



# CODE OF CONDUCT

Effective: August 2023

## INTRODUCTION

1. The Christchurch Pistol Club (**the Club**) is a community-based organization which is dedicated to the objects of the Club which are set out in the Rules of the Club:
  - To foster, teach, and encourage pistol shooting, and to carry out pistol shooting;
  - To acquire by purchase, lease, or otherwise, any pistol range or ranges, pistols or small arms, ammunition, and any other property, either real or personal, necessary for the purposes of the Club, and the entering into and carrying out of all contracts and agreements necessary for these purposes;
  - The acquisition of any licenses necessary for the purposes of the Club;
  - To conduct pistol meetings, pistol practices, club or inter -club competitions and to give prizes or trophies for the same;
  - To affiliate with any other club or association of similar nature and/or promote any such club; and
  - To do all or any other things or acts which may be necessary or conducive towards the carrying out of the aforesaid objects, or which may be in the interests of the members thereof and of pistol shooting in general.
2. By law and by its nature, the Club is committed to the health and safety of members, staff, volunteers, contractors and visitors to the Club. Good conduct is important to managing the risks associated with the access to and use of firearms and the firing range. It is important that members, staff, volunteers, contractors and visitors behave in accordance with this Code of Conduct (**the Code**).
3. The Code is part of the way the Club encourages a vibrant sporting community based on courtesy and respect. The Club supports diversity and collegiality: people are valued and respected despite differences of opinion. People listen and are heard.
4. The Code is intended to guide members, staff, volunteers, contractors and visitors as to the behavior the Club expects of such persons at the Club's premises, out in the community or at other Clubs or sporting fixtures. The Code informs members, staff, volunteers, contractors and visitors of the breach notification process, investigation process and consequences.
5. A breach of this Code which creates a risk to health and safety entitles a member of the Committee or a member of the Club (in the absence of a member of the Committee) to require a person (other than a staff member) to immediately leave the Club's premises. Only a member of the Committee may suspend a staff member under this clause.
6. Members should note:
  - a. Any breach of the Code can, at the sole discretion of the Committee or Appeal Committee, amount to endangerment of the character, good order or welfare of the Club; and
  - b. under clause 5.5 of the Rules of the Club, the Committee may suspend or expel a member who endangers the character, good order, or welfare of the Club.

7. The Code will be accessible on the Club’s website and available to members, staff, volunteers, contractors and visitors. It is the responsibility of each member, staff, volunteer, contractor or visitor to read and understand this Code of Conduct.
8. Members, staff, volunteers and contractors are responsible to ensure any of their visitors or guests that are entitled to be on the Club’s premises, is familiar with and behaves in accordance with the Code.

**CLUB EXPECTATIONS AND REPUTATION**

9. The continuation and enhancement of the Club’s excellent reputation is of paramount importance to the Club and its standing in the community. Honesty, fairness, and integrity are behaviours the Club expects of members, staff, volunteers, contractors and visitors.
10. Members, staff, volunteers, contractors and visitors must:
  - a. Act with honesty, fairness and integrity.
  - b. Act with courtesy, respect and politeness towards any other person associated with the Club.
  - c. Abide by all New Zealand laws and regulations while on the Club’s property.
  - d. Abide by the Rules of the Club, any standing orders or guidelines/policies issued by the Club.
  - e. Abide by the Rules of Pistol New Zealand Inc (if applicable).
  - f. Immediately notify the Committee if they are charged with any criminal offence that involves violence, firearms, or arson, or if they have a medical condition that may be a risk to them or another person’s safety.
  - g. Bring to the attention of the Committee or any member of the Committee any known breach of the Code by any person who is required to follow the Code.

Note: when a member has a medical condition that may affect their or another Club member’s safe participation within the sport, the member will be required to provide a medical report to the Committee confirming that they are safe to participate in club activities in order to resume such activities or have lifted a suspension relating to the medical condition which has been imposed under the Rules of the Club.

