



BY - LAWS OF THE FRANKSTON CHESS CLUB

SECTION 1

CODE OF CONDUCT FOR ALL MEMBERS AND VISITORS

1. The Code of Conduct

- a) *Understand that the main purpose for participating in the Frankston Chess club is to play chess with all the members of the club and/or promote chess within the club unless committee approves otherwise.*
- b) *Be polite to all of the members and any visitors attending Frankston Chess Club meetings and events.*
- c) *Comply with directions and reasonable requests given by committee members or any person authorised by committee to supervise any chess activities on club nights or events.*
- d) *Keep noise level to a minimum so as not to distract others from playing chess.*
- e) *Maintain quietness while tournaments are being held in the Tournament Room (the hall)*
- f) *Assist the club in keeping the room clean and tidy and packing up properly and putting away all chess equipment*
- g) *When possible help out at Club Fund raising events and promotional events.*
- h) *Pay your membership fee promptly when it falls due.*

2. Code of Conduct Compliance Procedures

- a) All applicants for membership and members intending to renew their membership must be given a hard copy code of the code of conduct.
- b) All members on joining or on renewing need to sign a form stating that they agree to abide by all the clubs rules and by-laws that include the code of conduct before being accepted as a member.
- c) If any member or visitor breaches this code of conduct they may be disciplined in accordance with the constitution. This may lead to suspension or expulsion from the club.
- d) That a person appointed by the committee to supervise chess club functions has the power to tell a member or visitor to leave if that supervisor deems the behaviour of that member or visitor is in breach of the code of conduct.
- e) If a person is told to leave, the supervisor must report the incident(s) to the secretary in writing. The incident report must include the reason why this member or visitor was told to leave.
- f) The removal of a member or visitor (as per point (e) above) does not mean the member or visitor is suspended from the club. The member is entitled to attend chess activities in future unless the member is disciplined as per the constitution.
- g) That each member be given the code of conduct on joining or on renewing of membership and asked to sign the code of conduct. If they refuse to sign they shall automatically be refused membership or will not be allowed to renew their membership.

SECTION 2

Working With Children Checks.

1. COMPLIANCE: Working with Children Act 2005.

The committee must

- a) keep a register of all members Working with Children Checks. This includes all notices sent by the Department of Justice concerning the members Working with Children Check, the registration number, the expiry date and the name and address of the owner and the conditions placed upon its use.
- b) keep a list of all members who are exempt from having a Working with Children Check and the reasons why.
- c) carry out an annual audit of all procedures and processes in the club that assist the club in complying with the Working with Children Act
- d) ensure that all club events in which juniors participate are supervised by members or invited guests that have Working with Children Checks or are exempt under the Act from having one.
- e) ensure that all Working with Children Checks are sighted by an authorised committee member and their status checked on-line
- f) ensure that all Working with Children Checks on the Club's register are regularly checked online for their current status –especially that they state their use is for volunteer work at Frankston Chess Club
- g) if any person is paid by the club for any services given, then they must also ensure that the Working with Children Check is also designated for work. This should be checked before any contract for paid work is entered into.

SECTION 3

SUPERVISORS RESONSIBILTIES

Supervisors appointed by committee in accordance with the club's constitution

shall

- a) regulate the code of conduct at all club functions
- b) Ensure that visitors and potential members are welcome
- c) Ensure all members and visitors are engaged in chess activities unless the committee has approved another activity.
- d) Supervise the opening of, cleaning up and closing of all club events.
- e) Supervise all required paper work and collection and handling of money and the recording of all financial transactions at club events
- f) Ensure that all paper work required for a new member to join is filled in and handed to the secretary or designated person.
- g) That all tournaments are run in an orderly fashion.
- h) Follow any other directions or conduct any other duties that are approved by committee.