

VICTORIA BOWLS AND CROQUET CLUB CODE OF CONDUCT

Victoria Bowls and Croquet Club ("VBCC" or "the Club") acknowledges that courtesy & respect is fundamental to building successful relationships in a club environment. VBCC accordingly strives to create an inclusive environment where everyone is respectful. This Code of Conduct is subject to Club Bylaws, Rules, and Policies.

Scope

This Code of Conduct for members is not limited by physical proximity to the Club. It also applies off-site when members are representing the Club. It extends to written and verbal communications, and online or virtual communications such as emails, texts, and social media reasonably understood to pertain to VBCC.

A member is responsible for the conduct of all family, friends and other guests who attend the club at their invitation.

Code of Conduct Requirements and Expectations:

Members to exhibit a high standard of behaviour that demonstrates:

- respect and integrity in their communications and actions; and
- awareness and compliance with the Club Bylaws, Policies and applicable Rules.

Expectations include but are not limited to:

- refraining from rude, abusive, or bullying behaviour that negatively impacts Club members or damages the reputation of the Club;
- not using sexualized, racial, threatening or offensive language & imagery that disrupts the enjoyment or use of the Club by all members;
- treating the greens, clubhouse and all other Club assets with respect; and
- members and guests refraining from the use of illicit drugs, cannabis, e-cigarettes/vaping & smoking on Club premises

No form of harassment, discrimination or violence will be tolerated whether a single incident, or continuing over a period of time. This includes, but is not limited to:

- sexual, physical or verbal harassment;
- spreading malicious rumours; and
- discrimination or intimidation of any kind.

Members are expected to be truthful and refrain from personal attacks in all interactions, including while attending Club meetings and during any Club election process.

The Club's Executive Committee has approved a protocol (the "Safe Sport Protocol"), which is appended to this Code of Conduct. In the Safe Sport Protocol, a mediation process for conduct complaints is provided for under the direction of a Conduct Complaints Coordinator and six mediators.

Breaches of this Code of Conduct may be subject to discipline as determined in accordance with section 11 of the Club's Bylaws or the Safe Support Protocol.

Members are asked to make any confidential complaint about breaches of this Code of Conduct to the Club President, Vice-President or the Conduct Complaints Coordinator provided for in the Safe Sport Protocol.

APPENDIX

Safe Sports Protocol for VBCC

This protocol is to be implemented by a Conduct Complaints Working Group in order to differentiate their mandate from a Team within the Club's structure. It is based on the need for the group to have more independence from the Executive Committee than a Team would normally enjoy. The Working Group would investigate and mediate all complaints about abusive/harassing/inappropriate behaviours. They would report to the Executive Committee on a regular basis about the cases they have dealt with and the outcomes that were achieved. These reports would not name the complainants or complainees unless they conclude that the complainee's behaviour transgressed the Club's Code of Conduct to the extent that it required action by the Executive.

Structure of the Working Group

One Conduct Complaints Coordinator and six mediators will constitute the membership of the Working Group.

The work of the group will be managed by the Coordinator, who will be responsible for receiving and noting the initial complaint. If the complainant wants to report the incident without any further action, the notes would be filed. If the complainant wants further action, the notes would be shared with the Working Group members and two mediators would be identified by the Conduct Coordinator to meet with the complainant to clarify their desire for further action and to manage the subsequent implementation of any proposed resolution. The mediation pair would be one female and one male. The actions could range from notifying the complainee that a complaint had been received without identifying the complainant and no further action, to a recommendation that the President appoint a Panel to proceed with further action.

The Coordinator will be responsible for providing a summary report about complaints received by the Coordinator to the President.

Role of the Executive Committee

The Executive Committee is responsible for approving the incorporation of the Conduct Complaints Working Group into the Club's organizational structure.

The Executive Committee is responsible for approving the protocol which guides the Conduct Complaints Working Group's actions.

The Executive Committee is responsible for appointing the members of the Conduct Complaints Working Group.

The Executive Committee is responsible for addressing any incidents that could not be resolved by the Conduct Complaints protocol, including revocation of Club memberships.

Role of the Health and Safety Team

The Health and Safety Team will be responsible for implementing a campaign to reduce the prevalence of incidents in the Club by implementing Safe Sport awareness and programs such as "Don't Be a Bystander" which emphasizes the need for all Club members to react to inappropriate behaviours that they may witness. The purpose is to implement a "safe space" culture within the Club that involves all of the members.