



Royal Queensland Yacht Squadron

CODES OF CONDUCT

Revised

January

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Codes of Conduct

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Exceptions

There may be exceptional situations where the Codes of Conduct do not apply, for example, in an emergency situation. However, it is crucial that, where possible, you seek authorisation of a Senior Person prior to taking action that contravenes the Codes or that you advise a Senior Person as soon possible after any incident in which the Codes are breached.

Revision History

Version	Date	Author	Changes
V3.0	20 January 2022	L Jackson	Reformatted Collated all Codes of Conduct into this document

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Approvals

Name	Role	Signature	Date	Version

Distribution

Name	Role	Date	Version

1 RQYS General Code of Conduct

Membership of the Royal Queensland Yacht Squadron (RQYS) is a privilege and carries with it a responsibility to uphold our reputation and not engage in conduct that is unbecoming of a Squadron member, brings the Squadron and its members into disrepute or is contrary to the Constitution or by-laws of RQYS.

Members and visitors shall:

1. Agree to abide by the Code of Conduct.
2. Be aware of and follow – at all times – RQYS standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others.
3. Respect the rights, dignity and worth of others, regardless of their gender, ability, cultural background or religion – treat others as you would like to be treated yourself.
4. Be fair and considerate in all dealings with others.
5. Be tolerant of other users of the facilities and waterways.
6. Behave in a manner that ensures the reputation and standing of RQYS.
7. Behave in a manner that ensures the health and safety of staff, members and visitors.
8. Behave in a manner that respects the physical property and facilities provided by RQYS.
9. Behave in a manner that meets the high standards of social behavior which are customary and traditional for sailing and powerboat events.
10. Not abuse or cause offence to members, staff and visitors.
11. Be professional in, and accept responsibility for, your actions
12. Refrain from any form of abuse, harassment, discrimination and victimization towards others.
13. Show concern, empathy and caution toward others that may be sick or injured.
14. Report any breaches of this Code of Conduct to the appropriate person/s in a position of Authority, as appropriate.

Any member bringing the club into disrepute may be subject to disciplinary action in accordance with the RQYS Constitution.

Any visitor breaching this code may be asked to leave the premises.

2 General Code of Conduct for Dealing with Children and Young People

The Royal Queensland Yacht Squadron (RQYS) is committed to the safety and wellbeing of children and young people who use our services. Our staff, coaches and volunteers will treat them with respect and understanding at all times. To ensure children and youth are kept safe from harm, the following code of conduct for interacting with children and youth applies.

This code of conduct applies to all volunteers and persons working with children and youth in our organisation. The standards of appropriate behaviour include:

1. Be ethical, fair and honest in all their dealings with others
2. Be professional in, and accept responsibility, for your actions
3. Be aware of and follow – at all times – RQYS’s standards, rules, policies and procedures and promote these to others
4. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations
5. Always place the safety and welfare of children/youth above other considerations
6. Show concern, empathy and caution toward others that may be sick or injured
7. Comply with The Royal Queensland Yacht Squadron’s Constitution, rules and policies;
8. Operate within the rules and spirit of the sport;
9. Comply with all relevant Australian laws (Federal and State), particularly anti- discrimination and child protection laws;
10. Are required to obtain a Queensland Government Blue Card;
11. Be responsible and accountable for their conduct;
12. Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background;
13. Appropriate behaviour;
14. Language – no swearing, derogatory terms, sexual jokes/innuendos;
15. Relationships – no special favours /relationships, acting in accordance with role;
16. Physical contact – only if necessary due to nature of activities and age/abilities of children and youth;
17. Cultural Diversity – respect for all people regardless of cultural identity and cultural practices/behaviour; yachting and sailing are close proximity sports which warrant an appropriate level of contact, whereby light clothing is also warranted. There will be some form of appropriate contact made between people as this is inevitable due to the nature of the sport.
18. Bullying and harassment – RQYS does not tolerate bullying or harassment by anyone, including amongst children/youth;
19. Behaviour management and discipline – corrective practices are not punitive, humiliating or aggressive.
20. Illicit substances – staff, volunteers and all other persons shall not use or be affected by the use of drugs or alcohol while in the presence, engagement and caring for children and young people from the time they pick up to the they time they drop off. This is strictly a first and final warning.
21. Drugs and alcohol – staff, volunteers and all other persons shall not use or be affected by the use of drugs or alcohol while in the presence, engagement and caring for children and young people from the time they pick up to the they time they drop off. This includes prescription medications that affect mental alertness and capacity. This is strictly a first and final warning.
22. Photography – staff, volunteers and all other persons shall not take, publish or distribute photographs of children and youth without the express permission of the youth or their parent depending on age.
23. Electronic communication - staff, volunteers and all other persons shall not use email, telephone and internet communication with young people without the express knowledge of the youth’s parent or guardian.

