



## **ROYAL WESTERN YACHT CLUB of IRELAND CODE OF CONDUCT AND BEST PRACTICE**

The code of conduct has been developed to assist club members and members of the public to understand the standards of conduct that are expected of them.

Members include all membership categories listed in the Royal Western Yacht Club of Ireland's Rules.

Members and their guests have a duty to promote and support the key principles of the Club, as outlined in this Code of Conduct and to maintain and strengthen the integrity of the Club.

### **General Principles**

Members and visitors will show courtesy and respect to all others at all times both on and off the water.

Sailors will conduct themselves in a sportsmanlike manner on and off the water at all times.

Members and visitors will observe all rules and regulations as set out by the club and not act in a way that creates risk to themselves or others.

The Royal Western Yacht Club of Ireland does not tolerate harassment, bullying, threatening behaviour or swearing or discrimination on the grounds of a person's gender, ethnicity, sexual orientation, disability, or religion.

All decisions made by club members must be in the interest of the club and not in the interest of individual members.

Any breach of the Royal Western Yacht Club of Ireland's Code of Conduct will be reviewed by the Committee and appropriate disciplinary action will be taken.

The Royal Western Yacht Club of Ireland is run by volunteers who work collaboratively to promote a love of sailing and competition in sailing at Kilrush Marina and on the Shannon Estuary. Personal time, expertise and dedication by many members is required to ensure the enduring nature, development and smooth running of the club.

Please report any breaches of the code of conduct in writing to the Commodore. If there is a breach of the code of conduct, procedures will be followed as per the code of conduct.

### **Key Elements**

The code of conduct for the Royal Western Yacht Club of Ireland is based on the following elements:

#### **1. Conduct**

Every member has a responsibility to promote and support the key elements of the code of conduct by involvement in club affairs. Through their actions, it will maintain and strengthen trust and

confidence in the integrity of the club. This means acting ethically and in a good sportsman like manner when at the club or when representing the club both on and off the water. It also means acting in a considerate manner towards all club members and visitors to the club. Club members acknowledge the rights of all people and treat all people with courtesy and respect.

## **2. Behaviour**

As a member of the Royal Western Yacht Club of Ireland, it is your duty not to engage in behaviour that could constitute an act of disorder, misbehaviour, law breaking, and discrimination or could be construed as harassment or bullying on or off the water. This means for example, not engaging in emotional, physical, sexual or verbal abuse including swearing. It also means not participating in any illegal activity, including possession or consumption of illegal substances, the supply of alcohol or tobacco to minors, stealing or destruction of club or private property of any kind. Conduct which is gross, obscene or loud in nature or any activity that brings the club into disrepute is inappropriate and will not be permitted.

## **3. On and Off Water Participation**

Members, skippers and crew members participating in on water events whether they be in a club event, representing the club or sailing privately, are expected to display respect for all others participating in the event or who are on the water. Members must not act in a way that creates risk to themselves or others. Members participating in racing will accept briefing decisions, handicapping, protest and racing outcomes. Concerns about these types of matters are to be brought to the attention of the Commodore. Above all, members must not display rudeness or improper conduct off or on the water or do anything that is likely to be construed or considered as poor sportsmanlike conduct.

The current ISAF Racing Rules of Sailing and its intent with regard to sportsmanship and the rules of sailing will be followed by the Royal Western Yacht Club of Ireland.

Members are advised that participation in any event at the club may carry a risk to life or property. By taking part in club activities, members accept those risks. This means that members must at all times observe the rules and regulations as set out by the club from time to time.

## **4. Environmental Protection**

The environmental protection of the foreshore and waterways of the Shannon Estuary is a vital concern to members and littering or discharge of inappropriate waste material from a vessel is not permitted.

## **5. Members Guests**

Members will be responsible for all visitors they introduce to the club premises. They must ensure that whilst on the Royal Western Yacht Club of Ireland premises guests abide by the club's Code of Conduct. This means the member will advise guests of the Code of Conduct and bear the responsibility for their guests or visitors. Members of the public may also visit the Royal Western Yacht Club of Ireland.

## **6. Child Protection**



Parents/guardians or parent substitutes shall be responsible for the conduct of persons in their care under 18 years of age at all times. Members, office bearers and volunteers who instruct or assist children in any club endorsed activity must make themselves familiar with this policy and the Safeguarding Policy.

## **10. Disciplinary Actions**

Any refusal or neglect by a member to comply with the code of conduct, or if a member engages in any conduct deemed by the committee to not be in keeping with the code of conduct, shall render a member liable for disciplinary action. It does not matter whether such behaviour occurs on the club premises or as a member of the club outside club premises.

