



H.Y.C.

Introduction

Pursuant to its powers to make byelaws and regulations for the management of the affairs of Hollywood Yacht Club ("the Club") the Committee has, at its [*]2014 meeting, adopted this Code of Conduct.

It is the policy of the Club association that all members, participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the Club. The aim is for all participants to enjoy their sport and to have the opportunity to improve their performance.

Breach of this Code of Conduct may lead to disciplinary action being taken by the Club against members. It may lead to complaints being made against non-members to their Club, association or the RYA, as appropriate.

This Code of Conduct principally addresses events and activities organised by the Club or taking place at or near the Club's premises. Issues of the conduct of Club members participating in external events or activities organised by others away from the Club's premises will usually be addressed by the organisers of those events or activities. However, where a complaint is made to the Club or it appears that the conduct in question may bring the Club into disrepute then the Club may entertain or pursue that complaint against its member and determine whether the conduct complained of is in breach of this Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club Welfare Officer or the person in charge of the activity. Complaints will be addressed under the Club's Complaints procedure, save that issues concerning the application of racing rules will be dealt with by the Officer of the Day or relevant Protest Committee applying the rules relevant to the race or event in question. Furthermore complaints relating to concerns of child abuse shall be dealt with under the Club's Safeguarding and Child protection policy and Guidelines.

As a general principle abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants, young sailors and powerboaters

1. Listen to and accept what you are asked to do to improve your performance and keep you and others safe
2. Respect other participants, coaches, instructors, officials and volunteers
3. Abide by the rules of the Club and sailing and play fairly and safely
4. Do your best at all times
5. Do not unfairly criticise, disparage or intimidate or bully others either in person, by phone, by text, online or other form of electronic communication
6. Take care of all property belonging to other participants, the Club or its members
7. Do not leave or absent yourself from activities without cause and without telling an adult Coach or Instructor of your intentions and obtaining their consent

Parents and carers of participants and young sailors/powerboaters

1. Support your child's involvement and help them enjoy their sport
2. Help your child to recognise good performance, not just results
3. Never force your child to take part in sport
4. Never punish or belittle a child for losing or making mistakes
5. Encourage and guide your child to accept responsibility for their own conduct and performance
6. Respect and support coaches and instructors
7. Accept officials' judgements and recognise good performance by all participants
8. Do not unfairly criticise, disparage or intimidate or bully others either in person, by phone, by text, online or other form of electronic communication
9. Use established procedures where there is a genuine concern or dispute
10. Inform the club or event organisers of relevant medical information
11. Ensure that your child wears suitable clothing and safety equipment (such as life jackets and buoyancy aids) and has appropriate food and drink
12. Provide contact details and be available when required
13. Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

1. Consider the welfare and safety of participants before the development of performance
2. Encourage participants to value their performance and not just results
3. Treat everyone with respect, promote fair play and never condone cheating
4. Where young participants are concerned, be conversant with the Club's safeguarding and Child Protection Policy and Guidelines and make everyone – young people, parents and carers, young coaches, instructors and other helpers aware of the Club's safeguarding arrangements and requirements

5. Treat all young people equally - show no favouritism and be particularly sensitive to situations where a perception of bias or favouritism may easily arise e.g. where a relative is a participant
6. Ensure that all activities are appropriate to the age, ability and experience of those taking part
7. Build relationships based on mutual trust and respect and do not disparage others
8. Work in an open environment, allow young people to talk about any concerns they have and encourage others to talk freely about attitudes or behaviours they don't like
9. Do not make threats or suggestive or offensive remarks to a young person, even in fun, as they are apt to be misunderstood or misrepresented
10. Avoid or manage situations that could affect relationships within the group (e.g. a relationship between a Young Coach, Instructor or Volunteer and a young participant)
11. Do not engage in inappropriate behaviour or contact e.g. play fights, insults, obscene gestures and seek to avoid or deflect inappropriate attention seeking behaviour by others e.g. flirting, crushes, tantrums, etc.
12. Have regard to the requirements of this Code when sending texts, emails, making phone calls and using the internet or other forms of electronic communication
13. Have respect a young person's right to personal privacy
14. For activities involving young participants plan activities with more than one other person present, or at least within sight and hearing of others
15. Do not allow or condone bullying or trivialise abuse or let allegations, suspicions, or concerns about bullying or abuse go unreported
16. Avoid unnecessary physical contact with young people
17. Do communicate with and respect the role of parents/carers of young participants and do not discourage parents/carers from watching or, where appropriate, participating themselves
18. Be an excellent role model and display consistently high standards of behaviour and appearance
19. Do not drink alcohol or smoke when working directly with young people and do not permit others to do so, including young participants
20. Communicate clearly with parents and participants so as to ensure they understand what is required of them and do not misunderstand you
21. Be aware of any relevant medical information
22. Respect the Club's organisational structure, the role of the Club's officers and, where training is concerned, the sailing Secretary and the Junior Sailing Co-ordinator. In particular concerns should be reported to Club officers and safeguarding/child protection issues must be reported to the Club's Welfare officer
23. Follow RYA and club/class guidelines and policies
24. Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
25. Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.
26. Arrange separate sleeping accommodation for young people, Young coaches and volunteers and adults

27. Do not rely just on your good name to protect you against allegations of misconduct or breach of safeguarding and Child protection requirements

Discipline

The power to discipline a member of the Club lies with the Club's Committee and save as is set out below shall not be exercised otherwise:

1. The Coach or Instructor in charge of any training event or session may take any reasonable and necessary steps to secure the safety of participants, other coaches and volunteers and to preserve the property of any person. This may include excluding a participant, refusing to let them sail, calling them off the water or suspending or terminating the event or session.
2. The Officer of the Day in charge of any Club racing event or session may take any reasonable and necessary steps to secure the safety of participants and to preserve the property of any person. This may include excluding a participant, refusing to let them sail, calling them off the water or suspending or terminating the event or session.
3. The Rescue Officer in charge of the rescue function at any Club racing event or session may take any reasonable and necessary steps to secure the safety of participants and to preserve the property of any person. This may include excluding a participant, refusing to let them sail, calling them off the water or suspending or terminating the event or session.
4. Where an official racing regatta, event or series is conducted under official rules the authorities designated by those rules have the authority to take such action under the powers given to them by those rules.

Any further action of a disciplinary nature shall require the sanction of the Committee. In addition to the penalty of suspension or the expulsion of members the Committee may impose lesser sanctions as it thinks appropriate e.g. issuing a reprimand or warning, requiring that damage be made good, excluding or suspending for a period a member from certain of the Club's activities or events, attaching conditions to their further participation or requiring that certain training be undertaken.

Further information

If you require clarification or require advice on this Code of Conduct, please contact the Club Secretary.

Dissemination

This Code of Conduct shall be displayed on the Club notice-board and made accessible on its website.