24. Report any breaches of this Code of Conduct to the appropriate person/s in a Position of Authority, as appropriate

In the event that the Code of Conduct for interacting with children/youth is breached, actions will be taken in accordance with our organisation's procedures for managing breaches of the Child and Youth Risk Management Strategy (see the attached document).

2.1 Code of Conduct for Dealing with Children or Young People – All Persons

2.1.1 Use of language and tone of voice

Language and tone of voice used in the presence of Children or Young People should:

- provide clear direction, boost their confidence, encourage or affirm them;
- not be harmful – therefore, avoid language that is intended to be, or is received or likely to be received by the individual it is directed at or any other person as:
 - discriminatory, racist or sexist;
 - derogatory, belittling or negative, for example, by calling a Child or Young Person a 'loser' or telling them they are 'too fat';
 - threatening or frightening; and /or
 - profane or sexual.

2.1.2 Sending electronic communications to Children and Young People

Wherever possible, social media messages (such as text, email, Facebook or Instagram) sent to a Child or Young Person by a Person in a Position of Authority and/or adults in our Sport should be copied to their parent or carer.

Where a parent or carer is not included in the communication:

- Restrict such communication to issues directly associated with delivering our services, activity or program, such as advising that a scheduled event (such as training) is cancelled.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a Child or Young Person to keep a communication a secret from their parents or carers.
- Do not communicate with Children or Young People using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

2.1.3 Physical contact with Children or Young People

Any physical contact with Children or Young People must be appropriate to the delivery of Australian Sailing and its Clubs' services, events, programs or activities, such as when fitting sporting equipment like PFD's, and appropriately correcting technique and based on the needs of the Child or Young Person (such as to assist or comfort a distressed young person) rather than on the needs of Persons in Positions of Authority.

Under no circumstances should any person have contact with Children or Young People in our Sport that involves touching of genitals, of buttocks or of the breast area (of female Children or Young People).

Contact is expressly prohibited by Persons in Positions of Authority if:

- It would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the Child or Young Person – for example corporal punishment;
- is overly physical – as is, for example, wrestling, horseplay, tickling or other roughhousing;
- is unnecessary – as is, for example, assisting with toileting when a Child or Young Person does not require assistance;
- is initiated against the wishes of the Child or Young Person, except if such contact may be necessary to prevent injury to the Child or Young Person or to others, in which case:
 - physical restraint should be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child or Young Person to prevent Harm to themselves or others; and
 - the incident must be reported to a Senior Person as soon as possible.

Persons in Positions of Authority are required to report to a Senior Person any physical contact initiated by a Child or Young Person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child or Young Person, Persons in Positions of Authority and any other Participants.

2.1.4 Sexual Misconduct

Except to the extent permitted by law, under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, Children or Young People participating in any event connected with or run by RQYS.

