



Tangimoana Boating Club Inc.

Our By-laws (Policies)

This document contains the Bylaws of the Tangimoana Boating Club Inc. and should be read in conjunction with the club's constitution (the Rule Book).

These Bylaws, referred to as 'Policies' in this document, are relevant to club members, club visitors and anyone else on the club's premises.

These Bylaws are reviewed on a regular basis and amendments, additions or deletions will be made as required.

Contents

VERSION CONTROL	3
COMMUNICATION POLICY	3
Our commitment.....	3
Communications officer.....	3
What we will do	3
Website.....	3
Boat Register	3
SMS and email.....	4
Social media websites.....	4
What we ask you to do	4
Electronic communication:	4
Non-compliance	4
CLUBHOUSE POLICY.....	5
Respectful Club Environment.....	5
Equal Employment Opportunity.....	5
Discrimination	5
Harassment.....	5
Resolution Procedure.....	6
DRUG AND ALCOHOL POLICY	6
CLUB VISITORS POLICY	7
Casual Visitors	7
Bona Fide Visitors	7
COVID VACCINATIONS AND MY VACCINE PASSES POLICY AND PROCEDURE.....	7
CHILDREN IN THE CLUB POLICY.....	8
Applicable hours for minors.....	8
Procedure / Rules	8
Misconduct.....	8

VERSION CONTROL

Date	Version	Comments
2018-11-29	1.0	New Communications Bylaw and other bylaws combined and published to the website. Communications bylaw to be ratified.
2022-06-13	2.0	New COVID Vaccination and My Vaccine Pass policy, change to Visitors policy in line with updated Constitution and removal of online boat register content.

COMMUNICATION POLICY

Our commitment

Electronic communication is essential for sharing club news and information with our club members and the wider public.

Our communication will be timely, appropriate and related to club business.

Communications officer

The committee member designated as the 'communications officer' is responsible for ensuring that this policy is implemented and that members adhere to it.

What we will do

We will use a range of electronic media to communicate with our members.

Our communications will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. The communications officer will provide accountability and control over material published on our club's website, in our club's newsletter and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

Our website may include current information on fishing or boating events, social events, committees, rules and by-laws (policies).

No offensive content or photos, or any material that could be exploited in a way that could offend, will be published.

If we intend to publish a photo or name of a member, we will first seek permission from the member, clearly record if permission is given, and take care not to provide identifying information. Permission may be verbal, written, or by email or txt message.

Feedback from members to improve the information available on the site is welcomed.

Boat Register

The club maintains a boat register to assist the committee in organising fishing and boating events. Information from the boat register may be made available to Police, Coastguard or other search and rescue entities in the event of a rescue.

SMS and email

Committee members may use SMS and email to provide information about club-sanctioned fishing, boating, and social events and other club business, however:

- ✓ SMS messages should be short and about club/team matters
- ✓ Email communication will be used when more information is required.

Social media websites

We treat all social media postings, blogs, status updates and tweets as public 'comment'. Postings (written, photos or videos) will be family-friendly and feature positive club news and events. If we intend to publish a photo or name of a member, we will first seek permission from the member and take care not to provide identifying information. No personal information about our members will be disclosed.

No statements will be made that are misleading, false or likely to injure a person's reputation. No statements will be made that might bring our club into disrepute. No offensive content or photos, or any material that could be exploited in a way that could offend, will be published. "Tagging" any of our membership on Facebook, or the use of any similar identification tools on any other social media site is banned in club sites/pages/blogs and expressly discouraged on members' personal sites/pages/blogs. Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club. We remind club members that digital and electronic communications are not always secure and can spread rapidly. Therefore utmost care should be taken when selecting material related to the club, using an "if in doubt, leave it out" approach.

Electronic communication:

- ✓ should be restricted to club matters
- ✓ must not offend, intimidate, humiliate or bully another person
- ✓ must not be misleading, false or injure the reputation of another person
- ✓ should respect and maintain the privacy of members
- ✓ must not bring the club into disrepute.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

CLUBHOUSE POLICY

The Commodore and Committee members want you to enjoy our club rooms and bar facilities.

Our policy is to serve members in a friendly, responsible and professional manner, and to provide a clean and safe environment for all members and visitors.

Our aim is to offer an atmosphere for family participation.

For your safety and enjoyment we provide:

- ✓ Tea and coffee
- ✓ Alcohol-free drinks
- ✓ Iced water
- ✓ Light snacks.

To ensure we abide by the Sale of Liquor Act we will not serve alcohol to anyone appearing to be intoxicated, underage people, or outside our licenced hours.

Avoid the risks of drinking and driving - choose a lifesaver (designated driver). We will make the lifesaver's job more attractive by providing an interesting range of low-alcohol and alcohol-free drinks. There is a phone available for members and visitors alike to arrange alternative transport.

Respectful Club Environment

Tangimoana Boating Club is committed to providing a respectful Club Environment for all, conducting its business in a professional and ethical manner.

Equal Employment Opportunity

Tangimoana Boating Club has a policy of Equal Employment Opportunity (EEO) for all where 'merit decisions' require an objective assessment of a person's abilities, qualifications, experience and performance in relation to any opportunities arising in the club. EEO provides a positive, fair and safe work environment free from all forms of unlawful discrimination or harassment.

Discrimination

Discrimination within the Tangimoana Boating Club will not be tolerated under any circumstance. Discrimination, either directly or indirectly includes areas such as: race, colour, gender, religion, political convictions, medical record, criminal record, physical or mental impairment, family responsibilities marital status, sexual preference, sexual harassment, pregnancy, disease status, trade union or other employer associated activity.

