



Murrumbeena Tennis Club

Code of Conduct Policy

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Preface

This document outlines the proposed Code of Conduct for Murrumbeena Tennis Club. This is displayed on the clubhouse notice board and is available on the club's website.

This Code of Conduct have been developed by the Murrumbeena Tennis Club Committee.

Mandatory Code of Conduct

Preamble

The purpose of this Code of Conduct (Code) is to guide the decisions, actions and behaviours of members and visitors of Murrumbeena Tennis Club

It is the responsibility of our members and visitors to ensure that they are familiar with, and comply with, this Code of Conduct at all times.

Part A – Principles

Members and visitors are expected to adhere to and promote and support the following principles by example. Adhering to these principles will ensure that people can comply with the behaviours outlined in Part B or conduct as outlined in Part C. All behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

Personal integrity

- 1.1 Act with care and diligence.
- 1.2 Act with honesty, integrity and uphold the concept of natural justice.
- 1.3 Uphold the law, and, on all occasions.

Relationships with others

- 1.4 Treat others with respect, courtesy, and fairness.
- 1.5 Maintain and contribute to a harmonious, safe environment for all.
- 1.6 Respect and value diversity in the community.

Accountability

- 1.7 Base decisions on relevant and factually correct information and make decisions on merit.
- 1.8 Be open and accountable.

Guidelines

The principles outlined in Part A are overarching behaviours that club members and visitors must take into consideration.

All club members and visitors must familiarise themselves with the Code and Guidelines and any relevant policies in place.

Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower members and visitors to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level of the club, so Part B also deals with how complaints are to be managed.

Personal integrity

- 2.1 Act in line with the principles outlined in this Code.
- 2.2 Attend and participate constructively in all activities of the club.
- 2.3 Respect and comply with all club policies, procedures and resolutions.

Relationships with others

- 2.4 Treat other members and visitors with courtesy, respect, honesty, and fairness.
- 2.5 No noise is to be created by the members and visitors to disturb the peace and quiet of the neighbourhood.
- 2.6 Floodlights on the courts are to be turned off by 10.15 pm (Monday to Friday) and courts vacated by 10.15 pm (floodlights to be turned off by 8.00 pm on weekends).
- 2.7 Do not bully or harass anyone.

2.8 All members, visitors and casual users must:

- observe the specified hours of use which are Monday to Friday 07:00 am to 10.00 pm, Weekends 08:00 to 8:00 pm or dusk, whichever is later

Floodlights **MUST** be turned off Monday to Friday by 10.15 pm and the courts vacated by 10.15 pm and **MUST** be turned off on Weekends by 8.15pm.

Always access the clubhouse via the approved access route, via Bute Street, Murrumbeena

- Park in Bute Street and adhere to council parking restrictions and avoid parking over neighbours' private driveways.
- Do not smoke in or around the tennis facilities – Murrumbeena Tennis Club is a No-Smoking premises.
- In the event of an emergency follow the directions of either club Emergency Management Plan or nominated emergency management wardens; Emergency Management Plan is displayed on notice board.
- Whilst at the tennis facilities do not do anything which may cause a nuisance or interfere with any other person
- Ensure that any amplified music can't be heard from outside the tennis facilities – and reference State Environment Protection Policy N-2 Control of Music Noise from Public Premises.
- Leave the tennis facilities in a quiet and orderly way so as not to disturb the peace and quiet of the neighbourhood. Particularly in the evenings.
- Members and casual users of the tennis facilities shall adhere to Murrumbeena Tennis Club's Child Safe Policy, Code of Conduct Policy and Emergency Management Plan.

Accountability

2.9 Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.

2.10 Members and visitors are not permitted to smoke in the clubhouse or on the courts.

2.11 Access to/from the courts and clubhouse is via the entrance gate on Bute Street and members and visitors must always leave the facilities in a quiet and orderly way, in particular the evenings (noting access times).

2.12 Take responsibility for decisions and actions.

2.13 Abide by the decisions of the club.

2.14 Adhere to the principles in the:

- i. Occupational Safety and Health Act
- ii. Equal Opportunity Act
- iii. Racial Discrimination Act and
- iv. Sex Discrimination Act.

Guidelines

The Committee of the club are responsible for taking action against alleged breaches under Part B.

Part C – Rules of Conduct

Rules of conduct breaches are matters that do not adhere to the Code of Conduct policy of Murrumbeena Tennis Club.

Rules of Conduct breaches

- negatively affect the honest or impartial performance of a club member or visitor.
- involve a breach of trust placed in the club member or visitor.

Alleged breaches of Rules of Conduct will be referred to the Murrumbeena Tennis Club Committee for consideration and management. A breach of this Part is a “minor breach”.

Nothing in this part removes the obligations placed upon club members and visitors.

Guidelines

A breach of Part C will be considered by the Committee in accordance with the Code. The process for complaints and their management under Part C will be decided by the Murrumbeena Tennis Club Committee.

Complaints in the first instance are to be directed to the **President of the Murrumbeena Tennis Club: Russell Thompson**

MurrumbeenaTC@hotmail.com