Whilst the RQYS does not seek to prohibit lawful sexual behaviour, any sexual behaviour by volunteers, coaches, employees occurring in the presence of Children or Young People participating in any events held by RQYS has the potential to:

- make other Participants uncomfortable; or
- impact on the overall success of the activity, including the ability of other Participants to successfully participate to their fullest extent.

RQYS acknowledge that consenting Children or Young People can engage in lawful sexual behaviour, and that age of consent laws differ between each State and Territory.

See: <https://aifs.gov.au/cfca/publications/age-consent-laws>

‘Sexual behaviour’ needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- ‘contact behaviour’, such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a Child or Young Person through prostitution; and/or
- ‘non-contact behaviour’, such as flirting or grooming between adults and Children or Young People, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

2.2 Code of Conduct for Dealing with Children or Young People – all Persons in Positions of Authority

2.2.1 Positive guidance

We strive to ensure that Children or Young People participating events at RQYS, its services, programs and activities receive positive guidance to create a positive environment.

We require Persons in Positions of Authority to use guidance strategies that are fair, respectful and appropriate to the developmental stage of the Children or Young People involved. Children or Young People need to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are Persons in Positions of Authority to take disciplinary action involving physical punishment. Nor is any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating to be tolerated.

2.2.2 Adhering to role boundaries

Persons in Positions of Authority should always act within the confines of their duties, subject to a direction by a relevant Senior Person.

Except where expressly and specifically authorised by the relevant parents/carers of a Child or Young Person to act otherwise, Persons in Positions of Authority must not:

- provide unauthorised transportation;
- engage in activities with, or seek contact with, Children or Young People in our Sport; or
- accept an invitation to attend any private social function at the request of a Child or Young Person in our Sport.

For the purposes of this provision, express consent will only be construed as specific consent for particular activities that are stated verbally or in writing.

If any Persons in Positions of Authority become aware of a situation in which a Child or Young Person requires assistance that is beyond the confines of that person’s role, or beyond the scope of RQYS’s

usual service, they should at the earliest opportunity seek advice from a Senior and, if necessary:

- contact the Child or Young Person's parent or guardian as appropriate (which may be in consultation with RQYS)
- refer the matter to an appropriate support agency or
- refer the Child or Young Person to an appropriate support agency

2.2.3 Uniform and Identity Name Tag

Persons in Positions of Authority should wear their uniform or identification tag/badge/pass (where available) only while involved in delivering services, programs, events or activities or as required by their role, such as when representing Swimming Australia and/or its Clubs at designated events and functions, or to and from that work.

2.2.4 Supervision of Children or Young People

Persons in Positions of Authority responsible for supervising Children or Young People in relation to whom RQYS have a direct role in providing activities, events, programs and services must strive to ensure that those Participants:

- engage positively within the delivery of the service, program, event or facility;
- behave appropriately toward one another; and
- are in a safe environment and are protected from external threats.

Persons in Positions of Authority are required to avoid unsupervised situations with Children or Young People in our Sport. Where possible, all activities and/or discussions with such Participants should be conducted in view of other Persons in Positions of Authority or adult Participants.

2.2.5 Use of electronic communications

All Persons in Positions of Authority who deliver services, programs, events and activities are required to follow our 'acceptable use' policy in relation to browsing websites on RQYS computers.

Persons in Positions of Authority are required to ensure appropriate monitoring of Children or Young People when they use RQYS's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of committing Abuse or Sexual Exploitation via social networking sites, gaming sites or web searches, or through inappropriate email communication.

2.2.6 Giving gifts to Children or Young People

The giving of gifts by Persons in Positions of Authority to Children or Young People to whom we provide service is subject to:

- obtaining prior authorisation from a Senior Person permitted to authorise gift-giving from RQYS; and
- parents/carers or other responsible adults being made aware of any gift given.

