

# BALLARAT DISTRICT GOLF INCORPORATED

|                                      |       |                             |          |
|--------------------------------------|-------|-----------------------------|----------|
| Administration and Governance Policy |       | Approval Date: October 2023 |          |
|                                      |       | Review Date: October 2024   | Annually |
| President:                           | Sign: | Name: David Edwards         |          |
| Vice-President:                      | Sign: | Name: Glenis Keilar         |          |

## INTRODUCTION

Ballarat District Golf operate with an administrative structure that includes an Executive Committee and as an incorporated body governed by Ballarat District Golf Incorporated – Rules of the Association.

The Executive Committee Induction Pack includes descriptions for all positions and a code of conduct. Committees will be established to support key operational aspects of Ballarat District Golf. An example of committees includes but are not limited to Golf Operations and Junior Development.

## POLICY

- Committee members will be co-opted and will not have to go through an election process.
- Committee members will be subject to the rules and conditions set down by the Executive Committee.

- Any decisions or plans must be approved by the Executive Committee before being actioned unless stated otherwise.
- A member of the Executive Committee should be an active presence and where possible be the chair for each of the committees.

## ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) is an essential part of the operations of Ballarat District Golf. The AGM provides a forum for the Executive Committee and affiliated clubs to discuss policies, procedures, finances, operations, plans, nominations and voting for the Executive Committee office bearers and any other important matters tabled on the agenda.

The ordinary business of the AGM shall be to:

- Confirm the minutes of the previous AGM and of any general meeting held since that meeting.
- Receive reports from the Executive Committee relating to key operational areas during the preceding financial year.
- Elect officers from members of our affiliated clubs to the Executive Committee.
- Conduct any special business of which notice has been given.

In addition to the AGM, any other general meetings may be held at the discretion of the Executive Committee or at the request of an affiliated club. The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting.

For full detail of AGMs and general meetings, refer to the Rules of the Association.

## EQUAL OPPORTUNITIES

The purpose of this policy is to eliminate discrimination and/or harassment within Ballarat District Golf based on personal characteristics including race, gender, marital/parental status, physical or intellectual impairment, sexual orientation, age, religion or political associations or beliefs.

## POLICY

Ballarat District Golf supports equal opportunity as applied to membership, coaching, committee appointments and player selection and will make decisions based on a person's skills with disregard to personal characteristics including:

- Race
- Gender
- Marital/parental status
- Physical or intellectual disability or impairment
- Sexual orientation
- Age
- Political affiliation or beliefs

Note: The exception to this statement exists where a rule or bylaw has been established by affiliated clubs, Ballarat District Golf or Golf Australia that prohibits participation of an individual in a particular competition because of safety or maturation considerations.

- All members are expected to treat all people with respect and not to discriminate directly or indirectly against people based on personal characteristics including those listed above.
- Any person engaging in behaviour deemed as racially vilifying, homophobic, or discriminatory will encounter disciplinary action.
- People with a disability: Ballarat District Golf will not discriminate against any person because they have a disability or impairment. Where it is necessary, we will make reasonable adjustments (EG. modifications to equipment and rules) to enable participation.
- People from diverse cultures: Ballarat District Golf will support, respect, and encourage people from diverse cultures and religions to participate and where possible we will accommodate requests for flexibility (EG. modifications to uniforms).
- Sexual and gender identity: All people, regardless of their sexuality or gender identity, are welcome at Ballarat District Golf. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

## DIVERSITY

The purpose of this policy is to demonstrate Ballarat District Golf's commitment to and value for diversity and inclusion across all levels of the organisation. The policy also articulates Ballarat District

Golf's responsibility and commitment to supporting affiliated clubs to be inclusive, value diversity and be free of discrimination. It is Ballarat District Golf's intention that all members are treated fairly and with respect and that no one is denied access through discrimination.

## POLICY

- We are committed to and value diversity and inclusion at all levels of our organisation and will support affiliated clubs to do likewise.
- We are committed to ensuring that all members are treated fairly and with respect and that no one is denied access through discrimination.
- We are committed to equal opportunity for people to participate in golf and promote equitable access for participation in our activities.
- We do not tolerate discriminatory or oppressive behaviour of any kind and will enforce disciplinary action in response to any behaviour deemed as such.
- We maintain policies and procedures to ensure equal opportunity and to eradicate discrimination, harassment, vilification, abuse, and actions of intolerance.
- In recruiting for the Executive Committee and Committee members, Ballarat District Golf will actively seek diverse membership which is reflective of our local community. This includes, but not limited to the inclusion of women, people from culturally and linguistically diverse backgrounds, people with a disability and people with varying viewpoints.
- We are committed to taking positive action where inequalities exist and the development of on-going training and awareness to promote diversity in golf.
- In accordance with Section 21.3 of the Rules of the Association, the Executive Committee is required to have three men and three women as office bearers. The seventh officer bearer can be of either gender.
- In seeking diversity within our key operational areas, Ballarat District Golf is committed to providing relevant training to its members, volunteers, affiliated club representatives and coaches (EG. disability awareness training or cultural awareness training).

## FINANCIAL COMMITMENT

Affiliated clubs are required to pay affiliation fees on time, in full or have previously consulted with the Treasurer of Ballarat District Golf to arrange payment. Failure to pay the affiliation fee may result in:

- Becoming disaffiliated from Ballarat District Golf.
- An inability to host Ballarat District Golf activities, events, or programs.