Complaints and or reports associated with the Code of Conduct against any member or members must be made in writing and given to the Commodore. The complaint will then be considered by a minimum of at least five committee members and a decision made if the complaint should be investigated. If the committee decides to follow through with an investigation, the committee will contact the member in writing. The member will be given full and fair opportunity to present his/her case either orally and/or in writing at a time and place to be determined. At the conclusion of the representations if any, which the member wishes to make, the committee will consider all material before it. A deliberation on any action to be taken may not be given immediately after the representation. Other information may need to be gathered.

If a complaint is made against a member of the committee, then that committee member will not play any part in deciding whether a complaint should be investigated. Further, they will not sit with other committee members in deliberation of their action or any determination of action or measures to be taken.

If the committee considers upon the material finally available to them, that the conduct of the member is not in keeping with the Code of Conduct, the committee will determine the appropriate action or measures to be taken. Such action may include termination of membership, suspension of specific rights and privileges or other such disciplinary measures as the committee at its absolute discretion determines.

A member who is disciplined as a result of misconduct will be notified by Committee in writing. Members have the right of appeal which must be made in writing to the Committee within 14 days of receipt of their disciplinary notice.

## **11. Procedures to be followed in Cases of Alleged Misconduct**

The Club Secretary will present the complaint and any other facts at the next scheduled Committee meeting. The Committee will determine the next steps in the processing of the complaint and if deemed necessary implement this Disciplinary Procedure. The Committee can also convene an emergency meeting (consisting of a minimum of 5 committee members) in the event of a complaint or incident requiring immediate action.

Failing a satisfactory explanation of the alleged complaint, the Committee may remove from office, suspend, or expel the offending member/s or apply such penalty as they may determine. Any vote

on disciplinary action shall be carried by a two-third majority of the Committee present and voting on the proposed action.

## **12. Appeals Procedure**

A member who is dissatisfied with any disciplinary action taken against him/her may appeal to the Committee against that action. Unless an appeal is lodged in writing within 14 days it will be assumed that the member accepts the Committee's decision. Grounds for appeal are as follows:

- The severity of the disciplinary action.
- A failure by Committee to follow procedures as detailed in this Code of Conduct. Letters of appeal must be addressed to the Commodore, Royal Western Yacht Club of Ireland and give full details under which the appeal is being brought.

## **13. Conduct of Appeals**

Appeals will be heard by the Committee of the Royal Western Yacht Club of Ireland.

Whenever possible the Committee will meet within 14 days of the appeal being lodged. The appellant will have an opportunity to present his/her case at the appeal. He/she will also have the right to be accompanied by a friend or representative at the appeal if desired.

The Committee may confirm, amend, or reject the disciplinary action which is the subject of appeal. Where possible a decision will be given to the appellant immediately after the meeting and confirmed in writing at a later date.

There is no further right of appeal against the Committee's decision.

## **14. Possible Additions to the RWYCI Constitution and Membership Processes**

"The Committee may suspend or expel from membership of the Club any member whose conduct shall in the Committee's opinion be injurious to the Club provided, however that no Member shall be suspended or expelled except by a majority of at least two-thirds of those present at the Committee Meeting and only after the Member has been given an opportunity of giving an explanation of the offending conduct."

"The Committee shall make such by-laws, rules and regulations as they think fit as to the management of the Club premises".

Members are required at membership renewal to sign a declaration that they have read and agree to adhere to the Club's Code of Conduct.

## **15. Insurance and Safety**

Members of the Club, their guests and visitors, use the Club facilities entirely at their own risk, and the Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club.

The Club will not accept any liability for personal injury arising out of the use of the Club facilities, or out of the participation in any event organized by the Club, whether sustained by members,



guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the officers, committee or servants of the Club.

It shall be the responsibility of all boat owners or skipper to ensure that any boat in their charge shall be seaworthy in accordance with class rules and/or Club bye-laws and shall obey any local harbour bye-laws.

Sailors and persons afloat in RIBs or other boats shall wear personal flotation devices at all times.

Kayak users shall wear personal flotation devices according to the rules of the appropriate Association.

All persons taking part in any Club event shall obey the instructions of the Officer of the Day and his/her assistants at all times.

It shall be the responsibility of each boat owner or skipper to ensure that his/her boat has adequate third party risk insurance, and to be able to provide proof of such insurance if asked. The executive committee shall set in place the necessary insurances for the Club as a whole.

#### **16. Other Notes:**

Members should look out for the safety and wellbeing of other members; always go to the assistance of any one in trouble.

Members should respect others equipment and the club equipment returning it in the condition in which they found it or better.

Members should report any breakages or faulty equipment to the relevant officer.

#### **17. Conduct on the Water**

Always wear suitable clothing for the conditions - it is always colder at sea, and wetsuits in summer and drysuits in winter are recommended. The onset of hyperthermia can be very rapid if you are not adequately clad. Parents/guardians must ensure their children have the right equipment. **The duty officer can warn you not to go sailing if he/she considers you are not suitably equipped.**

Don't take out a boat that you are not capable of righting in the case of a capsize - dinghies do capsize, be prepared. Practice capsizing but tell the safety boat and the duty officer that you intend to do this beforehand.