2.2.7 Photographs of Children or Young People

Under these guidelines:

- Children or Young People in our Sport are to be photographed by Persons in Positions of Authority while involved in RQYS's service, activity, event or facility only if:
 - prior approval has been granted by the relevant Child or Young Person or the parents/guardian of the relevant Child or Young Person; or
 - the relevant Child or Young Person or their parent/guardian has provided their verbal consent to the person proposing to take the relevant photograph,

and:

- the context is directly related to participation in our Sport;
- the Child or Young Person is appropriately dressed and posed; and
- the image is taken in the presence of other Persons in Positions of Authority.
- Images are not to be distributed (including as an attachment to an email) to anyone outside Persons in Positions of Authority other than the Child or Young Person photographed or their parent/carer, without knowledge and approval of a Senior Person.
- Images (digital or hard copy) are to be stored by RQYS in a manner that prevents unauthorised access by others, for example:
 - if in hard copy form, in a locked drawer or cabinet; or
 - if in electronic form, in a 'password protected' folder.
- Images are not to be exhibited on the RQYS websites or other digital mediums without parental/carer approval, or such images must be presented in a manner that de-identifies the Child or Young Person. Any caption or accompanying text may need to be checked so that it does not identify a Child or Young Person if such identification is **potentially detrimental**.

2.2.8 Overnight stays and sleeping arrangements for Children or Young People

Overnight stays are to occur only with the authorisation of appropriate RQYS Senior Persons and of the parents/carers of the Children or Young People involved.

Practices and behaviour by our Persons in Positions of Authority during an overnight stay must be consistent with the practices and behaviour expected during delivery of RQYS's services, programs, events and activities at other times.

Standards of conduct that must be observed by Persons in Positions of Authority during an overnight stay include, but are not limited to:

- providing appropriate supervision of Children or Young People at all times as practicable, allowing for their privacy when bathing and dressing;

- observing appropriate dress standards when Children or Young People are present – such as no exposure to adult nudity;
- not allowing Children or Young People to be exposed to pornographic material, for example, through movies, television, the Internet or magazines;
- not leaving Children or Young People under the supervision or protection of unauthorised persons such as hotel staff or friends;
- not permitting sleeping arrangements that may compromise the safety of Children or Young People such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a Child or Young Person;
- the right of Children or Young People to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay; and
- allowing parents to contact their Children or Young People if they wish.

2.2.9 Change room arrangements

Persons in Positions of Authority are required to supervise Children or Young People in change rooms while balancing that requirement with a Child or Young Person's right to privacy. In addition, Persons in Positions of Authority:

- should avoid one-to-one situations with Children or Young People in a change room area;
- are not permitted to use the change room area to, for example, undress, while Children or Young People are present unless they are also competing in an RQYS event or are participating in a RQYS training environment;
- need to ensure adequate supervision in 'public' change rooms when they are used;
- need to provide the level of supervision required for preventing Child Abuse or general misbehaviour, while also respecting a Child or Young Person's privacy; and
- need to ensure that females do not enter male change rooms and males do not enter female change rooms.

2.2.10 Use, possession or supply of alcohol or drugs

Whilst on duty or carrying out their roles, Persons in Positions of Authority must not:

- use, possess or be under the influence of an illegal or illicit drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- supply alcohol or drugs (including tobacco) to Children or Young People; and
- smoke cigarettes or any other tobacco-related product.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with the

ability of Persons in Positions of Authority to care for Children or Young People in our Sport.

2.2.11 Transporting Children or Young People

Children or Young People are to be transported by Persons in Positions of Authority only with prior authorisation from the Child or Young Person's parent/carer. In circumstances where you have prior authorisation, you must inform another Person in a Position of Authority or a Senior Person that you will be providing transport for that Child or Young Person in each particular instance. Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat;
- the reason for the journey;
- the route to be followed, including any stops or side trips; and
- details of anyone who will be present during the journey other than Persons in Positions of Authority.

