



Doc no. SD2: Shannon Dragons Code of Conduct

Date: November 2019

1 Code Purpose, Scope and Responsibility

1.1 Purpose: The safety and well-being of all members of Shannon Dragons (SD) is of paramount importance. It is recognised that a founding principle of Shannon Dragons is members' positivity and goodwill towards each other. Above all we cherish what lies at the heart of Shannon Dragons, the spirit of mutual support and positivity which drew us to this group in the first place. Our priority as we move forward is to preserve and enhance this positive and generous spirit. This is manifested in members' behaviours and attitudes demonstrated in connection with SD activities. This SD Code of Conduct (the **Code**) aims to protect and promote the safety and well-being of members, together with the spirit and ethos of our club, by describing the standards of conduct to be maintained in connection with SD activities.

1.2 Scope: This Code applies to all SD members and to any other participant in SD club activities (hereafter collectively referred to as "members" or "participants").

1.3 Responsibility: The SD Committee is responsible for keeping this Code up to date and may amend it at any time, notwithstanding which the SD Committee will endeavour to review it on at least an annual basis to ensure it remains relevant to SD activities and ethos.

2.0 Behaviour Protocols

2.1 General Behaviour Protocol

All persons who participate in dragon boat racing in Shannon Dragons Club shall act in accordance with the following standards of conduct:

2.1.1 At all times be subject to the management and direction of the team manager/helm/club officer or any other person who has been temporarily designated to assist in activity leadership by either of them. For all training sessions, the helm/coach has final say as to members' participation and the helm/coach may direct any member to withdraw from a session and/or cancel a session at their sole discretion.

2.1.2 Feedback on training sessions provided by helms/coach may sometimes be challenging. This is part of the role of the helms/coach and is a position of authority that has been designated by SD. Members who wish to raise an issue or to give feedback regarding a direction given by a helms/coach should raise it privately either with the helm/coach, the SD Safety Officer

or the SD Chairperson and not in a challenging confrontational manner in front of other members. It is important that issues be raised in a manner that supports the goodwill ethos of SD and respects the position of both the helm/coach and SD members.

- 2.1.3** Observe, respect and comply with all directions in the SD Safety Statement (**Safety Statement**) and instructions given by the coach/helm, with particular regard to safety directions.
- 2.1.4** Conduct themselves in a proper manner so as not to bring themselves, SD or the sport of dragon boat racing generally into public disrepute or public censure; for example, when wearing SD gear or logos, there should be no public displays of bad language or loss of temper in so far as is reasonable. Verbal, physical or other acts of aggression shall not be tolerated.
- 2.1.5** Treat all persons with respect, dignity and proper regard for their rights, their designated role within SD and their obligations.
- 2.1.6** Demonstrate a positive commitment to, and compliance with, SD and its members' programmes and policies including but not limited to, the SD constitution and Safety Statement.
- 2.1.7** Not disclose to any unauthorised person or organisation, information which is of a confidential or privileged nature.
- 2.1.8** Not misuse funds or property of SD or any person or organization.
- 2.1.9** Not defame or injure any person.
- 2.1.10** Ensure that all directions regarding the wearing of appropriate attire and accessories [including jewellery] as referenced in the Safety Statement whilst representing SD are adhered to.
- 2.1.11** Act at all times in a manner beyond reproach in such a way as to ensure good relations within the club. In particular, behaviour that constitutes harassment or bullying, or which is defiant, confrontational or critical in relation to other members, including the coach/helm, will not be tolerated.
- 2.1.12** Ensure that content posted to any SD group forum, including but not limited to WhatsApp groups must not contain negative, offensive or bullying language or material. It is recognized that unofficial or ad hoc communication groups may exist from time to time within the Club without the knowledge or oversight of the Committee. Members of such groups are expected to be aware that club communications between members about club matters should be guided by the principles of this Code and should uphold the ethos of goodwill and respect for each other which are part of the core identity of the Club.

SD has a responsibility to comply with GDPR regulations with regard to personal contact details. Such details in the official contact groups may not be used for any other purpose to ensure compliance to GDPR regulations.

Sharing of potentially offensive material should be avoided at all times. Group forum users who post material which the Chairperson or the Committee reasonably deems offensive may be asked to remove it and must comply immediately with that request. Users who persist with the behaviour described above, or who fail to promptly remove material when requested, may be removed from a group forum without notice and may also be subject to the disciplinary process outline below. Messages should not be posted at unsocial hours unless urgent.

