



Whakatane Rowing Club – Code of Conduct

The Code of Conduct is a core part of the Whakatane Rowing Club's philosophy. It provides guidance on the expected behaviour of coaches, rowers, and supporters.

The Code of Conduct requires Whakatane Rowing Club members to demonstrate a high level of integrity and respect so that we represent our club well within the Whakatane community and the wider New Zealand public.

Expected personal behaviour

All members of the Whakatane Rowing Club must:

- Demonstrate honesty and integrity.
- Respect differences in people, their ideas, and their opinions.
- Be polite and courteous to members of the community, visitors to the club and at regattas.
- Always treat one another with dignity and respect, especially when there are disagreements.
- Respect the rights of others.
- Show proper care and regard for club property and the property of others.
- Take appropriate measures to help those in need.
- Seek assistance firstly from a coach, then crew manager and finally the club captain (who may, if necessary, refer the issue), to resolve conflict peacefully.
- Respect all members of the rowing club, especially persons in positions of authority.
- Not swear at a coach, parent or at another person where it may cause offence.

Safety

All members of the Whakatane Rowing club must not:

- Engage in bullying behaviours.
- Give alcohol to anyone under the age of eighteen.
- Engage in illegal behaviour.
- Use any object or behaviour to threaten or intimidate another person.
- Be under the influence of alcohol or illegal drugs while using or being otherwise responsible for any club facilities or representing the club at any event.



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- Commit an act of vandalism that causes damage to club property or property located on the premises of the Whakatane Rowing Club.
- Partake in any activity which may potentially injure themselves or others, or damage club equipment.

Roles and Responsibilities

Coaches and Support Personnel

Coaches are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, coaches and club support personnel uphold these high standards when they:

- Help rowers to train to their full potential and develop their sense of self-worth.
- Communicate regularly and meaningfully with parents.
- Maintain consistent standards of behaviour for all members.
- Demonstrate respect for all rowers, parents, volunteers and the members of the club community and wider community.

Crew Managers

Every team or set of teams will have a crew manager. Crew managers are the formal link between coaches, rowers, and parents/caregivers. They will:

- Ensure parents are advised of events, schedules, activities and crew related issues.
- Be the first point of formal contact between the coach and parent/caregiver relating to any performance, behavioural or disciplinary concerns.

Rowers

Rowers are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others through acceptable behaviour. Respect and responsibility are demonstrated when a rower:

- Comes to the club prepared, on time, ready to train, or participate in a regatta, or to assist with preparations for a regatta (i.e., boat loading / unloading);
- Show respect for himself or herself, for others, and for those in authority.
- Is attentive to the requirements of the coach.
- Refrains from bringing anything to the club that may compromise the safety of others.
- Refrain from the use of foul and abusive language.
- Follows the established rules and takes responsibility for his or her own actions.



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Parents / Caregivers

Parents/Caregivers play an important role in the participation of their children and can support the efforts of Whakatane Rowing Club in maintaining a safe and respectful environment for all rowers. Parents / caregivers fulfil their role when they:

- Show an active interest in their child's training and progress.
- Communicate regularly with the club.
- Help their child be neat, appropriately dressed, and prepared for club activities.
- Ensure that their child attends club activities regularly and on time.
- Promptly report to the coach, their child's absence, or late arrival.
- Encourage and assist their child in following the correct rules of behaviour.
- Ensure that an adult is nominated to be responsible for or take guardianship of their child at an event or regatta if they cannot personally attend.
- Assist coaches and crew managers in dealing with any issue involving their child.

Regatta Suspension

The club captain (or his nominated delegate) may immediately stand down any member or crew at the club or at a regatta for any on-water / competitive rule infringements.

Club Suspension

Permanent suspension for the club for any cause, including persistent infringement of the club's rules or by-laws as described in the club constitution, will be decided by the Executive Committee following an investigation by a sub committee appointed by the club President.

Complaints Procedure:

This by-law establishes the procedure to be followed in the event that any member wishes to make a complaint regarding the conduct of the activities of the club by the Executive Committee or any office holder or coach of the club, or regarding the conduct of any other member which in either case the complainant believes to be contrary to the Rules and By-laws of the club as listed in the Constitution (Rules 9.3 and 9.4) including its Code of Conduct. Rule 19 of the constitution establishes the powers of the Executive Committee to impose penalties and expel members.

Receipt of Complaint:

- The complaint must be made in writing and addressed to the current WRC committee only.



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- The complaint must clearly state the name of the subject of the complaint, dates and nature of the complaint providing specifics of the dispute, alleged incident or inappropriate behaviour.

The Executive Committee may refuse to accept a complaint if:

- The complaint is 12 months after the event.
- The complaint is trivial or vexatious or not made in good faith.
- If there are legal processes in action or outstanding relating to the matter complained about.

Initial Hearing of the Complaint:

- If the complaint is deemed urgent by the Executive Committee a meeting will be organised by the Secretary at the committee's earliest convenience, otherwise the complaint will be tabled at the next Executive Committee meeting following the receipt of the complaint
- If the complaint is considered not to be valid the decision will be conveyed in writing to the complainant stating supporting reasons.
- If the complaint is considered valid, the complainant (and Subject of complainant and relevant parties) shall be notified in writing stating the complaint, parties involved and dates of hearing.
- A Complaints Committee shall convene comprised of the President, Club Captain or Vice-Captain and 2 committee members.

Complaints Committee Hearing:

- The Complaints Committee shall interview the Complainant, subject and other parties (as appropriate). The complainant and subject may elect to bring their own advocacy support to these interviews.
- The Complaints Committee shall report back to the Executive Committee where a majority decision will be made in writing to both complainant and subject (and other parties if required) regarding the validity of the complaint.
- If the complaint is considered valid, the Executive Committee may recommend such remedial action as it thinks fit or take such other action as it is empowered to take in accordance with Rules 9.3, 9.4 and 19 of the Associations' Constitution.



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By signing this document, I confirm I/we:

- Have read and understood the Whakatane Rowing Club – Code of Conduct
- Agree to the conditions as outlined in the Whakatane Rowing Club – Conduct of Conduct

X

Parent/Caregiver – Signature and name

Date

X

Parent/Caregiver – Signature and name

Date

X

Rower – Signature and name

Date

X

Rower – Signature and name

Date

X

Rower – Signature and name

Date

X

Rower – Signature and name

Date