



BY LAWS

- 1. CODE OF CONDUCT**
- 2. CONDITIONS OF ENTRY**
- 3. RESPONSIBLE SERVICE OF ALCOHOL**
- 4. SOCIAL MEDIA POLICY**
- 5. SMOKE FREE POLICY**
- 6. ILLICIT DRUG POLICY**
- 7. DISCRIMINATION – VILIFICATION POLICY**
- 8. GENDER EQUITY POLICY**
- 9. NO DOGS ALLOWED POLICY**



CODE OF CONDUCT

(New Code Adopted & Ratified 10/9/2024)

All members of the Club shall be bound by this Code of Conduct.

Members have a right to:

- Be treated fairly, equally and with respect by the Club, its Committee and other members.
- Socialise in an environment free from all forms of harassment and discrimination.
- Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
- Be informed and actively involved in all Club events and offerings.
- Voice their opinions, requirements and suggestions to the Committee.

Members must:

- Treat other members, guests, staff and other patrons fairly, equally and with respect and courtesy.
- Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of the Club, organisers, participants or sponsors.
- Not physically or verbally harass others.
- Report any inappropriate behaviour of a member to the Committee of the Club for action and follow up.
- Abide by the Sports Club Code of Conduct and uphold the Constitution and Code of Conduct of the Club.
- Pay any fees in relation to an event, or offering (e.g. tickets or memberships) which that member has committed to, regardless of whether the member attends the event or not.
- Notify Affiliate Clubs Membership Officers of any changes to address or details of dependants.
- Abide by all respective attached Codes
- In addition to the Keilor Sports Club's Code the Club fully endorses the Codes of affiliates – Keilor Football Club, Keilor Cricket Club & Keilor Life Activities Group.

Breaches of this Code of Conduct:

- Any member not behaving in accordance with the terms of the Code of Conduct at an event at the Club may be asked to leave the function and will not be entitled to a refund of any monies paid.
- The inappropriate behaviour of any members will be investigated, discussed and an appropriate course of action will be taken by the Committee, which may be subject to a reprimand, suspension or revocation of membership, in accordance with Part 3 Division 2 and 3 of the Club's Constitution.



CONDITIONS OF ENTRY

General:

It is a requirement of the Club's Liquor Licence that all persons over the age of 18 must be Members of the Club or signed in as a guest by a member.

Exemption:

- Those members of visiting Clubs on days when their Club is participating in a Sporting Event
- Members of the general public attending specific organised functions.

Minors Under 18:

A condition of the Club's Liquor Licence is that children under the age of 18 must be accompanied by a responsible adult **at all times**.

Exemption:

- When preparing for and/or participating in a sporting event.

Where minors are on the premises unaccompanied parents/guardians remain responsible for their behaviour.

Note:

To gain entry and maintain on the premises all patrons must behave in a manner that:

- is not offensive, humiliating, intimidating or threatening to others.
- does not threaten the safety of one's self or others.
- does not cause any damage to Club or Council property or the property of other persons.
- does not interfere with other members and visitors enjoyment of the Club.



Responsible Service of Alcohol

The Club in the best interest of its members & guests, promotes and practises the Responsible Service of Alcohol. Excessive and or binge drinking is discouraged. We will enforce the licence requirements as per the VCGLR and any patrons showing signs of intoxication or drunkenness will have service ceased and may be asked to leave the Club.

NOTE:

- Patrons purchasing or consuming alcohol on Club premises may be requested at any time to produce evidence of age documents.
- Management reserves the right to cease the sale of any product at any time,
- Management reserves the right to limit alcohol purchase to one drink per person on any occasion.
- Under no circumstances will a minor be permitted to purchase or consume alcohol whilst on Club premises.



Social Media Code of Conduct

This Code applies to all members at all times.

Members are personally responsible and liable for anything they say and represent on-line on user generated media.

The club trusts and respects our members to exercise responsibility whenever they participate in social media.

The use of social media sites and electronic media are all forms of public domain communication including but not limited to:

- Facebook
- Instagram
- Twitter
- Tik Tok, and
- Email

All members have an important responsibility to not say or communicate anything untoward with respect to Affiliated members, Committee and guests of the Club.

This includes:

- racist or vilifying comments,
- bad language,
- insulting comments,
- religious connotations,
- personal attacks or slander, personal comments relating to family or associated friends within the Club community.