**UNACCEPTABLE CONDUCT**

11. The conduct set out below will not be tolerated:

a.	Failure to follow any firearms safety rules including ensuring: <ul style="list-style-type: none"> <li>o every firearm is treated as loaded</li> <li>o a firearm is pointed in a safe direction</li> <li>o a firearm is loaded only when ready to fire</li> <li>o a target is identified beyond all doubt</li> </ul>
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	<ul style="list-style-type: none"> <li>o the firing zone is checked</li> <li>o firearms and ammunition are stored safely</li> <li>o alcohol and/or unauthorised drugs are not used when handling firearms or prior to handling firearms such that the use of the firearm is impaired in any way</li> </ul>
b.	Bringing onto the Club's property dangerous or unauthorised materials such as explosives, unauthorised firearms, weapons or other similar items.
c.	Failure to comply with the Code.
d.	Cheating or deliberately breaching sporting rules.
e.	Behaving disrespectfully, or rudely including, but not limited to, the use of profane language, gestures, personal insults or other such misbehaviour.
f.	Bullying or harassing any person associated with the Club (see discussion below).
g.	Discrimination based on any of the prohibited grounds under the Human Rights Act 1983 (see discussion below).
h.	Actual or threatened violence towards any person associated with the Club.
i.	Conduct endangering the life, health (including mental health) or wellbeing of any person (including you). This includes but is not limited to engaging in Club activities while knowingly having a medical condition that could affect the health and safety of yourself or others.
j.	Any illegal activity on the Club's property including (but not limited to) possession or use of illegal drugs.
k.	Theft or dishonesty.
l.	Misappropriation or knowingly misdirecting Club funds.
m.	Inappropriately receiving any payment, "kickback" or secret commission from third parties as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any act in in relation the Club's business including showing or having shown favour or disfavour to any person in relation the Club's business.
n.	Deliberate destruction of property belonging to the Club or to people associated with the Club.
o.	Any action (either on Club premises or away from the Club) that seriously damages or is likely to seriously damage the Club's reputation.
p.	Inappropriately acting with a conflict of interest or a perceived conflict of interest or failing to disclose a conflict of interest (see discussion below)
q.	Committing a notifiable privacy breach
r.	Sharing confidential Club information (including personal information) with a third party.

## **BULLYING, HARASSMENT AND DISCRIMINATION**

12. Bullying is any repeated unreasonable behavior that is directed towards a person, or group of people, which can lead to physical or psychological harm. This includes cyberbullying, that is, using electronic communications to bully, harass or frighten a person through unnecessary or illegal threats.
13. Bullying can include (but is not limited to):
  - a. Belittling remarks and personal attacks including ridiculing, insulting, teasing
  - b. False or unreasonable accusations, or lies told about a person
  - c. Ignoring, excluding or isolating a person
  - d. Shouting or yelling at another person
  - e. Threats of violence or physical attacks
  - f. Public humiliation/criticism
  - g. Using obscene or offensive language, gestures or material
  - h. Ganging up
  - i. Intimidation
  - j. Intruding on privacy (e.g. spying, stalking, harassing, unnecessary monitoring)
  - k. Unwanted sexual approaches or behaviour
  - l. Withholding information or supplying false information
  - m. Undervaluing contribution
14. Bullying does not include raising concerns about another person's behaviour or disagreeing with another person if this is raised in a fair, courteous and respectful way. Diversity and collegiality encourage debate and the sharing of views.
15. Harassment is unreasonable or unwelcome conduct that is offensive, humiliating or intimidating to any other person and is either repeated, or of such significant nature that it has a detrimental effect on the person, or their performance. It includes gender-based, racial, and sexual harassment.
16. Gender based harassment describes a wide range of behaviour based on gender stereotypes, sexual orientation or gender identity. Such behaviour includes verbal, physical, visual or digital actions which demean, belittle or threaten a person. It does not necessarily suggest sexual interest or intent; it is often about making a person feel unwelcome, uncomfortable, inferior or vulnerable.
17. Racial harassment is the use of language, or visual material or physical behaviour that expresses hostility against, or brings into contempt or ridicule, any other person on the ground of the colour, race, or ethnic or national origins of that person; is hurtful or offensive; and is either repeated or serious enough to have a detrimental effect on a person.

18. Sexual harassment is unwelcome conduct of a sexual nature that could be offensive, humiliating or intimidating to any other person and is either repeated, or of such a significant nature, that it has a detrimental effect on the person, or their performance. This includes a request for sexual activity of any sort that contains an implied or overt promise of preferential treatment or overt threat of detrimental treatment. It is unlawful to sexually harass another person even if there was no intention to harass the person.
19. Discrimination can occur when a person is treated less favourably than another person, in the same or similar circumstances, because of a prohibited ground such as their sex, colour, religious belief, race, marital status, ethnic or national origins, family status, ethical belief, sexual orientation, political opinion, age, employment status or disability.

## **DUTIES OF OFFICERS AND CONFLICTS OF INTEREST**

20. The duties of officers (President, Secretary, Treasurer, Club Captain, Committee) are set out in the Rules of the Club.
21. In addition, officers are expected to:
  - a. respond to member communications and requests in a respectful and timely manner; and
  - b. ensure the Rules of the Club are followed and all matters of significance to the Club are reported to members.
22. The Club President (or their delegate) is the only officer entitled to communicate with third parties or media about club affairs generally. This does not affect the delegations to other officers as set out in the Rules of the Club.
23. Members of the Committee have a duty of loyalty to the Club. They must notify the Committee of any conflict of interests or potential conflict of interest and exclude themselves from the Committee for decisions where they have a conflict of interest or potential conflict of interest.