- Club members being prevented from participating in Ballarat District Golf activities, events, or programs.
- Club members may be allowed to compete in events but won't be able to claim any prizes or have their result and/or score recorded.

The annual affiliation fee is set at the AGM. Affiliated clubs will be given prior notice of a motion to change the annual affiliation fee.

Where a fee applies to participants to participate in an activity, event or program, participants are required to pay the fee in full, on time or consult with the Treasurer of Ballarat District Golf to arrange payment.

Failure to make payment may result in:

- An inability to participate in Ballarat District Golf activities, events, or programs.
- If participants are granted permission to participate, they may be unable to claim any prizes, have their score and/or result recorded, and/or consume food and beverages provided.

Entrance fees for Ballarat District Golf activities, events and programs are at the discretion of the Executive Committee.

## COMPLAINTS

Ballarat District Golf takes all complaints about on and off-course behaviour seriously. Ballarat District Golf will handle complaints based on the principles of procedural fairness, and ensure:

- All complaints will be taken seriously.
- The person whom the complaint is made will be given full details of what is being alleged against them and can respond to those allegations.
- Irrelevant matters will not be considered.
- Decisions will be unbiased.
- Any penalties imposed will be reasonable.

If the complaint relates to suspected child abuse, sexual assault, or other criminal activity, then Ballarat District Golf may need to report the behaviour to the police and/or relevant government authority.

## COMPLAINT HANDLING PROCESS

When a complaint is received by Ballarat District Golf, the person receiving the complaint (EG. President, Women's Coordinator, Junior Coordinator, etc.) will:

- Listen carefully and ask questions to understand the nature and extent of the concern.
- Keep accurate and confidential records of any conversations.
- Ask how the complainant would like their concern to be resolved and if they need any support.
- Explain the different options available to help resolve the complainant's concern.
- Inform the relevant government authorities and/or police, if required by law to do so.
- Where possible and appropriate, maintain confidentiality but not necessarily anonymity.

## DISCIPLINARY MEASURES

When an individual/s and/or affiliated club is found to have breached the laws of the game, the code of conduct, any policies or committed a criminal offence, possible sanctions that may be taken include:

- A verbal or written warning.
- A direction that the individual make verbal and/or written apology.
- Counselling of the individual to address behaviour.
- Withdrawal of any awards, placings, records, achievements bestowed in any activities, events or programs held or sanctioned by Ballarat District Golf.
- A fine that does not exceed \$500.
- Suspension or termination of membership, participation or engagement in a role or activity, event, or program.
- De-registration of accreditation for a period or permanently.
- Any other form of discipline that Ballarat District Golf considers reasonable and appropriate.

Sanctions can be taken against both an individual participant and an affiliated club.

## CONFLICT OF INTEREST

The purpose of this policy is to ensure that all actual, potential, or perceived conflicts of interest are identified, disclosed, and managed effectively by Ballarat District Golf. This policy aims to promote a culture in which honesty, integrity, and being family friendly are a part of everyday behaviour and to prevent conflicts of interest from influencing actions or decision making.

Conflict of interest is defined as a conflict with duty as an Executive Committee or Committee member and your private or professional interests that gives, may give, or may be perceived to give, advantage to the member, or to others who are associated with the member. It may be an actual, potential, or perceived conflict of interest.

A conflict of interest can also apply when a clash between an affiliated club's interest and Ballarat District Golf's interests that gives, may give, or may be perceived to give, advantage to the affiliated club or to those who are associated with the affiliated club.

## IDENTIFYING AND DECLARING A CONFLICT OF INTEREST

- Ballarat District Golf is committed to ensuring that any conflict of interest is effectively identified, declared, and managed so that they do not affect the services, activities, decisions, integrity or reputation of Ballarat District Golf or the duties and responsibilities of employees and/or volunteers.
- Members, volunteers, and employees have an obligation to avoid conflicts of interest, however Ballarat District Golf acknowledges that the existence of a conflict of interest is not uncommon and therefore must be managed.
- When you become aware that you may have a conflict of interest, you must report this to the Executive Committee immediately.
- When a member of the Executive Committee has a conflict of interest, they must report it to the other members and the meeting chair must ensure it is recorded in the meeting minutes.

## RESOLVING A CONFLICT OF INTEREST

Once a conflict of interest has been identified, there are several options available to manage the conflict of interest:

- A member of the Executive Committee will work with the conflicted party to identify the appropriate risk management strategy. Resolutions may include:
- Removing the member from participating in the matter.
- Restricting the member on their involvement in the matter.
- Recruiting a third party to provide advice.
- Relinquishing the private interest.
- The Executive Committee should ensure that there is appropriate communication in place to manage the perception other members, volunteers, employees and/or participants may have regarding the conflict of interest.
- Just because a conflict of interest exists, does not mean the member is automatically excluded, at the discretion of the Executive Committee, no action outside of recording the conflict, may be required.

### BREACH OF POLICY

A member's failure to disclose a conflict of interest is a breach of this policy and of the Code of Conduct within the Executive Committee Induction Pack and may result in disciplinary action that may involve suspension or being banned from participating.

If there is reason to believe that a member has failed to comply with this policy, the Executive Committee will investigate the circumstance in accordance with Policy 5.8.2 Complaint Handling Process. If the member is found to have breached this policy, disciplinary action may be taken.