

Cleveland Yacht Club

CODE OF CONDUCT

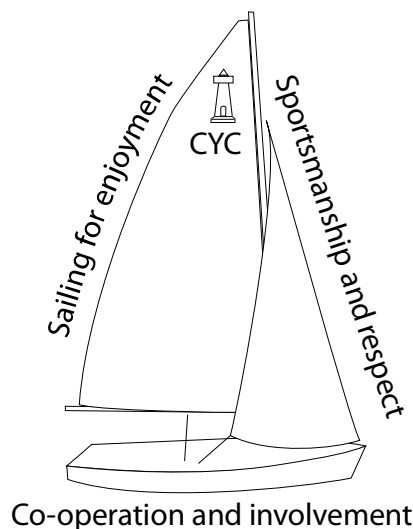
The code of conduct has been developed to assist club members and members of the public to understand the standards of conduct that are expected of them.

- Members 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 is risk laden to themselves or others
- The CYC does not tolerate harassment, bullying, threatening behaviour or swearing.
- All decisions made by club members must be in the interest of the club and not in the interest of individual members.

Remember that the CYC is run by volunteers who work collaboratively to promote a love of sailing and competition sailing in the Cleveland district. 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 Officer of the Day or members of the management committee. If there is a breach of the code of conduct, procedures will be followed as per the CYC constitution and code of conduct.

At the CYC we value



The code of conduct is written to supplement and enhance the content of the club's constitution. It has been developed collaboratively by all club members. Its purpose is to assist all club members including office bearers, committee members, volunteers and members of the public to:

- understand the standards of conduct that are expected of them
- fulfil their statutory duties by acting honestly and to exercising reasonable care and diligence in managing the clubs affairs
- act in a way that enhances public opinion in the pursuit of sailing as a recreational and racing activity
- act in a sportsmanlike manner both on and off the water
- understand the value and necessity of members developing sailing skills, administrative skills, management skills, technical skills and teaching skills to ensure the enduring nature, development and smooth running of the club.
- understand that the club operates by members working together in a collaborative manner and by volunteering time, skills and expertise in the day to day running and management of the club.

Key Elements

The code of conduct for CYC 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 CYC, it is your duty not to engage in behaviour that could constitute an act of disorder, misbehaviour, law breaking, 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. Responsible use of alcohol

A legal limit of 0.05 applies to all members and visitors. It is the responsibility of the skipper of the vessel to maintain responsible service of alcohol and keep crew and guest's alcohol consumption to safe levels both on and off the water.

4. Dress Code

Members and their guests must dress appropriately and abide by any regulations as determined from time to time by the management committee. Further, the display of any material, signage and /or wearing any article of clothing bearing profane, suggestive or improper words or designs is inappropriate.

5. 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 is risk laden 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 chairman of the sailing committee or sailing committee members. 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 sportsman like conduct.

The current Yachting Australia Racing Rules of Sailing and its intent with regard to sportsmanship and the rules of yachting will be followed by the CYC, for example, on page 16 it states "Competitors in the sport of sailing are governed by a body of rules that they are expected to follow and enforce. A fundamental principle of sportsmanship is that when a competitor breaks a rule, they promptly take a penalty which may be to retire." Further, The Yachting Australia Racing Rules of Sailing, Rule 69-Allegations of Gross Misconduct 69.1(a) states "When a protest committee, from its own observation or a report received from any source, believes a competitor may have committed a gross breach of a rule, good manners or sportsmanship, or may have brought the sport into disrepute, it may call a hearing...."

Members are also 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.

Boats participating in any racing event at the club must be insured for racing.

6. Environmental protection

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

Smoking is not permitted within the clubhouse, decks or stair areas. If a member must smoke, be aware of the impact of passive smoking on other club members and visitors. Dispose of extinguished cigarette butts in the bin.

7. Members Guests

Members will be responsible for all visitors they introduce to the club premises. They must ensure that whilst on the CYC premises guests abide by the clubs 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 CYC. Visitors must sign a visitor's book and must abide by the CYC code of conduct.

8. Child protection

Parents/carers 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 sailing instructors course must have a current Blue Card and current first aide certificate.

9. Personal dealings

You must not seek or expect preferential treatment for yourself or family members or friends because of your position either as a member of the club or volunteer of the club.

10. Token Gifts or Services

The receipt or giving of token gifts are generally discouraged. Giving of any token gifts, money, services or kind, by any club member in relation to matters involving the club needs to be firstly ratified by the management committee. The giving of such things as bereavement cards, thank you cards or the like is acceptable.

11. Keys and use of club

Full adult club members will be given keys to the club, which allows entry to the club through the front gate and access to under the clubhouse. Keys are not to be lent to any other person. A club member using the club must ensure under the clubhouse and front gate is locked after exiting the grounds. Only management committee members will have a key which allows entry to the top section of the clubhouse. Committee members must not give keys to others unless they are present at all times. Report any loss of keys immediately to the club secretary.

Full club members may request use of the top of the clubhouse for small private functions, providing such functions do not interfere with club activities. The management committee must firstly ratify use of upstairs for a function. The club member must be in attendance at the function at all times and ensure behaviour by all visitors is in keeping with the code of conduct. The building and grounds must be left in a neat and clean condition following the function. Any loss or damage is to be replaced, repaired or paid for by the member. A donation to the club, the amount to be determined by the management committee is to be paid to the treasurer prior to the function.

12. Decision making

You have a duty to make decisions solely on merit and in the clubs interest. You must not act in order to gain financial or other benefits for yourself, family friends or business interests. This means making decisions because they benefit the club not because they benefit the decision maker.

A key element of the CYC code of conduct is that members work collaboratively. Members recognise and respect the different roles members play in decision making for the benefit of all club members.

13. Access to information

It is the obligation of all members to maintain the integrity and security of all the club's confidential documents and information. This means when dealing with personal information, it is in keeping with the Privacy Act.

14. Protests/disputes/complaints

Race protests will follow the usual sailing race protest process as per guidelines as outlined in the current Yachting Australia Racing Rules of Sailing.

Complaints in regard to the organization of a sailing event may be directed in writing and addressed to the sailing committee chairman for consideration. Physical and/or verbal abuse or intimidation of any nature directed against event officials or volunteers is not appropriate and not permitted. Complaints about a person's behaviour must be put in writing and presented to the officer of the day or any member of the management committee.

15. 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 management 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 officer of the day or member of the management committee. The complaint will then be considered by a minimum of at least three management committee members and a decision made if the complaint should be investigated. If the management committee decides to follow through with an investigation, the management 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 management 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 management committee, then that management committee member will not play any part in deciding whether a complaint should be investigated. Further, they will not sit with other management committee members in deliberation of their action or any determination of action or measures to be taken.

If the management 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 management 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 management committee at its absolute discretion determines.