The club will respect the rights and dignity of all individuals by providing the following:

- fair, open, honest, dignified and non-discriminatory treatment;
- the opportunity to respond to accusation of breaches

The personal dignity, privacy and rights of all members will be respected and any discrimination, harassment or offence to others will be dealt with in accordance with the Code of Conduct

The Club expects that all members conduct themselves in an honest and ethical manner and treat other members fairly and with respect.



SMOKE FREE POLICY

Purpose:

The purpose of this Smoke-Free Policy is to provide a healthier environment for our members, staff, and visitors by promoting the benefits of a smoke-free lifestyle and reducing the harmful effects of tobacco use and second-hand smoke.

Policy Statement:

Keilor Sports Club is committed to maintaining a smoke-free environment. As part of this commitment, smoking, vaping, and the use of other tobacco products are prohibited in all indoor areas of the club premises, including but not limited to:

- Clubhouse and indoor facilities
- Restrooms and other public spaces

This policy applies to all individuals at the sports club, including members, staff, contractors, volunteers, and visitors.

Scope of the Policy:

- Smoking and Vaping are not permitted anywhere within the premises, including, toilets, kitchen, canteen and bar area.
- Smoking and Vaping are not permitted within 4 metres of any entrance to the building
- Smoking and the use of e-cigarettes (vaping) is banned within 10 metres of the oval perimeter during an under-age sporting event.

Enforcement:

- Club members are responsible for enforcing the smoke-free policy.
- Anyone found violating the policy may be asked to leave the premises by a Committee person or be subject to disciplinary action, which may include suspension of membership privileges or banning from Club premises
- Signage will be displayed at key locations around the club to remind individuals of the smoke-free policy.

Exceptions:

There are no exceptions to this smoke-free policy. The policy applies to all areas of the club without discrimination.



ILLICIT DRUG POLICY

This policy has been approved by the committee of the Keilor Sports Club at its meeting July 2025

Introduction

Keilor Sports Club does not allow the use, distribution or selling of illegal drugs by any club committee member, club member, or club visitors within the club's jurisdiction. This policy reflects the club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

Purpose of this policy

The purpose of this policy is to ensure the club committee, club members and visitors understand the club's position regarding illegal drugs and how it will respond to a drug related incident within its jurisdiction.

EXTENT OF THIS POLICY

What is an illegal drug?

A substance that is not permitted to be taken or used according to state and national laws such as cannabis (marijuana), amphetamines (speed or "ice"), ecstasy, cocaine, heroin or a range of new psycho-active substances known as synthetic drugs.

When does this policy apply?

This policy applies in all areas under the club's jurisdiction. This includes the club's facilities, including the social rooms, change rooms, adjacent car park and ground; games, and activities organised or sanctioned by our club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside the club jurisdiction.

Who does this policy apply to?

- The club committee: The club officer bearers.
- All club members:
- Visitors to the club: People who are within the club jurisdiction but are not club members. This may include club supporters and spectators; officials such as umpires, visiting teams and their supporters; and people visiting the club's facilities.

RESPONSIBILITIES

Individuals will:

- Comply with the policy.

- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Discuss their concerns about their own, or another club member's/visitor's, illegal drug use with the club confidant.
- Honour the club's commitment to the health, safety and welfare of all its members.

RESPONDING TO ILLEGAL DRUGS

- A response will be made to any of the following reasonably known or suspected events:
 - A club member or visitor is using drugs at the club or at a club function
 - A club member or visitor appears to be affected by an illegal drug
 - If illegal drugs are being distributed or sold on our club's premises
- The Initial and ongoing response will include:
 - Investigating the concern or incident
 - Ensuring Privacy
 - Referral to appropriate assistance practitioners or organisations as warranted
 - Where Illegal drug use by people under 18 years, then involvement of Parent/Guardian or Authority as relevant
 - Referral to Law Enforcement where warranted

Non-compliance with the policy

Our club will respond to all violations of this policy or to people who have made false and malicious allegations. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable.
- Focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club,
 - other members, players, patrons, visitors and the community.
- Take into account the age of the people involved.
- Take into account whether the incident involved personal use of an illegal drug or the supply of an illegal drug to other people.
- Take into account whether this is a person's first violation of this policy or if there
 - have been multiple incidents.