2.3 Plan for Managing Breaches of the Code of Conduct for Dealing with Children and Young People

This plan outlines the steps to be taken following a breach of the Child and Youth Risk Management Strategy in order to address the breach in a fair and supportive manner.

A breach is any action or inaction by any member of the organisation, including children and youth, that fails to comply with any part of the strategy.

All members, committee members, staff, volunteers shall comply with the plan. When a breach is reported the following will occur:

1. The subject of the alleged breach will immediately discontinue involvement in any club activity involving children/youth, until the alleged breach is resolved
2. Unless the reported breach involves the Commodore, it will be managed by the Commodore or the Commodore's nominated representative. If the breach relates to a female child or young person, a Senior female Board or Staff member should also be part of the management approach.
3. If the reported breach involves the Commodore, it will be managed by the Vice Commodore or the Vice Commodore's nominated representative
4. The nominated representative need not be a member of the Management Committee
5. All people involved in the alleged breach shall be advised of the process
6. All people involved in the alleged breach shall be given the opportunity to provide their version of events. These people shall include as a minimum the reporter, reportee, young person (if appropriate due to age or ability), the young person's parent or guardian and any person having witnessed the alleged breach
7. Children and young people if they disclose MUST be believed and should not necessarily have to re-disclose their version of events
8. All details of the alleged breach shall be recorded, however all parties to the alleged breach shall maintain the strictest confidence unless such confidentiality places a child at risk of harm
9. The person managing the alleged breach shall decide an appropriate outcome, and shall report the outcome to the Management Committee
10. Depending on the nature of the breach the outcome may include:

- a. Dismissing the allegation as unfounded
- b. Emphasising the relevant component of the child and youth risk management strategy
- c. Further education and training
- d. Mediation between those involved in the incident
- e. Review of current procedures and policies
- f. Recommendation to the Management Committee that the member, committee members, staff member or volunteer be stopped from any association with children/youth at the club
- g. Recommendation to the Management Committee that the member, committee members, staff member or volunteer be subject to disciplinary procedures as allowed by the Code of Conduct and Constitution of the club
- h. Reporting the incident to the Police or Department of Child Safety.

3 RQYS Code of Conduct for Interactions Between Children

Members and visitors who are children and young people agree to:

1. Abide by this Code of Conduct.
2. Play by the rules.
3. Respect the physical property and facilities provided by RQYS.
4. Treat all other children and young people as you like to be treated. Do not bully or take unfair advantage of others.
5. Control your temper. Verbal abuse of officials and sledging other members or competitors, deliberately distracting or provoking other competitors is not acceptable or permitted.
6. Be a good sport. When playing or competing, applaud all good plays whether they are made by your crew or competitors.
7. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

