

# Batemans Bay Tennis Club

## Code of Conduct

Batemans Bay Tennis Club is administered and run by volunteers who need and appreciate the help of fellow Members to ensure everyone who participates in Club activities enjoys an environment that is fun, safe and free from any form of unwelcome behaviour.

This Code of Conduct has been developed to ensure all Batemans Bay Tennis Club Members, potential members, guests, visiting players, committee members and other volunteers:

- understand and abide by the Club's expectations of appropriate behaviour
- know what to do if they witness or are subjected to unwelcome behaviour
- understand how instances of unwelcome behaviour will be responded to by the Club.

### Appropriate Behaviour

Members are required at all times to:

- be inclusive and welcoming to all people, whatever their age, ability, gender or culture, who want to be involved in Club activities
- acknowledge that tennis is a game and everyone is doing their best: competition is good but respect and mutual enjoyment are more important
- be polite and courteous at all times, to all members and visitors
- be positive role models for junior players
- be supportive towards people who are learning to play, and help them improve their game
- help maintain the Courts and the Club House in good order, and notify a Committee member if repairs are needed
- show your appreciation and support for all our hardworking volunteers, without whom there would be no Club and no tennis.

### Unwelcome Behaviour

Unwelcome behaviour is behaviour that may be considered by others to be rude, offensive or threatening, and/or undermines a person's enjoyment of and participation in Club activities.

Unwelcome behaviour includes:

- being disrespectful about the abilities of other players, for example by commenting negatively on performance, or intimidating less skilled or able-bodied opponents by hitting balls too hard
- making remarks or jokes about a person's body, attire, age, gender or culture
- behaving in a manner that is condescending or patronizing towards others
- making unwelcome sexual remarks, invitations or requests whether indirect or explicit
- unwanted physical contact
- offensive language, swearing, or obscene or offensive gestures
- provocation, arguments, or voices raised in anger

- threatened or actual physical abuse or assault
- damage to Club or Council property, or the property of any person engaged in Club activities
- criticising or complaining about our hardworking volunteers; if you have constructive ideas on how things could be done better, please talk to a Committee member.

### **Responding to Unwelcome Behaviour**

If you have witnessed or been subjected to unwelcome behaviour, and participation in Club activities by yourself or others is being adversely affected, we strongly encourage you to talk to a Committee member about your concerns.

The Committee will maintain the strictest confidentiality at all times to (a) protect the privacy and reputation of all persons involved and (b) protect people who come forward from any form of retaliation.

The Committee will discuss the issue with a minimum of four Committee members present, and obtain unanimous agreement on the action, if any, to be taken. For issues that the Committee considers serious enough to require further action, the Committee will:

- formally record the issue/incident in the Club's Incident Log (spreadsheet)
- make reasonable attempts to talk to the persons involved in the issue/incident and record their responses
- seek legal advice on issues of a criminal nature, such as sexual harassment or assault
- inform all parties of the Committee's decision, and implement the agreed action.

Agreed actions will be based on:

- the Club's duty of care to people participating in Club activities
- maintaining the good reputation of the Club
- the seriousness of the incident(s) and the number and frequency of occurrences
- the number of people affected by the behaviour, and
- the number of witnesses.

Agreed actions may include the following:

- if a misunderstanding has occurred, or if the person(s) responsible are willing to apologise and cease their behaviour, informal discussions will be held to clarify and settle the issue
- if the behaviour continues despite informal discussions, the person(s) responsible will be given a written warning requesting that the behaviour cease immediately
- if the behaviour is repeated following the written warning, a final written notice will be issued to the person(s) responsible and the Committee may suspend or cancel their membership, issue a pro-rata refund of membership fees, and disallow participation in all Club activities (including as a guest or casual player)
- decisions by the Committee to suspend or cancel a membership or to refuse to renew a membership will be a last resort and will be carried out in accordance with the Constitution.

- **Criminal Behaviour:** noting that the Club has a legal duty of care towards persons participating in Club activities, if four or more Committee members agree that reasonable suspicion exists that an incident involved criminal behaviour such as assault or serious sexual harassment, the incident will immediately be reported to the police and legal advice will be sought. A decision on whether membership is to be suspended or cancelled will be made by the Committee and will take into account any legal advice or actions taken by the police.