



## CODE of CONDUCT

Members of our Club are proud of the excellent reputation we have built up over a number of years, both in our local community and also within the New Zealand bowling fraternity. We are committed to maintaining and enhancing that reputation, which is based upon our values of honesty, sportsmanship, and treating others with consideration, courtesy and respect.

**This Code of Conduct sets out the standards of behaviour which we commit to as Members of Birkenhead Bowling Club Inc.** It is a summary of the requirements of the following key Club documents and should be read in conjunction with them:

- The Constitution.
- General Regulations and Disciplinary Regulations.
- Social Media Policy.
- Other Policies approved by Members in General Meeting, or by the Board.

**These documents are displayed in the Clubrooms. Members should familiarise themselves with them and particularly with the Misconduct provisions in the Constitution.**

### CONDUCT:

You have a duty to act in a manner that strengthens and maintains trust and confidence in the integrity of the Club and its Members. This means at all times:

- Acting ethically and in a sportsmanlike manner when playing in a Bowls Event, or when representing the Club.
- Being considerate of all Members, Club and Event Officials, and members of other clubs by respecting other people, and by treating them with consideration and courtesy.

### BEHAVIOUR:

It is your responsibility to avoid behaviour that could constitute an act of disorder, misconduct, law breaking, or discrimination or could be construed as inflammatory, threatening, intimidation, or as harassment. In addition, you must:

- Not become intoxicated and/or act in an unruly manner while on Club premises, or while representing the Club or while on the premises of another club; and
- At any time and while on Club premises or elsewhere, not act in a way that brings the Club, another club, a Centre or Bowls NZ into disrepute; and
- Not make/use offensive, insulting or derogatory comments/actions towards:
  - a. The Club, another club, a Centre, Bowls NZ, a Member of the Club or a member of another club.
  - b. An Official, Volunteer, or Staff Member of the Club, or of another club, of a Centre, or of Bowls NZ
- Treat persons with courtesy, particularly recognising and respecting those people who support the Club in different roles and/or provide a service for our benefit.

### DRESS CODE:

You (and any guest you invite into the Club) must dress tidily and abide by the dress code as set out from time to time in the Club's General Regulations. The Club reserves the right to ask a Member or visitor to leave the premises when that person's dress does not comply with the Regulations.

The dress code when representing the Club in an Event, or when playing in a Club Championship or Event, is mandatory as set out in the General Regulations (and repeated in the annual Handbook).

### **PARTICIPATION IN BOWLS EVENTS:**

When you participate in bowling events held by the Club, another club, a Centre or Bowls NZ, or when you represent the Club, you are expected to do so in a way that you and every member of your team, display respect for, and comply with your responsibilities to the Event, the Officials, the venue and all other participants. This includes that you may only withdraw from an event by providing the relevant Event Official with evidence of a bona fide injury, illness, bereavement or other exceptional circumstance.

### **MEMBERS' GUESTS:**

You are personally responsible for any visitor you invite onto the Club premises. You must ensure that your guest/s complies with the Licensing Laws and relevant clauses in the Club's Constitution and Regulations, and with this Code of Conduct. You must ensure that you and your guest, or guests, sign the Visitors Book. Your guests must leave the premises with you.

### **PRIVACY ACT 1993:**

You must maintain the integrity and security of all the Club's confidential documents and also of personal information which may come into your possession, by complying with the Privacy Act 1993 and the Club's Constitution.

### **RULES AND REGULATIONS:**

You and your guest/s:

- Must abide by the Club's Constitution, its General and Disciplinary Regulations and also the Sale of Liquor Act, the Health & Safety Act, and any other NZ Government regulations that apply to Sports Clubs.
- Must abide by the Bowls NZ Drug and Alcohol and Match Fixing Policies.
- Must not indulge in any illegal acts while on the Club's premises, or while representing the Club at other bowling clubs or bowls events.

### **SOCIAL MEDIA POLICY:**

You must comply with the Club's Social Media Policy which, in summary, means that you are entitled to make public statements, or communicate with the media (including via web-based social media e.g. Facebook, Twitter), provided that you do not make, or endorse, any public statement in the media (including web-based social media) that has (or may have) a negative effect on the interests of any other Member, Officials, Bowls NZ, a Centre, the Club, or another club.

### **DISPUTES AND DISCIPLINE:**

A Member, or a guest, who is in breach of any of the Rules and Regulations detailed above may be subject to disciplinary action in accordance with the Club's Disciplinary Regulations. This means that the actions of the Member or guest may be considered by a Judicial Committee appointed by the Board. Similarly, a Dispute may also be referred for judicial consideration.

The Club's Disciplinary Regulations detail the processes to be followed in initiating, and during, a judicial hearing and also make provision for a range of penalties, including (among others) suspension, a reprimand or warning, and/or a fine.

**Members who wish to initiate, or who are subject to, a complaint likely to lead to disciplinary action must familiarise themselves with the relevant document/s and especially with the provisions of the Disciplinary Regulations.**

I have read this Code of Conduct and confirm that I am aware of my responsibility to comply with it.

Full Name: ..... Signature: .....

Date: .....