

BEERWAH AND DISTRICT MEMORIAL  
GOLF CLUB INCOPORATED



CODE OF CONDUCT

OCTOBER 2023

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**Revision 1 October 2023**

## 1. Introductory provisions

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### 1.1. Definitions

- 1.1.1. In this code of conduct:
- a. **Act** means the *Associations Incorporation Act 1981* as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the club;
  - b. **club** means Beerwah and District Memorial Golf Club Incorporated, the incorporated association to which this document applies;
  - c. **club premises** means any premises owned, occupied or leased by the club and includes any licenced premises of the club or other premises or facilities used by staff members and guests;
  - d. **harassment** is defined as an act of continued unwanted and annoying actions of one party or group, including threats and demands and behaviour that is intended to humiliate or intimidate.

### 1.2. Background

- 1.2.1. The purpose of this document is to provide staff, members and visitors with guidelines on the standards of behaviour expected of them while they are on club premises or participating in events organised by the club.
- 1.2.2. The code of conduct has been developed to ensure a safe, friendly and respectful environment for staff, members and guests to gather in the spirit of cooperation, relaxation, goodwill, fun and friendly competition.
- 1.2.3. The code of conduct clarifies the standards of behaviour expected by the club.
- 1.2.4. Should any person have doubts regarding any aspect of this code, they should contact the club's General Manager/ Secretary Manager to seek clarification.

### 1.3. Application

- 1.3.1. This code of conduct complements and should be read in conjunction with the club's constitution, bylaws, policies and procedures.
- 1.3.2. This code of conduct applies to:
- a. management committee and subcommittee members;
  - b. employees;
  - c. members and volunteers;
  - d. players and officials;
  - e. visitors & guests;
  - f. suppliers, contractors and sponsors.
- 1.3.3. The code of conduct also applies to all club members when:
- a. visiting other clubs;

- b. playing in any event organised by the club; or
- c. representing the club in external events and activities.

## **2. Code of conduct**

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### **2.1. Committee members, members, employees, visitors and guests**

- 2.1.1. Comply with all provisions of the club's constitution, bylaws, policies and procedures.
- 2.1.2. Take all reasonable steps to ensure that the club complies with its obligations under its constitution, bylaws, policies and procedures, as well as the Act.
- 2.1.3. Behave in a way that upholds the values and reputation of the club.
- 2.1.4. Interact with all people associated with the club in a courteous and respectful manner.
- 2.1.5. Do not engage in behaviour towards others that is intended to abuse or harass.
- 2.1.6. Refrain from disorderly or disruptive behaviours.
- 2.1.7. Show due consideration to the needs of others.
- 2.1.8. Observe proper etiquette on club premises including the golf course proper.
- 2.1.9. Comply with dress regulations on club premises including the golf course as advised or directed.
- 2.1.10. Respect the rights of others to enjoy the club's facilities and services.
- 2.1.11. Avoid any actions or behaviour that could reasonably be deemed to detract from the club's reputation.
- 2.1.12. Conduct yourself in an ethical and socially acceptable manner during any involvement in club activities.
- 2.1.13. Discharge any club duties in good faith, in the best interests of the club for proper purpose and with care and diligence.
- 2.1.14. Do not improperly use your position, or information obtained in your position, to gain a benefit or material advantage, or to cause detriment to the club.
- 2.1.15. Accept full responsibility and accountability for your own decisions and actions.
- 2.1.16. Maintain confidentiality of sensitive information as and when required.
- 2.1.17. Refrain from excessive consumption of alcohol or the use of any illicit substance whilst attending any event in which the club is involved.
- 2.1.18. Do not bring alcoholic drinks on club premises for consumption on the premises.
- 2.1.19. Do not possess illegal material while on club premises.
- 2.1.20. Handle club property with care and diligence.

- 2.1.21. Do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages including in any online or written environment referencing the club, its members or staff.
- 2.1.22. Do not speak to the media about any aspect of the club without authority to do so.
- 2.1.23. Comply with all reasonable directions of the club's management committee, subcommittees and other personnel.
- 2.1.24. Refrain from making representations that you act as an agent or on behalf of the club to other people or organisations, unless properly authorised to do so.
- 2.1.25. When playing in club events or tournaments:
  - a. play to the best of your ability;
  - b. always play by the rules;
  - c. control your temper - verbal abuse, sledging other participants or deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any club event or activity;
  - d. be a good sport and encourage all players;
  - e. condemn unsporting behaviour and promote respect for all players;
  - f. cooperate with officials and club personnel.

### **3. Breaches**

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- 3.1.1. This code of conduct is not exhaustive. This document is designed to focus on particular values identified by the club as central to its integrity.
- 3.1.2. If an incident occurs that may represent a breach of the club's code of conduct, the incident will be investigated, and if proven to be a breach, the club may initiate disciplinary sanctions in line with the matrix of breaches and sanctions at Appendix 1.
- 3.1.3. Any disciplinary action must be in accordance with the club's constitution and bylaws, including the provision of natural justice.

#### **4. Grievance and resolution procedures**

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- 4.1.1. If a member has a grievance with another member or employee of the club, the grievance procedure outlined in the club's constitution is to be followed.

#### **5. Review and publication of the code of conduct**

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- 5.1.1. The management committee may review this code of conduct from time to time and this document may be amended by resolution of the management committee.
- 5.1.2. A copy of this document will be made available to all members and employees of the club and will be made available on the club's website.

