



CONDUCT OF MEMBERS POLICY

The Halls Head Bowling and Recreation Club (Inc.) is committed to handling and resolving complaints concerning members in a confidential, fair and timely manner.

This policy applies to all members of Halls Head Bowling and Recreation Club (Inc.).

This policy applies to conduct occurring both within Halls Head Bowling and Recreation Club activities and events, and to members representing the club at external venues when the conduct involves individuals associated with Halls Head Bowling and Recreation Club (Inc.).

DEFINITION

For the purpose of this policy, complaints concerning members shall be viewed as either;

- i. Minor Misdemeanour
- ii. Misconduct

Minor Misdemeanour shall be;

An act of indiscretion concerning, or infringement of, the rules and/or etiquette of the game of lawn bowls either in or off the Club premises.

All complaints of Minor Misdemeanour shall be reported to the section captain who shall decide if the matter should lapse or be acted upon. If the latter, the section captain shall convene a meeting of the Match Committee who shall decide as follows;

- i. The captain and/or members of the Match Committee to discuss the complaint with the member complained against or,
- ii. If considered to be of a more serious nature, to refer the complaint to the Board of Management via the secretary for determination.

Misconduct shall be;

- i. Any act, practice or conduct considered to bring disrepute upon, or prejudice the reputation of the Club, or effect the enjoyment of the Club premises by members or cause any friction or ill feeling by members and is committed in or off the Club premises.
- ii. Complaints of any such misconduct shall be made to the secretary within forty-eight (48) hours and confirmed in writing within five (5) days, stating the explicit nature, time and date of the offence of which the member is accused and the names of any witnesses.

- iii. The secretary shall submit all complaints to the relevant Bowls Committee. If the committee decides that the complaint warrants further action, the details shall be passed immediately the Board of Management for a decision, otherwise the matter will lapse and the complainant advised accordingly.

DISCIPLINARY ACTION

Disciplinary action will be taken by Halls Head Bowling and Recreation Club (Inc.) against anyone who is found to be in breach of this policy.

Disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of a Minor Misdemeanour or Misconduct.

The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

CONFIDENTIALITY

Halls Head Bowling and Recreation Club (Inc.) management is responsible for implementing this policy and will keep confidential the names and details of members complaints unless disclosure is necessary as part of the disciplinary or corrective process. .

RIGHT TO APPEAL

Both parties to a complaint have the right to appeal the decision and recommendation of a panel if a matter of procedure, bias, or fairness is called into question. An appeals-panel, made up of members other than those who formed the original review panel should handle formal appeals.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature

Signed: _____ Club President

Date: ~~April 2023~~ 12th Jun 2024

Signed: _____ Club Secretary

Date: ~~April 2023~~ 12th Jun 2024

Next policy review date is May 2024