## **BREACHES: REPORTING AND DISCIPLINE**

### *Reporting of Breaches*

24. Breaches of law, the Code or any related policy will not be tolerated. If you have knowledge of any such breach or possible breach of the law, the Code or any related policy, or you wish to make a complaint about a breach, you should report it immediately to a member of the Committee.
25. If you are involved in the breach, the fact that you reported the breach, together with the degree of cooperation displayed by you and whether the breach is willful or unintentional, will be given consideration by the Committee in any resulting action.
26. For a breach or complaint to be considered by the Committee, it must be in writing. Committee members are expected to recommend to a person reporting or complaining about a breach to put the report or complaint in writing.
27. Reported breaches or complaints will be treated confidentially to the extent reasonable and possible under the circumstances. In many instances, natural justice will require informing a

person responding to an allegation of breach or a complaint (**the respondent**) of the name of the person who has reported the breach or made the complaint. The respondent and any representative or support person for the respondent will be required to keep this information confidential.

28. Any member of the Committee who receives a written report or complaint of a breach must, in turn, refer the matter to the Committee.
29. No person who honestly, in good faith and in accordance with the Code reports a breach or makes a complaint will be subjected to threats, harassment, discrimination or any other retaliation for making such a report or complaint. The submission of a report or complaint which breaches the Code may result in disciplinary action.

#### *Grounds to Investigate*

30. At first instance, the Committee will consider if there are sufficient grounds to investigate.
31. If there are reasonable grounds to investigate and the alleged breach or complaint raises serious concerns as to health and safety, then the matter will be referred to the Police as soon as practicably and prior to the commencement of any investigation by the Club.

#### *Suspension*

32. If there are reasonable grounds to investigate and the alleged breach or complaint is such as to endanger the character, good order, or welfare of the Club, the Committee will determine if the respondent is to be suspended. Unless this is not practicable in the circumstances, the Committee will consult with the respondent prior to any suspension.

#### *Investigation*

33. The Committee may, at its sole discretion, appoint an external investigator.
34. If an external investigator is not appointed, the Committee may, at its sole discretion, form a subcommittee comprising of 3 members of the Committee to complete an investigation into the breach or complaint.
35. All investigations (by Committee, sub-committee or an external investigator) will comply with the fairness principles of natural justice including:
  - a. Fair notification of the alleged breach or complaint to the respondent including providing the respondent all relevant material upon which the alleged breach or complaint is being determined. If the investigation involves a charge under Rule 5 of the Rules of the Club, notice shall be given by registered letter;
  - b. A fair opportunity for the respondent to answer the allegation of breach or the complaint either in writing or at a meeting;
  - c. Notice to the respondent of their entitlement to have representation/support during the investigation; and
  - d. No pre-determination.
36. All investigations will consider the issues of confidentiality and privacy and how information is to be managed during the investigation and afterwards.

37. If the investigation is conducted by an external investigator or a subcommittee, then the appointed investigator or sub-committee will report back to the Committee with a recommendation for the Committee's decision.

#### *Committee Decision*

38. At any point of the process, the Committee may determine to take no further action.

39. If the Committee is satisfied there has been a violation/violations, at its sole discretion, the Committee may:

a. With respect to members (after consultation on consequence):

- Take no further action
- Issue a warning in instances where, in all the circumstances, the conduct does not warrant suspension or expulsion
- Suspend the member for any length of time considered necessary
- Expel a member

b. With respect to a staff member (after consultation on consequence):

- Take no further action
- Issue a performance improvement plan
- Issue a warning or final warning in instances where, in all the circumstances, the conduct does not warrant termination of employment
- Terminate the staff member's employment

c. With respect to a contractor or volunteer:

- Take no further action
- Issue a warning where, in all the circumstances, the conduct does not warrant termination of the contract or volunteer agreement
- Terminate the contract or the volunteer agreement

#### *Member appeal*

40. Members should note rules 5.5.3 and 5.5.4 of the Rules of the Club:

*Any member suspended or expelled shall, within one (1) 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 first appointed. The Chairperson shall be an executive member of a club affiliated to the NZPA. The decision of the Appeal Committee shall be final*

*The appointment of the Chairperson and the hearing of the appeal shall take place within one (1) month of the date of lodgement of the appeal.*



## CODE OF CONDUCT

### Acknowledgement of Receipt

I, \_\_\_\_\_

\_\_\_\_\_

*(name and position)*

acknowledge that I have received, read and understood the Code of Conduct. I agree to abide by the Code.

I understand that if, at any time, I am unclear about any of the content, or I am at risk of breaching the Code, I can discuss this with any member of the Committee.

I understand that if I breach the Code, this may lead to disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_