



BY LAWS

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(Adopted in conjunction with the Club's Constitution)



BY LAWS

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. The Club 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 consume alcohol whilst on Club premises.
- Persons serving alcohol must be RSA compliant.
- Free drinking water is supplied



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 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

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



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.



SOCIAL MEDIA POLICY

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 at all times 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.



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.



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.



MEMBERSHIP POLICY

(Applicable 1st July 2025 onwards)

It is a condition of the Club's Liquor Licence that all patrons over the age of 18 are either members of the Club or a signed in guest.

The Club requires that after visiting the Club on more than four occasions that patrons become Financial Members.

Exemptions:

- 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.

Membership Clarification:

Football : The “usage fee” for registered players is deducted from Club's allocation based on names/numbers supplied by the Club – **this will not occur for the 2025 Season** and will be in place for 2026.

All registered players over 18 have been allocated membership for 2025 in conjunction with the “usage fee” (2026 fee \$30) – Listing is as per supplied by the Club

All Others, including Staff, Committee, Volunteers, Sponsors, Parents, Life Members and general supporters that enter the building more than 4 times must be listed on the Members Register and will be expected to be Financial Members. (Current Fee \$50). (It will be up to the Club to determine whether or not they fund particular people/categories or individuals pay.

Cricket : All registered players over 18 have been allocated membership until the commencement of the 25/26 Season based on 2024/25 listing at which time new registration listing and “usage fee” allocation deduction will occur.

All Others : as per Football – (membership runs annually from 1st July each year)

Life Activities – Bulk Levy by arrangement

Irrespective of how many categories a person falls into they will only require one membership payment for annual membership.