



**Belfast Boat Club**

## **Policies, Codes of Conduct and By-laws**





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## **Policies**

### **Equality Policy**

Belfast Boat Club (the Club) is committed to the promotion of equality of opportunity within the Club. It is the Club's policy to endeavour to provide equality of opportunity to all, irrespective of:

1. Age,
2. Sex,
3. Race,
4. Disability,
5. Pregnancy,
6. Marital status,
7. Sexual orientation,
8. Gender reassignment,
9. Religious background.

We do not accept any form of unlawful and unfair discrimination. This Equality Policy applies to all Club members, employees, volunteers, contractors and suppliers and it is intended to provide a fair and enjoyable working, sporting and social environment for all persons.

Belfast Boat Club is committed to:

1. Promoting equality of opportunity for all persons,
2. Promoting an enjoyable sporting and social environment in which all Members, Guests, Visitors and Employees are treated with respect,
3. Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation,
4. Fulfilling all our legal obligations under the Equality legislation and associated codes of practice,
5. Taking lawful affirmative or positive action, where appropriate,
6. Regarding all breaches of this Equality Policy as misconduct which will be dealt with through the Club's procedures.

Copies of this policy are available to all Club Members and Employees. The effectiveness of this Policy will be reviewed regularly and at least annually and appropriate action taken as necessary.

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## **Statement of Health and Safety Policy**

The policy of Belfast Boat Club (the Club) is to facilitate the provisions of the “Health and Safety at Work N.I. Order 1978” and other relevant legislation.

Belfast Boat Club recognises its duties and obligations to provide a safe environment for its Employees, Members, Guests, Visitors and to enable them to carry out their work and to pursue their social and sporting activities.

To achieve these objectives, the Club will:

1. Ensure that employees and volunteers are in possession of the necessary information to enable them to carry out their duties in a safe manner,
2. That appropriate training, instruction and supervision is provided where necessary,
3. Ensure that, where appropriate, there exists safe operating and working procedures for all plant and equipment including sporting equipment in the Club which employees and Members are reasonably able to use,
4. Provide appropriate protective equipment for both employees and volunteers,
5. Ensure as far as is reasonably possible that there is minimum risk to an employee’s health and safety in the use, handling, disposal and transport of articles and substances pursuant to the performance of their daily duties,
6. Ensure that general emergency plans and safe modes of entrance and evacuation is provided from Club buildings,
7. Ensure that all accidents are recorded and then dealt with appropriately according to Club procedures,
8. Ensure that this Health and Safety Policy is implemented and monitored,
9. Review and revise this policy on a regular basis and at least annually.



## **Child Safeguarding Policy**

Belfast Boat Club (the Club) are committed to good practice to protect children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety for children always. To achieve this, we shall:

1. Develop awareness of issues which may lead to children being harmed,
2. Create an open environment by identifying a Designated Safeguarding Children Officer (DSCO) to whom the children can turn to if they need to talk,
3. Adopt child-centred coaching styles,
4. Adopt safeguarding guidelines through codes of conduct for members and all adults working at the Club. Adult workers include coaches, parents and volunteers,
5. Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision to be provided to staff/volunteers,
6. Ensure that a Club Grievance policy is in place,
7. Share information about concerns with children and parents and others who need to know,
8. Provide information as required to the Management Sub Committee,
9. Ensure good and safe working/playing practices,
10. Encourage and promote compliance with the photography, video and images policy,
11. Be involved in training made available through the various sporting agencies and strengthen links with these agencies,
12. Keep Safeguarding policies under regular review and at a minimum, every three years,
13. Have procedures instituted relating specifically to bullying, conduct on away trips, transport and the use of photography and communication through texting or social media forums,
14. Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

*The terms children and young people are used interchangeably through this policy to refer to anyone under 18 years of age.*



## **Reserves Policy**

Belfast Boat Club (the Club) considers it prudent and appropriate to maintain a Financial Reserve Fund to reduce its financial risk in the event of a significant reduction or delay in income streams; the incurring of general business risks, unexpected liabilities and unforeseen costs; or the requirement to restructure or to finance future growth and development.

The Council has assessed the Club's financial risk and determined that an appropriate target amount to be held in the Reserve Fund is 25% of operating costs is appropriate. This Fund is to be held in a separate bank account and expended only on the specific direction of Council.

For creating this Reserve Fund, the definition of financial reserve for this purpose shall be the amount of unrestricted reserves not invested in fixed assets.

The Council notes a target date of March 2022 for the achievement of the Reserve Fund target amount and will allocate at its discretion surplus funds to this Reserve Fund on an annual basis, having always regard in such allocation to other financial imperatives.