Check that all rigging is sound, and sheets/ropes are not frayed and are rigged properly.

Be sure you know how the centreboard/daggerboard is operated and check it is easily operated. The same for the rudder.

If you are unsure of your ability to control the boat with full sail up, reef the sail if possible, if not don't sail.

Know where the hazards are.



Know what the wind direction is: where will you be blown if you lose control? Don't sail too close to a lee shore.

Know what the tide is doing – don't leave trolleys or equipment below the high tide line.

Don't go afloat until the safety boat is on station.

For club sailing: stay within the designated sailing area,

Keep clear of other boats and know the basic rules of sailing.

**Don't go afloat if it is too windy!! The duty officer (e.g. Officer of the Day, Senior Instructor, Class Captains) can cancel club sailing if conditions are not suitable.**

## **Codes of Conduct (Adopted from Irish Sailing's Code of Conduct)**

### **Guidelines for Young Participants**

Young participants should always:

- Treat instructors, coaches and other leaders and organisers with respect
- Play fairly at all times, do their best
- Respect fellow participant, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport of sailing into disrepute
- Talk to children's officer if they have any problems.

Young participants should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, teammates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours

### **Guidelines for Parents**

Irish Sailing believes that parents should....

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- Always behave responsibly and not seek to unfairly affect the competition.
- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child.
- Not publicly question the judgement or honesty of officials, coaches or organisers. Respect referees, coaches, organisers and other players.
- Encourage their child to play by the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- Set a good example by recognising achievement and encouraging mutual respect for other participants, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

### **Code of Conduct for Parents:**

1. I will respect the rules and procedures set down in Irish Sailing Code of Ethics for Children's Activities.
2. I will respect my child's fellow participants, leaders, (e.g. Instructors coaches, officials, judges), and parents including those against which my child is competing.
3. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
4. I will give encouragement and recognise only positive accomplishments whether from my child, their fellow participants, their opponents or the officials.
5. I will respect my child's leader(s) and support their efforts
6. I will respect the officials and their authority during sessions and events
7. I will never demonstrate threatening or abusive behaviour or use foul language.

### **Guidelines for Leaders**

Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

Irish Sailing recognises the key role leaders (instructors, coaches, junior organisers, team managers, etc.) play in the lives of children in sport.

- All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the organisations own policies & procedures.
- Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Leaders working with young people in water sports should be suitable and appropriately qualified. Leaders should go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References should be required and must be followed up.

- There should be a ‘sign-up’ procedure, whereby the appointed/reappointed leaders agree to abide by the Code of Ethics and Good Practice for Children in Sport and to the policies and code of the club / association.
- Leaders should all be given a copy of the club / association’s code of ethics and they should be made aware of the procedures contained within it.
- Once appointed the Leader must act as a role model and promote the positive aspects of water sports and maintain the highest standards of personal conduct.
- The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.
- Leaders should remember that their behaviour to participants, other officials, and opponents will influence the participants in your care.
- Leaders should be generous with praise and never ridicule or shout at participants for making mistakes or for losing a game. All young participants are entitled to respect.
- Leaders should be careful to avoid the “star system”. Each child deserves equal time and attention.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.
- Leaders should insist that participants in their care respect the rules, participate fairly and ensure participants are aware that they will not tolerate cheating or bullying behaviour.
- Young participants are there to have fun and enjoyment and that skill development and personal satisfaction have priority over highly structured training or competition. Never make winning or achieving the only objective.
- Encourage the development of respect for opponents, officials and other coaches and avoid criticism of fellow instructors and coaches.
- Organisations should have in place specific policies and procedures for use when travel/overnight travel is involved.
- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for Instructors and coaches not to involve young players in their personal life. Visits to the coach's home or overnight stays etc.
- Leaders should avoid working alone and ensure there is adequate supervision for all activities.
- It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.
- When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their participants and their obligation to their club, association, organisation or governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.
- Leaders should communicate and cooperate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant’s medical or related problems.



Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.

- The nature of the relationship between a leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant/family.
- Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment.
- Do not criticise other leaders, (officials, instructors and coaches). You are the role model for the children in your care.
- Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players.
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.

### **Leader's Code of Conduct**

Leaders should be ...

- Positive during the session, praise and encourage effort as well as results.
- Plan and prepare appropriately.
- Putting the welfare of young participants first, strike a balance between this and winning / results.
- Encouraging fair play, treat participants equally.
- Recognising, and being sympathetic to, developmental needs.
- Qualified and up to date with knowledge and skill of sport for young people.
- Involving parents where possible and informing parents when problems arise.
- Keeping records of attendance at training.
- Keeping a brief record of injury(s) and action taken.
- Keeping a brief record of problem/action/outcomes, if behavioural problems arise.

Where possible Leaders should avoid ...

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journey's alone in their car.

Sports Leaders should not ...

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments. about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of other adults.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

