



SUTTON DINGHY CLUB – CODE OF CONDUCT

The **Club** Code of Conduct lays out the expected minimum levels of behaviour for people within our club including club members, staff, volunteers, trainees and parents.

The purpose of the code of conduct is to help develop a family friendly environment as well as promoting appropriate interaction between members, staff as well as people outside of the organization when participating in the activities of the club.

Minimum Expectation

- Everybody should be able to enjoy their time at Sutton Dinghy Club.
- Everybody should be treated with dignity, sensitivity and respect when on Club premises irrespective of personal differences or issues.
- Everybody should be able to participate on an equal basis appropriate to their ability and stage of development.
- Everybody should be able to ask for help.
- Everybody should expect to be able to make a complaint and have it dealt with through an effective complaints procedure.
- If following invocation of the Clubs Complaints Procedure, a member is deemed to be in breach of the Club Code of Conduct, that member will face disciplinary action up to and including possible suspension or expulsion from the Club.
- However if complaints / allegations are made, which are found to be unsubstantiated, a full retraction AND apology **must** be made to individuals concerned otherwise the complainant will be deemed in breach of Club Code of Conduct and will face disciplinary action.

Fair Play

- Sailors should respect fellow competitors – without them there would be no competition.
- Sailors should assist other competitors if they get into difficulty on the water.
- Sailors should accept apologies from opponents when they are offered.
- Sailors should be modest in winning and gracious in losing

Employees, Instructors and Coaches

- Ensure the safety of all children and trainees by careful supervision, team work and proper planning of coaching and training sessions.
- Be positive, emphasize fun and participation and promote the objectives of the club at all times
- Do not allow rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- All incidents and accidents should be recorded in the appropriate incident/accident logbook.
- Report accidents or incidents of alleged abuse to the Designated Liaison Person
- Observe confidentiality in respect of information gained through your role as a Instructor in the Club. Instructors should not discuss nor disclose sensitive or personal information about staff, trainees, parents or members to others.
- Be a role model (disciplined / committed / time keeping), remember children and junior members learn by example
- Ensure the rights and responsibilities of children and junior members are enforced



- Refrain from smoking and the consumption of alcohol during coaching sessions and club activities.
- Maintain appropriate instructor, first aid and safety boat certification at all times.

Club members

- Be friendly and welcoming, particularly to new members and work together as a team.
- Be safety conscious at all times.
- Ensure personal equipment is properly marked and safely stored.
- Approach the Club Principal or Committee members with any concerns they may have.
- Follow the instructions given by Club Principal, Senior Instructors and Rescue Crews.
- Treat all sailing and safety boats, equipment, dinghy park and the clubhouse with respect.
- Report inappropriate behaviour or situations to the Club Principal, Committee member or Children's Officer.

Children, Trainees and Junior Members

- Wear a buoyancy aid when afloat.
- Keep within the identified safe areas on water and on land.
- Follow the instructions given by Instructors and Rescue Crew.
- Treat boats, the dinghy park and the clubhouse with respect.
- Arrive and leave on time each day during training courses.
- Report inappropriate behaviour or situations to the Instructor, Club Principal or Children's Officer.
- Junior sailors should provide a note from parents to the Instructor or Club Principal if they need to leave the club premises during a training course.
- Never use foul, abusive or sexually inappropriate language or engage in rough or provocative games.
- Never take equipment from other boats - if you take something without permission it is not borrowing, it is stealing.

Volunteers & Parents

- Observe similar standards of behaviour to members and staff and act within the law, be honest and fair and show respect to all including children.
- Appreciate that Club Principal and Instructors have a special duty of care for trainees that can not be delegated or transferred to others.
- Appreciate that children and trainees have rights and should be treated with dignity and respect.
- Observe confidentiality in respect of information gained through your participation as a volunteer in the Club. Volunteers should not discuss nor disclose sensitive or personal information about staff, trainees, parents or members to others.
- Accept and follow directions from the Club Principal and Senior Instructors and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Familiarize yourself with the Clubs policies and guidelines especially with regard to Safety.
- Observe safe work practices which avoid unnecessary risks, and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems, incidents or accidents as they arise to the Club Principal or Instructor on duty.