



**SWANBOURNE NEDLANDS
SURF LIFE SAVING CLUB**

MEMBER MISCONDUCT POLICY

(as approved and adopted by the Management Committee 14 July 2015)

This policy is to be adopted in conjunction with, and complementary to the SLSA policies below:

- Member Protection Policy
- Grievance Policy
- Disciplinary Policy

It is not intended to undermine or in any way replace Clause 18 of the Swanbourne Nedlands SLSC Constitution.

This policy is intended to assist the Management Committee in managing incidents where the seriousness of a member's misconduct is not considered of a serious enough nature to warrant the issue of a Notice of Temporary Suspension.

Club Rooms

Swanbourne Beach
282 Marine Parade, Swanbourne
Western Australia, 6010

E. admin@swannysurfclub.org.au
W. www.swannysurfclub.org.au
M. PO Box 131, Claremont, W.A. 6910
P. 08 9384 0020 **F.** 08 9384 0020



Member Misconduct:

Where a member's conduct is such to contravene the SLS Code of Conduct as attached to the SLSA Member Protection Policy; an extract of which is reproduced below:

SLSA requires every individual and or organisation bound by this policy to:

1. General

- a) respect the rights, dignity and worth of others;***
- b) be fair, considerate and honest in all dealings with others, and be a positive role model;***
- c) make a commitment to providing quality service ;***
- d) be aware of, and maintain an uncompromising adherence to SLSA's standards, rules, regulations and policies;***
- e) demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age;***
- f) contribute to the provision of a safe environment to the conduct of all activities within surf lifesaving;***

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Where a member of the Management Committee becomes aware of a member's alleged misconduct, the following process should be followed:

1. If a Committee Member is personally involved, the matter should be referred to The Executive so another Committee Member may be selected to comply with this policy.
2. Full details of the alleged misconduct should be recorded as per the **attached** form.
3. The Committee Member should informally approach the accused member to obtain their version of the event.
4. If the alleged misconduct is not considered serious enough to warrant suspension of membership pursuant to Clause 18 of the Constitution, The Committee Member should:
 - a. Where there is no dispute regarding the alleged misconduct, the Committee Member should issue an informal verbal warning to the member regarding the alleged misconduct (to be recorded) and remind the member of the requirements of the SLSA Code of Conduct.
 - b. If it is considered necessary (due to nature of the alleged misconduct), The Committee Member may also issue a formal written warning.
 - i. The warning is to detail the alleged misconduct and how the misconduct has contravened the SLSA Code of Conduct.
 - c. Where there is a dispute regarding the alleged misconduct, the Committee Member should provide a written notice to all the involved parties:
 - i. The Notice should avoid making any allegations regarding misconduct and simply refer the members to the SLSA Code of Conduct with a reminder of the responsibilities and entitlements of all members under the Code.
5. If the misconduct continues (or is considered to be of a serious enough nature) the matter should be escalated by way of Clause 18 of the SNSLC Constitution and a Notice of Temporary Suspension issued.
 - a. In this respect, it will be necessary to advise the Deputy President so that a Disciplinary Tribunal may be convened and the date included in the Notice.
 - b. The Notice will need to be signed by 3 members of the Management Committee (one of which must be a member of the Executive).



MEMBER MISCONDUCT ALLEGATION FORM

(2 pages)

Management Committee Member Name and Position:

Details of the alleged Misconduct:

Member Name: _____

Date and Time of alleged Misconduct: _____

How the Management Committee Member was made aware of the alleged misconduct:

Full Name of the Member alleged of the Misconduct:

Particulars of the alleged Misconduct:

(As much detail as possible should be provided, including details of any witnesses and what is alleged to have been done or said. Where relevant, include statement/s from the witness/es)



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Management Committee Member Action:

Spoken with Member regarding alleged Misconduct? Details of their version of the event:

Verbal warning issued to Member?

Details (Include what was said, date/time):

Written warning issued to Member? Copy of letter to be attached.

Management Committee Member Signature/Date