2.2 Coaches/Helms Behaviour Protocol

In addition to SD's General Behaviour Protocol outlined above, each coach and helm must meet the following standards of conduct set out below in connection with any activity held or sanctioned by SD:

- 2.2.1** Verbal, physical or any other acts of aggression or defiance must not be tolerated from participants by Helms/Coaches. In addition to being raised by the helm/coach with the participant in question, where the helm/coach deems it necessary, such behaviour should be reported to the Committee.
- 2.2.2** Feedback or instructions delivered by the helm/coach must be given in a respectful and constructive manner, particularly where feedback is necessarily challenging or negative.
- 2.2.3** The helm/coach must treat all participants fairly and equally within the context of the relevant activity, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
- 2.2.4** The helm/coach must encourage and facilitate participants' independence and responsibility for their own behaviour, performance, decisions and actions.
- 2.2.5** The helm/coach must accept and respect the role of designated event officials in ensuring that dragon boating competitions and other events are conducted fairly and according to established rules.
- 2.2.6** The helm/coach should be familiar with and abide by the letter and spirit of SD and IDBA rules, regulations and standards, and encourage participant to do likewise.

2.3 Committee Members Behaviour Protocol

In addition to SD's Behaviour Protocol outlined above, committee members must meet the following standards set out below in connection any activity held or sanctioned by SD, a member association or any SD affiliated club and as an official appointed by SD, a member association or an affiliated club:

- 2.3.1** Place the safety and welfare of the SD activity participants above all else.

- 2.3.2 Avoid any situation which may lead to a conflict of interest; between any individual SD member, including themselves, and SD or any association of which SD is a member.
- 2.3.3 Conduct discussions and interactions in a courteous and respectful manner.

3.0 Discipline of Members

- 3.1 Failure to comply with this Code or other Club documentation may result in disciplinary action up to and including termination of SD membership. Partial refund of membership fees may be given at the discretion of the committee.
- 3.2 Where a disciplinary issue arises during training/water sessions, the helm/coach will attempt to resolve on the day or as soon as is practicable thereafter, for example by issuing a private or general WhatsApp message, before moving to address the issue in accordance with the Procedure set out below, as applicable. In addition to water-based disciplinary issues, the Disciplinary Procedure may be invoked where any member:
 - 3.2.1 Has breached, failed, refused or neglected to comply with a provision of this Code/other Club documentation or any resolution or determination of the SD committee; or
 - 3.2.2 Acted in a manner unbecoming of a member as set out in this Code or in other SD policies.

3.3 Disciplinary Procedure

- 3.3.1 **Verbal Warning.** For issues connected with SD's water-based activities, a verbal warning by helm/coach in question may be given to the members involved, identifying the misconduct in question.

For issues connected in non-water-based SD activities a verbal warning may be given regarding identified misconduct by the chairperson/committee member.

- 3.3.2 **Disciplinary Committee.** Where the identified misconduct continues or remains unresolved to the reasonable satisfaction of the helm/officer in question, the unresolved issue should be promptly raised with the Disciplinary committee.

The Disciplinary Committee will be composed of any three of the helms who are not involved in the incident being reviewed. Affected member (s) will be asked to meet the disciplinary committee who will hear representation from both sides. Following this meeting the Disciplinary Committee will promptly issue a statement to the participants of the meeting with a finding to resolve the matter, to include, as applicable a warning/final warning to one or other of the participants, a summary resolution of the issue or suspension or termination of SD membership.

3.3.3 Appeal Committee. Following receipt of the Disciplinary Committee’s statement, affected member(s) may appeal the decision to the SD Committee - such appeal must be in writing and be submitted within 7 days of the Disciplinary Committee’s statement. The SD Committee will form an “appeal committee” for the purpose of reviewing and deciding upon the appeal, to be comprised of a minimum of 3 members of the SD Committee but not any member of the Disciplinary Committee. The member(s) may, at the discretion of the appeal committee, be asked to meet with the appeal committee, in which case the member may bring a representative to accompany them to that meeting. The SD appeal committee’s decision on the appeal will be final.

4.0 SD Boat Activities and levels of Participation

4.1 Shannon Dragons at present offers two categories of participation: Racers and Gentle Pacers, both are equally valuable as SD activities.

4.2. Racers. Participants in SD racing boat training session should note the following:

4.2.1 During dragon boat racing season, the composition of the racing boat for coaching sessions and for races is entirely at the full discretion of the coach/team selector. No member has an automatic entitlement to a place in the racing boat either during a training session or during any particular event/race.

4.2.2 Members who wish to train in the racing boat accept that this is a challenging and competitive environment which may involve constructive/challenging criticism and team selection for event participation.

4.2.3 The decision of the coach/team selector is final and may not be challenged.

4.2.4 Where coaching sessions are deemed desirable in advance of racing events such sessions may be subject to a fee.

4.2.5 Following team selection, in preparation for a race, priority for training sessions in the racing boat will be afforded to selected team members.

4.3 Gentle Pacers. Members who choose to do so, together with those have not been selected for a racing team, will have the option of paddling in the Gentle Pacers boat, which will engage in periodic training sessions conducted at a slower pace than the racing boat. Gentle Pacers will be given the opportunity and actively encouraged to try out for the Racers.