Code of Conduct

SSCBC Code of Conduct
Version 4.0
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Introduction

Purpose & Scope

The purpose of this policy is to aid Members, their Guests and Staff to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our Club. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our Club is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

This Policy must be read in conjunction with the SSCBC Rules 2021 and By-Law No.2.

Policy Ownership

This policy is considered a live, working, and evolving document.

This policy is owned by the SSCBC General Manager (GM), who is responsible for ensuring this process reflects current practice.

Policy Review

Review Schedule

This policy should be reviewed at least on an annual basis.

Review Responsibility

The GM is responsible for the annual review of this policy.

Review Scope

The annual review of this policy should include the following tasks:

- SSCBC Sailing Manager review;
- Re-alignment to changes in Government, Australian Sailing and SSCBC policy as required;
- Staff review (satisfaction with the policy, deficiencies etc); and
- Risk and issue analysis.

Context

Australian Sailing adopted the National Integrity Framework (NIF) in March 2022, the SSCBC is in the process of refreshing all of its policies of which the Code of Conduct is but one element.

The NIF details conduct that is prohibited and this framework applies to all Members, Staff, Contractors and Visitors at the Club or engaged in an activity. It provides a streamlined approach to mitigating threats to sport integrity and is designed to ease the administrative burden on sports.

Some types of unacceptable conduct which is not covered by the NIF includes conduct that does not meet an NIF threshold of nature and seriousness, i.e. field of play disputes relating to sailing and training, team selection issues, member grievances and general conduct at a club.

Policy

SSCBC enjoys an excellent reputation as an inclusive sailing and recreation club. It is held in high regard within the community and its members have resolved to achieve and maintain the highest standards of conduct. Any conduct which brings the Club or its members into disrepute is contrary to the Rules.

There are many stakeholders in SSCBC and members and visitors have a duty to ensure that they cause no adverse impact on any of these stakeholders as a result of their actions at the Club or in the wider environment.

Members, Guests and Visitors must behave in a manner that maintains and enhances the reputation and standing of the SSCBC. In particular Members, Guests, Staff, and Visitors shall not engage in misconduct. Misconduct is deemed to include:

- a breach of good manners, a breach of good sportsmanship, or unethical behaviour;
- conduct that may bring the sport or club into disrepute;
- prohibited conduct under the NIF;
- acting inconsistently with the Club's Child Safe standards; or
- conduct that reduces the amenity or enjoyment of people at the Club or is contrary to the Club Rules or code of conduct.

The Club will not tolerate any form of bullying, harassment, child abuse, match fixing, or use of illegal drugs.

Member Responsibilities

Members are expected to support and promote a culture of respect at all times.

Members must ensure that their guests:

- are signed in immediately upon arriving at the Club;
- leave the club if the member leaves the Club;
- are made aware of the NIF, Code of Conduct and Club Rules and adhere to them; and
- are aware that members are responsible and accountable for the conduct of their guests.

Inclusiveness and Children

All members are required to actively contribute to the Club enhancing itself as an inclusive and child safe club.

Parents and Guardians are responsible for the supervision of their children at all times other than when they are under the direct supervision of designated staff or volunteers during a structured racing or training activity.

Escalation of a concern about misconduct:

Where a concern could be resolved simply between members, that should be attempted. If that is unsuccessful, the members should contact a Member Protection Information Officer (MPIO), Duty Manager or Flag Officer.

Complaints about staff or officials should be directed to the Duty Manager or a Flag Officer. Members are not to directly confront staff.

Alcohol and Drugs

The SSCBC is obligated to abide by the *Liquor Control Reform Act 1998* and *Liquor Control Reform Regulations 2009.* The Act provides penalties for failing to comply with licence conditions or the Act, including fines, licence suspension and/or cancellation. Examples of behaviour which may contravene the Act includes:

- unlicensed selling of liquor;
- supplying liquor to intoxicated persons; and
- Underage drinking.

Our Bar personnel and F&B Management Team are all trained and hold Responsible Service of Alcohol Certificates. Members are asked to abide by the directions of SSCBC Management when it comes to the service of alcohol.

The SSCBC will not tolerate the use of any illegal drugs on the Club premisses.

Dress Code

Whilst we acknowledge the fact that we are indeed a yacht club, we must recognise there are some minimum requirements that we require from ALL members and their guests when entering the licensed areas of our Club. For clarity these areas include: the Northern and Western Decks, the Foyer, Members Bar and Restaurant.

Following is the minimum expectation:

- Footwear is to be worn at all times within the dining room and upstairs bathrooms (thongs as a minimum);
- Females are to wear shorts and or skirts with a singlet on top (minimum);
- Males are to wear shorts with a t-shirt on top (minimum);
- No swimwear on its own is to be worn, this includes teenagers and children;
- There are to be no wetsuits worn within the dining room or upstairs bathrooms at any time; and
- You are asked not to enter any area of the Clubhouse wet or covered in sand as this creates slip hazards and additional cleaning for staff. Please use the showers and change rooms provided downstairs.

Treating with Misconduct

The Club Rules, Part 3 – Members, Disciplinary Procedures and Grievances details the processes for dealing with misconduct.

However, misconduct on the field of play falls under the Racing Rules of Sailing and Sports Integrity Australia. As such, reports of alleged misconduct are dealt with by a protest committee as detailed in the Racing Rules of Sailing and by Sports Integrity Australia if it concerns prohibited conduct.

Therefore, misconduct may be dealt with by:

- a protest committee;
- club management;
- general committee;
- or a disciplinary sub-committee formed under the club rules; or
- a combination of these depending upon the circumstances.

For field of play (sailing and training) the club follows the guidance of World Sailing as to what constitutes misconduct and how it should be handled. The Misconduct Guidance references are used in acting on alleged misconduct at sailing events and at any other event connected with the club.

It is likely that most issues can be dealt with by using an informal process or a protest committee.

If there are sufficient grounds for taking formal disciplinary action against a member, the process detailed in Club Rules Part 3 - clauses 20 – 25 will be followed.

Document Version Control

Version	Date	Author	Comments
0.1	07/04/22	Ben Fels	Initial draft
0.2	08/04/22	Deborah Hodgson	Drafting policy
1.0	08/04/22	Deborah Hodgson	Released to Commodore
2.0	22/04/22	Deborah Hodgson	Approved for Release
3.0	18/01/23	Deborah Hodgson	Updated to incorporate Dress Code
4.0	22/02/24	Gavin Wall	Updated and released