



Introduction

The Christchurch Pistol Club is a community-based organisation dedicated to the objects of the club (these are set out in 3.1 to 3.6 of the club rules).

Membership in the organisation is subject to the observance of the organisation's rules and code of conduct. Any club member or committee member, who violates this, is subject to discipline, up to and including being suspended or expelled as a member.

The purpose of this code is to give all members clarity:

- What is acceptable and unacceptable conduct
- That all members understand and agree to the code of conduct
- The consequences of unacceptable conduct are clearly understood
- The process to investigate and decide on alleged misconduct is understood and fair

The code of conduct has been prepared consistent with the Club rules (in particular paragraphs 5.5:

5.5 If the conduct of any member is such as to endanger the character, good order, or welfare of the Club, the Committee may, by resolution, suspend such member for any length of time considered necessary, or expel such member.

This code and the consequences applying to misconduct recognise that the activities of the club involve the risks associated with the use and access to firearms.

Good conduct should also be encouraged. The guidelines in the Pistol New Zealand Inc. Club Secretary's Manual – 2013 included the following relevant statements:

- A well run club always listens to the needs of its members and promotes healthy communication channels for members
- It is important to promote a friendly atmosphere in the club
- To attract members the image your club portrays is vital

All members are expected to read and fully understand this code of conduct. The code of conduct will be accessible on the Club's website and the Committee will remind all members of their obligations to comply with this code annually. New members will be required to sign a copy of the code of conduct.

Unacceptable conduct & consequences

Consequences

- Warning: for misconduct other than serious misconduct
- Suspension: while serious misconduct is being investigated
- Expelled: after one serious misconduct incident is confirmed or after 2 prior warnings for other misconduct.



Suspension:

- Members will be suspended pending investigation for any alleged serious misconduct that the Club Committee decides has sufficient grounds requiring an investigation.

When a member has a medical condition that may affect their or other Club members safe participation within the sport. The Member will be required to get a medical report confirming that they are safe to participate in club activities for the suspension to be lifted.

Serious misconduct and circumstances for which members will be expelled:

- Theft or dishonesty
- Deliberate destruction of property belonging to the club
- Any action that seriously damages the Club's reputation
- Any illegal action, including possession or use of illegal drugs on the clubs property
- Bringing onto the club's property dangerous or unauthorised materials such as explosives, unauthorised firearms, weapons or other similar items.
- A member receiving a criminal conviction for illegal use of firearms or any violent offence. (Members charged with these offences will be suspended prior to court decision)
- Actual or threatened violence toward another member or group of members
- Serious incidents of bullying, intimidation or harassment of other members
- Conduct endangering the life, safety, health or well-being of yourself or others
- When a member has a medical condition, confirmed by a medical report, that affects their or other Club members safe participation within the sport
- Member receives kickbacks and secret commissions from suppliers or others parties used by the club
- A serious breach of members privacy or confidential club information with external parties

Expected conduct of all Members and Committee Members

(Breach of any of these will result in a warning or being expelled for a serious breach)

Club members will:

- Conduct themselves in a sportsmanlike manner and will not knowingly cheat, disrespect other members, officials or fellow competitors
- Respect the rights of other club members (Example: Will not verbally or physically threaten or slander others, either personally or through social media)
- Not engage in any form of sexual, racial religious discrimination or harassment
- Not behave in a way that endangers the life or safety of others



- Not conduct themselves in a rude manner, including the use of profane language, gestures, insults or other such misbehaviour.
- Abide by all New Zealand laws and regulations on the property of the Club
- Abide by the rules and standing orders and other guidelines of the Club
- Abide by the rules of PNZ incorporated
- Be an ambassador for the Club when out in the community or at other clubs
- Immediately notify the Committee if they are charged with any criminal offence that involves violence, firearms or arson; or have a medical condition that may be a risk to their or other member's safety.
- Bring to the attention of the Committee (any Member of the committee) any known breach of this code of conduct by another member or a committee member)
- Objectively, honestly and respectfully debate their point of view at formal meetings of members

Committee members will:

- Inform the club committee of conflict of interests and exclude themselves from the Committee for decisions where they have conflict of interest
- Respond to members communications and requests respectfully and in a timely way
- Only communicate with external parties or media about club affairs if authorised to do so by the Club President (or a Committee Member with authority delegated by the President)
- Ensure the club rules are complied with and all matters of significance to the club are communicated to all Members

Process: Misconduct complaint; investigation; decision; appeal

Following the reporting to the Committee of an alleged misconduct incident, the Committee will consider if there is sufficient grounds to investigate.

All alleged incidents, with reasonable grounds and evidence, that raise serious concerns with regard to health and safety will be notified to the police immediately they are reported and prior to being investigated.



Investigation, decision and appeal process:

- A Sub Committee will be formed to complete each investigation and will report back to the Full Committee with a recommendation for Committee decision.
- Where a member has to appear in answer to any charge that member shall be notified by letter (club rule 5.5.1).
- Any member expelled shall cease to be a member of the Club or to have any claim on its property (club rule 5.5.2).
- Any member suspended or expelled shall, within one month, have the right of appeal to an Appeal Committee consisting of one person appointed by the member suspended or expelled, one person appointed by the Committee, and a third person who shall act as chairperson to be appointed by the two persons appointed. The Chairperson shall be an executive member of a club affiliated to the NZPA. The [majority] decision of the Appeal Committee shall be final (club rule 5.5.3).
- The appointment of the Chairperson and the hearing of the appeal shall take place within one month of the date of lodgement of the appeal (club rule 5.5.4)

Acceptance & Signing

I have read and I understand the Club's Code of Conduct. I agree to abide by the rules.

Signature _____

Name _____

Date _____