Sanctions for breach of policy

- First time – warning and reminder of the club policy/position on drug use and that further violations may result in disciplinary actions
- Second time – suspension for a designated time from club sanctioned activities and facilities
- Third time – expulsion from the club
- Zero Tolerance – Persons found to have sold or supplied an illegal substance within area of the club's jurisdiction will face immediate expulsion for a term determined by the club.

Attending counselling may be a condition for the person to continue their involvement at the club.

ALL DECISIONS MADE IN REFERENCE TO BREACH OF POLICY ARE AT THE DISCRETION OF THE KEILOR SPORTS CLUB. THE OUTCOME OF POLICY BREACHES MAY VARY HOWEVER THE CLUB RESERVES THE RIGHT TO ENFORCE SANCTIONS THAT THEY SEE BEST FIT THE CLUBS VISION AND MISSION POLICY



VILIFICATION & DISCRIMINATION POLICY

Policy Statement

At the Keilor Sports Club we are committed to promoting an environment that is free from vilification, discrimination, and harassment. We recognize the value of diversity and encourage the full participation of all individuals, regardless of their race, religion, gender, sexual orientation, disability, or any other characteristic. This policy aims to ensure that every member, participant, and volunteer is treated with dignity and respect.

Scope of Policy

No Member or Visitor shall act towards or speak to any other person in a manner, or engage in any other conduct which threatens, disparages, vilifies or insults another person or group of persons on any basis, including but not limited to, a person's race, religion, colour, descent or national or ethnic origin, disability, sexual orientation or gender identity.

Breaches of this Policy will be dealt with under the Code of Conduct procedures.



GENDER EQUITY POLICY

The Sports Club is committed to creating a club culture and environment that fosters equality, safety, inclusion and is a welcoming place for all people, irrespective of their gender, race, religion, culture, sexual orientation or any kind of difference.

Scope:

This policy applies to all Club Members across all Club activities and events.

Key Principles:

- All activities and events shall be open to all genders where possible.
- Efforts will be made to provide equivalent resources, facilities, and scheduling for all genders.
- The Club will strive for gender balance in governance, including on the Board and in Committees.
- Recruitment and appointment processes will include strategies to encourage diverse leadership.
- Zero tolerance for gender-based discrimination, harassment, or abuse.
- Complaints regarding gender inequity will be taken seriously, with a clear grievance process. (as per Code of Conduct & Constitution procedures)

The Club endorses, and is fully supportive, of the Gender Equity and Fair Play plans that the Affiliate Clubs have in place.



NO DOGS ALLOWED POLICY

1. Purpose

This policy is designed to maintain hygiene, safety, comfort and compliance obligations within the Club premises while ensuring compliance with Victorian Liquor and Food Handling Licences and Commonwealth anti-discrimination laws relating to assistance animals.

2. General Policy

Dogs and other animals are not permitted on Club premises at any time.

This prohibition applies to all indoor and outdoor areas operated or controlled by the Club that are encompassed by the Club's Red Line Plan. (outdoor area at the discretion of the Executive Committee)

3. Exception – Assistance Dogs

The Club recognises its legal obligations under:

- The Victorian Equal Opportunity and Human Rights Commission Equal Opportunity Act 2010 (Vic)
- the Disability Discrimination Act 1992 (Commonwealth)
- Applicable Victorian animal welfare legislation.

Accordingly, legitimate assistance dogs accompanying a person with a disability are permitted on Club premises where required by law.

This includes: - guide dogs - seeing eye dogs - hearing dogs - trained assistance dogs that alleviate the effects of a disability.

4. Behaviour and Safety Requirements

Any assistance dog permitted on Club premises must:

- Remain under effective control of its handler at all times
- Be clean, calm and non-aggressive
- Not bark excessively or disrupt patrons
- Comply with hygiene and safety standards appropriate for public venues.

The Club reserves the right to require removal of any animal that presents a genuine health, safety or behavioural risk.

5. Committee / Staff Responsibilities

- enforce this policy respectfully and consistently
 - avoid discriminatory conduct
 - refer disputes to management where necessary
 - maintain patron safety and comfort.
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6. Breach of Policy

Any person who breaches this policy may be:

- Refused entry
 - Directed to leave the premises
 - Subject to disciplinary action under Club rules.
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