Harassment

Harassment is deemed unlawful under legislation and will not be tolerated under any circumstances within the Tangimoana Boating Club. Harassment can occur in many forms and is defined as: "any unwelcome offensive comment or action concerning a person's sex, race, colour, nationality, language, ethnic origin, age, sexual preference, marital status, disability or impairment, or political or religious convictions, which a reasonable person would be offended, humiliated or intimidated".

There are four common forms of harassment, which will not be tolerated:

Sexual Harassment covers a range of unwelcome and offensive behaviour of a sexual nature such as offensive jokes, deliberate physical contact, requests for sexual favours and more. It is not the occasional compliment or mutual flirtation.

Racial Harassment is behaviour, which belittles a person because of characteristics relating to their race, such as belittling comments or jokes.

Victimisation is when a complainant suffers as a result of making a complaint or being a witness to a complaint.

Workplace Bullying is defined as “repeated, unreasonable behaviour directed towards an employee or group of employees that creates a risk to their health and safety”. Examples include, repeated name calling, swearing at others, stand over tactics and more.

It is the responsibility of every member and visitor to ensure they behave appropriately to ensure a safe and respectful workplace.

Resolution Procedure

Individuals who believe they have experienced or witnessed any form of discrimination or harassment should:

1. Discuss with the person(s) behaviour is offensive and inform them that such behaviour is unwelcome and request they stop immediately.
2. If the behaviour does not stop, or you are not comfortable discussing it directly with the person(s) concerned, raise the matter with a member of the committee.
3. Should there be no appropriate resolution, communication in writing, giving information on the events, to the committee asking for assistance and investigation (where appropriate).

Note: Any member found to be in breach of the Tangimoana Boating Club 'Respectful Club Environment Policy' may face disciplinary action.

Important Note: What you consider acceptable, others may consider offensive.

DRUG AND ALCOHOL POLICY

This drug and alcohol policy applies to all members and visitors of the Tangimoana Boating Club Inc.

The policy states:

- ✓ Alcohol not purchased from the club being consumed on the Club premises is prohibited
- ✓ Possession or use of illegal drugs on Club premises is prohibited
- ✓ Any person under the influence of drugs may be asked to leave the premises immediately
- ✓ Any person considered to be excessively intoxicated may be requested to leave the premises.

Every member has a responsibility to ensure that these policies are met and actioned.

Breaches of these policies may result in

- ✓ Disciplinary action
- ✓ Expelling from the club
- ✓ Future Application of Membership declined.

The policy does not seek to deny people enjoying themselves – it is about providing a safe club environment and ensuring appropriate behaviour.

CLUB VISITORS POLICY

Casual Visitors

A casual visitor is allowed a maximum of six allowable visits per year. (Excluding open Social Events).

Bona Fide Visitors

Bonafide visitors are allowed a maximum of 12 allowable visits per year. A Bonafide visitor is someone that resides more than a 50k radius from the club.

COVID VACCINATIONS AND MY VACCINE PASSES POLICY AND PROCEDURE

Policy

In accordance with the NZ COVID-19 Public Health Response Act 2020 all employees of the Tangimoana Boating Club are required to be fully vaccinated against the COVID virus. In turn, the Club is required to keep accurate records of their vaccination status.

All people entering the Tangimoana Boating Club premises (the club and it's weigh station) are required to produce a current My Vaccine Pass. This includes contractors and service people.

Procedure

Proof of COVID vaccination will be included in the application process for all new employees of the Tangimoana Boating Club. All existing employees will have their vaccination information securely stored in their employment file.

All members will be asked to produce their My Vaccine Pass to the Bar Manager, committee member or weigh master, when entering the club. This will be sighted and noted by one of the aforementioned people (initially on a spread sheet) then subsequently transferred to the member database and held securely.

The notation will include that the Pass has been sighted (and it is valid) and the expiry date will be recorded. If there is any doubt of the validity of the Pass, the person sighting the Pass will ask for a form of photo identification, such as a Driver's License, Passport or Kiwi Access (18+) Card.

Members will only need to produce their My Vaccine Pass once for each period their Pass is valid i.e. once in the first six months, once again in the second six months and so on.

If the person does not produce a valid My Vaccine Pass they will be refused entry to the Club.

Contractors and service people will be required to produce a valid My Vaccine Pass to the Secretary, Bar Manager or Weigh Master for noting. These people's names and expiry dates of their Pass will be recorded on the same spread sheet and then be stored by the Secretary. The same rules apply to these people requiring them to produce their Pass for each period.

(This policy and procedure is applicable as per Government orders)

CHILDREN IN THE CLUB POLICY

Children are welcome and encouraged to visit the Club when accompanied by an adult.

Applicable hours for minors

All minors must vacate the Club premises by no later than 8-30pm. (unless a special televised sports event eg, rugby, yachting, cricket are televised, but must vacate the Club within 15min of the events finish).

When the Club holds an active "special license" the above does not apply.

Procedure / Rules

1. Supervision of the minor **must** be adhered to at all times.
2. All minors **must** respect any members present and abide by the same rules as the adults.
3. Minors under the age of 13 are **not** permitted to use the Pool table or Dart boards.
4. Minors running in the Club is **not** permitted for safety reasons.
5. The Kitchen, Bar, Office, and Storerooms areas are strictly "**Out of bounds**".
6. To be monitored by **all** members present at the time.

(The definition of a "minor" is a child under the age of 16)

Misconduct

The children and the adult may be expelled on the day if it is felt necessary until the next available committee meeting, where upon the committee will decide any further appropriate action. *(Passed July 1992)*
