



Hartwood Tennis Club

Code of Conduct for Representatives

All volunteers, team captains, key holders and elected officers of Hartwood Tennis Club acknowledge that they serve as representatives of the club and therefore agree to abide by certain minimum standards of behaviour as required under Rule 5 of the club Constitution.

Remedies for infractions of this Code of Conduct are authorised under the Constitution.

1. All membership data and files are the property of Hartwood Tennis Club and may not be used for any purpose other than club business as authorised by the Executive Committee. Use of the club's database by any member for private, unsanctioned activities shall constitute an infraction of the Code of Conduct.
2. All communications sent to club members in the name of Hartwood Tennis Club, or using the club's membership database, must be approved beforehand by the chairman and at least two Executive Committee members. The chairman must obtain the approval of at least two Executive Committee members before distributing communications he has written. Any communications sent in the club's name without having met these criteria shall be regarded as unofficial and unsanctioned, and the club shall bear no responsibility for the contents or consequences of any such communication.
3. Use of the Hartwood Tennis Club logo without the consent of at least two Executive Committee members is prohibited.
4. All representatives are reminded that email communications may be used in a court of law. It is therefore encouraged that email for club business be kept to a minimum and that it pertain only to the specific club business at hand. Representatives should avoid discussing confidential matters by email because they can be copied and distributed to unauthorized persons, thereby destroying the confidentiality. Any representative who engages in club business via email must ensure that all such communications abide by the code of conduct.
5. All club representatives and officers must avoid potential conflicts of interest. Club officers or any companies with which they are affiliated may not engage in commercial ventures or contractual arrangements with the club. This restriction, however, does not apply to donated goods or services provided to the club free of charge. In times of financial need, the Executive Committee is permitted, if not encouraged, to seek assistance from members by way of low-interest loans. However, the club auditor(s) must review and approve the terms of any such loan before it is executed and ensure that the arrangement is in the club's best interests. Members of the Executive Committee who participate in any such loan scheme are required to excuse themselves from voting on matters involving the use of those funds or their repayment. Under no circumstances shall the club auditor(s) or treasurer be permitted to loan funds to the club.
6. The Executive Committee should avoid taking decisions by email or telephone vote unless emergency conditions require action be taken before a formal committee meeting can be convened. However, any such committee decision must be re-ratified at the next formal session in which a quorum is present so that the minutes can reflect that the decision properly represents the will of the committee.
7. The club will not automatically assume costs for legal expenses, fines or damages charged against a club representative. We seek to protect and defend any volunteer who is acting on the club's behalf, but protections offered by the club may be withdrawn if the representative is deemed to have violated the Code of Conduct.



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Violations

Following are examples of specific types of violations that could be subject to disciplinary action:

1. Theft, abuse or wilful destruction of club property, including the club's files and/or database.
2. Harassment, bullying or violent behaviour.
3. Any form of sexual or racial discrimination.
4. Unauthorised distribution of confidential club information.
5. Unauthorised communication – whether written or oral – in the name of Hartswood Tennis Club. Properly authorised communication must be reviewed and approved by at least two Executive Committee members.
6. Committing the club to contractual arrangements, beyond minor repairs to club facilities not exceeding £200.00, without the Executive Committee's consent.

Hartswood Tennis Club shall assume no legal responsibility nor be obligated to cover any legal expenses for any representative who violates the law.