4 RQYS Code of Conduct for Marine Sports Events

- a. This Code of Conduct is applicable to all Squadron marine sports events including competition sailing events, navigation and other powerboat events, WAGS, sail cruising events and powerboat cruising events.
- b. The Code of Conduct is additional to any requirements of the ISAF Racing Rules of Sailing, Squadron participation rules, safety declaration, release and indemnity and acceptance of conditions for any event.
- c. All participants in Squadron events including the skipper, crew and guests agree to conform to the high standards of social behaviour which are customary and traditional for sailing and powerboat events.
- d. The following behaviour is considered inappropriate and will not be permitted during Squadron events:
 - i. Participation in any illegal activity, including possession or consumption of any illegal substances, or the supply of such substances, the supply of alcohol or tobacco to minors, stealing or destruction of property of any kind or conduct of a gross, obscene or loud nature.
 - ii. Swearing, abusive language and/or action against another competitor or participant.
 - iii. Loud or excessive noise which may result in the disturbance of other participants, other marine users or members of the public.
 - iv. The display of any material, signage and/or wearing of any article of clothing bearing profane, suggestive or improper words or designs.
 - v. A legal alcohol limit of 0.05 applies to all skippers on the water during a Squadron event other than skippers of Squadron vessels and volunteers where a zero-alcohol limit applies. In an event where alcohol is authorised by the Squadron to be served it is the responsibility of the skipper to ensure the rules regarding responsible service of alcohol are followed and to keep crew and guests alcohol levels at a safe and responsible level both on and off the water during such an event.
 - vi. The environmental protection of all harbours and waterways is of vital concern to the Squadron and littering or discharge of waste material from a vessel is not permitted.
 - vii. Parents (or other custodians) shall be responsible for the conduct of persons in their care under 18 years of age at all times. The Skipper is responsible for the restitution of damage to any property or equipment by any child, crew member or guest from the skipper's vessel during a Squadron event.
 - viii. Protests regarding disputes in relation to competition may be made, as relevant, in accordance with the ISAF Racing Rules of Sailing, the Sailing Instructions and the Squadron Navigation event rules and conditions. Complaints in regard to the organization or administration of an event may be directed, in writing, to the Marine Sports Manager and/or General Manager.
 - ix. Physical and/or verbal abuse of any nature directed against staff, event officials or volunteers is not considered appropriate and is not permitted.
- e. Complaints and/or reports concerning failure to comply with this Code of Conduct may be referred to the General Manager or General Committee for consideration and if applicable disciplinary action may be taken in accordance with the Squadron's Constitution.

5 RQYS General Committee & Committee Member Code of Conduct & Policy

INTRODUCTION

The purpose of this Code of Conduct is to provide you with a clear understanding of the standard of conduct expected when performing your duties as a General Committee Member or a Committee Member of the Royal Queensland Yacht Squadron.

It is expected that members of the General Committee and other Squadron Committee Members will:

IN RELATION TO THEIR CONDUCT:

- a) Act ethically, in good faith, with honesty and integrity, in the best interests of the Squadron at all times;
- b) Attend a minimum of 75% of meetings;
- c) Undertake diligent analysis of all proposals placed or to be placed before the General Committee;
- d) Make decisions fairly, impartially and promptly, considering all available information;
- e) Act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the General Committee or other Squadron Committees;
- f) Observe the provisions of the Squadron's constitution, its bylaws and its policies;
- g) Make reasonable inquiries to ensure the Squadron is operating efficiently, effectively and legally towards achieving its goals;
- h) Treat other General Committee members, other Committee members, members and Squadron employees with respect, courtesy, honesty and fairness;
- i) Invest the time and effort required to fulfil the requirements of the position by reading materials, participating full in meetings, and carrying out any duties assigned by the Squadron;
- j) Take individual responsibility to contribute actively to all aspects of the role of General Committee and the role of other Squadron Committees; and
- k) Ensure confidential or private information and documents acquired through membership of the General Committee or other Squadron Committees are not disclosed, other than as required by law or where agreed by the General Committee;
- l) Protect the privacy of the Squadron's employees, clients and customers

IN RELATION TO CONFLICTS OF INTEREST:

- m) Not make improper use of their position on the General Committee or other Squadron Committees to gain advantage for themselves or for any other person;
- n) Not, through their own conduct, bring the Squadron into disrepute;
- o) Ensure personal interests, or the interest of any associated person, do not conflict with the interests of the Squadron; and
- p) Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.

IN ADDITION, GENERAL COMMITTEE MEMBERS OR OTHER SQUADRON COMMITTEE MEMBERS COMMIT TO:

- q) Give of their specific expertise generously to the Squadron;
- r) Support, adhere to and not contradict the formal decisions that the General Committee make in its meetings;
- s) Promote the interests of the Royal Queensland Yacht Squadron;
- t) Communicate the significance of the Squadron's mission, its strategy and its culture to members, employees, stakeholders and the public;
- u) Take responsibility for contributing in a constructive, courteous and positive way to enhance good

- governance and the reputation of the Squadron; and
- v) Comply with the spirit, as well as the letter of the law and with this Code of Conduct.