## Appendix 1 – Matrix of Breaches and Sanctions

The following matrix outlines indicative sanctions, which may be reasonably imposed for certain types of breaches of Beerwah and District Memorial Golf Club’s constitution, bylaws and/or code of conduct.

In the case of staff, relevant workplace disciplinary processes would apply.

It is important to note that not all possible breaches can be foreseen, nor the circumstances within which a breach may occur. Therefore, the management committee shall have the power to interpret this matrix in determining any suitable sanction in the event of a breach. Any alleged criminal activity shall be reported immediately to the club’s management committee and the appropriate authorities.

<p><b>Example category 1 breaches</b></p>	<ul style="list-style-type: none"> <li>■ Using offensive language towards others and/or in a way that impacts on others enjoyment of the facilities.</li> <li>■ Making disparaging and/or offensive or abusive remarks to others</li> <li>■ Displaying poor sportsmanship</li> <li>■ Failing to follow the directions of club personnel or club signage</li> <li>■ Speaking poorly of the club in a public setting</li> <li>■ Failing to comply with dress regulations</li> <li>■ Repeatedly smoking in a non-smoking designated area</li> <li>■ Bringing food or alcoholic beverages onto club premises without approval</li> <li>■ Allowing persons under their supervision to behave in an unsafe manner and/or without consideration for others’ wellbeing</li> </ul>	<p><b>Possible category 1 sanctions</b></p>	<ul style="list-style-type: none"> <li>■ Formal written warning</li> <li>■ Direction that the individual makes a written apology if appropriate</li> <li>■ Temporary suspension from certain teams, events or tournaments</li> <li>■ Sanctions as per matrix below:</li> </ul> <table border="1" data-bbox="1240 802 1939 1082"> <thead> <tr> <th data-bbox="1240 802 1576 986">Number of prior Category 1 breaches, excluding current breach.</th> <th data-bbox="1576 802 1939 986">Sanction – suspension from golf course and / or clubhouse</th> </tr> </thead> <tbody> <tr> <td data-bbox="1240 986 1576 1018">0</td> <td data-bbox="1576 986 1939 1018">14 days</td> </tr> <tr> <td data-bbox="1240 1018 1576 1050">1</td> <td data-bbox="1576 1018 1939 1050">1 month</td> </tr> <tr> <td data-bbox="1240 1050 1576 1082">2</td> <td data-bbox="1576 1050 1939 1082">3 months</td> </tr> </tbody> </table>	Number of prior Category 1 breaches, excluding current breach.	Sanction – suspension from golf course and / or clubhouse	0	14 days	1	1 month	2	3 months
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<p><b>Example category 2 breaches</b></p>	<ul style="list-style-type: none"> <li>■ Repeatedly carrying out category 1 breaches</li> <li>■ Failing to comply with any category 1 sanction</li> <li>■ Failing to comply with the rules and etiquette of golf</li> <li>■ Victimising another person for making or supporting a complaint</li> <li>■ Bringing the club or sport into disrepute</li> <li>■ Failing to abide by the club's constitution or bylaws</li> <li>■ Actions which undermine the health and safety of others</li> <li>■ Verbally abusing another person or creating a hostile environment within the club</li> <li>■ Discriminating against, harassing or bullying another person</li> <li>■ Disclosing to any unauthorised person or organisation any club information that is of a private, confidential or privileged nature</li> <li>■ Making a complaint, knowing it to be untrue, vexatious, malicious or improper</li> <li>■ Willfully removing or causing damage to property belonging to the club or another person</li> <li>■ Failing to cooperate with any investigation by the club</li> </ul>	<p><b>Possible category 2 sanctions</b></p>	<ul style="list-style-type: none"> <li>■ Temporary suspension of membership, participation or engagement in club activities which includes the suspension of the player's Australian handicap</li> <li>■ Temporary suspension from certain teams, events or tournaments</li> <li>■ Direction that the individual makes a written apology if appropriate</li> <li>■ Sanctions as per matrix below:</li> </ul> <table border="1" data-bbox="1312 483 2051 799" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Number of prior Category 2 breaches, excluding current breach.</th> <th style="text-align: center;">Sanction – suspension from golf course and / or clubhouse</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">2 months</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">6 Months</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Termination of membership</td> </tr> </tbody> </table>	Number of prior Category 2 breaches, excluding current breach.	Sanction – suspension from golf course and / or clubhouse	0	2 months	1	6 Months	2	Termination of membership
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<p><b>Example category 3 breaches</b></p>	<ul style="list-style-type: none"> <li>■ Failing to comply with any category 2 sanction</li> <li>■ Threatening another person</li> <li>■ Physically assaulting another person</li> <li>■ Carrying, using or selling illegal drugs</li> <li>■ Theft or misappropriation of funds</li> <li>■ Carrying a dangerous weapon/s</li> </ul>	<p><b>Possible category 3 sanctions</b></p>	<ul style="list-style-type: none"> <li>■ Recommend/ suggest that the individual attends counselling to address their behaviour</li> <li>■ Termination of membership, participation or engagement in club activities which includes the suspension of the player's Australian handicap</li> <li>■ Permanent removal from certain teams, events or tournaments</li> <li>■ Reported to the police or relevant authorities</li> </ul>								