or actions at events that are open to family members of all ages.

### **B. Committee Members**

This Code is developed to ensure a mechanism for establishing a business environment for the smooth operation and sound decision making process utilizing a spirit of cooperation.

#### **All Committee members are expected to conduct themselves in a manner that:**

1. Reflects honesty, integrity and support for the best interests of BGGC in carrying out the day to day business and planning for the future of BGGC
2. Affords the membership an identifiable method to voice concerns in a proper and consistent manner, namely:
  - A place to bring concerns, ideas and suggestions for appropriate consideration and/or action
  - A respectful place where they have the freedom to voice opposition and/or praise
  - A place that does not create unnecessary strife, ill will and divisiveness among the membership and/or staff
3. Has a professional and healthy regard for confidentiality
4. Is an unbiased participant in establishing guidelines that are sound for the entire club through feedback from the membership
5. Is consistent with a Committee system of operation, namely:
  - Structure:
    - Committee members decide through a vote who will be the President and Vice President
    - The president through a participatory style then assigns responsibilities to remaining members
  - Meetings:
    - The President calls and presides over meetings in accordance with the constitution
    - Minutes of meetings will be maintained



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- The Secretary, on behalf of the Committee , sets the agenda each month
- Conduct:
  - The Committee will respectfully hear concerns, ideas, suggestions, and will, through a Committee system, make and vote on motions for action or inaction
  - The Committee will discuss, agree, disagree, seek further information, solicit advice from professionals in a particular discipline and gather as much information as possible about issues
  - Committee members should always keep in mind and in their decision making the question “What is in the best interest of BGGC and its members?”
  - The Committee will then, at some point, make a motion on an issue and vote after everyone has been heard
  - Once a vote is taken, however, Committee members are expected to support the decisions to the membership and conduct themselves as a unified body
  - It is not acceptable for Committee members to undermine decisions made (democratically through the voting process) by voicing to small groups or individuals that he/she is not in agreement with the decision that was made
  - Committee members, when made aware of an issue, should notify the person or persons of the Committee s decision and course of action

### C. Volunteer Staff

This Code is developed to ensure a mechanism for establishing a business environment involving a recreational facility and to ensure a smooth operation with dignity and respect.

**All volunteer staff are expected to conduct themselves in a manner that:**

1. Reflects positively for the membership for a well kept and maintained environment
2. Compliments a welcoming, and aesthetically pleasing environment
3. Is open to feedback regarding an immediate and or potential safety hazard for the membership and staff and handles it with an appropriate urgency
4. Respectfully refers questions and concerns regarding the club to the Committee

#### **Breaches of this Code of Conduct:**

1. Any member not behaving in accordance with the terms of the Code of Conduct at an event of the BGGC may be asked to leave the function and will not be entitled to a refund of any monies paid.
2. The inappropriate behaviour of any members will be investigated, discussed and an appropriate course of action will be taken by the Committee, which may include a reprimand, suspension or revocation of membership.