An annual review of reserves will be carried out to compare current reserves held with the Club's current policy level in that regard to ensure that the required reserves level continues to be appropriate after consideration of all financial risks and current/future plans and the ensuring that current budgets and future financial plans remain consistent with the Reserves Policy.





## **Volunteer Policy**

Belfast Boat Club (the Club) values the involvement of its members as volunteers in the promotion, enhancement and maintenance of a quality and welcoming social and sporting environment. The Club recognises volunteers as a core part of the management team, alongside paid staff.

The Club believes that members should be able to gain personal benefits from the volunteering experience too and we are committed to managing volunteers in a way that ensures that the needs of both parties are met.

The Club is committed to ensuring equality of access to volunteer opportunities and equality of treatment for our volunteers in all our policies and practices. The Club implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially.

All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. This role will be reviewed regularly with General Manager of the Club.

The Club endeavours to provide adequate and appropriate facilities, training, equipment, and resources to enable volunteers to fulfil their roles.

Volunteers are covered by the Club's public liability and personal accident insurance.

The Club will reimburse volunteers' reasonable out of pocket expenses when claims are submitted on a standard Expenses Claim Form and accompanied by proof of expenditure.

All volunteers are provided with an induction prior to commencing their voluntary work. The induction provides background information on the Club, explains its structures and procedures, describes the volunteer role and the work team and outlines how he or she will be supported.

To effectively monitor the work that volunteers do and how they are managed, a personal file is maintained for all volunteers, which includes: contact details and other relevant personal information, details of the application and selection process, agreements made, hours worked, records of support and supervision activities, training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerised records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement.

Volunteers and the Club will agree the ownership of any intellectual property rights of original work produced by volunteers prior to any work commencing.



Upon a recommendation from the General Manager in special circumstances, the Council may, at its sole discretion, award an Honorarium to a volunteer in recognition of a service provided for the benefit of the Club.

The General Manager is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to volunteers in accordance with the Club's grievance policy.





## **Procurement Policy**

### **Principles**

The Club will procure goods, services and capital works in accordance with principles of:

1. Transparency - the process will be documented in such a way as to ensure that it can be seen to be fair and transparent,
2. Equal treatment - potential suppliers have the same opportunity to quote for and supply goods and services,
3. Proportionality - procedures, contracts and specifications will be proportionate to the spend and will not require information that is not pertinent to the delivery of the goods and services being purchased,
4. Non-discrimination - Award of contracts is based only on best value for money and associated criteria.

### **Procedures**

Generally, three written quotations will be sought from suppliers or Contractors, each provided with the same specification and tender criteria.

The supplier selected will be that supplier who provides best Value for Money. Value for Money is the most appropriate mix of compliance, quality, cost, relevant experience, warranty and timeliness.

A preferred supplier may be selected directly where the service required is specialist and/or potential alternative suppliers are not available within applicable constraints and/or the service is reliant on the previous knowledge of one supplier.

A previously commissioned service (within a period of 24 months) with a supplier to carry out related or similar works or services may be procured without needing to re-procure.

Any potential conflict of interest in relation to the procurement of a supplier or contractor will be declared.

### **Authority**

Council is responsible for approval of an Annual Plan and Budget for the Club. Conveners, and Management are responsible for implementation of this Plan within the Approved Budget.

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The General Manager will receive and implement the Annual Plan and Budget, reporting to and advising the Council. The General Manager will seek approval from Council for exceptions or variations to the Annual Budget.

The General Manager is responsible for compliance with this Procurement Policy, ensuring value for money and compliance with the Approved Annual Plan and Budget or approved variations.



## **Conflicts of Interest, Gifts and Entertaining Policy**

Belfast Boat Club (the Club) members are required to act in the best interests of the Club and in accordance with the Club's aims and objectives and must therefore be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Club in conducting Club activities.

The Club is committed to maintaining high standards and conducts its activities in an open and transparent manner. The aim of this policy and process is to protect both the Club and the individuals concerned from any appearance of improper behaviour. Conflicts of interests may arise where an individual's personal, family or business interests and/or loyalties conflict with the objectives of the Club.

Committee / Sub Committee members, coaches, employees, volunteers and others acting on behalf of the Club must be free from any conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Club.

Individuals should conduct themselves with integrity, impartiality and honesty always and should maintain high standards of propriety and professionalism. They should avoid situations where they, or the Club, could be open to suspicion of wrong doing and not put themselves in a position of conflict between their official Club duty and private interest.

All Club Council and Committee / Sub Committee members, employees, and volunteers must declare any interests about their role in the Club at least annually. Interests will be recorded on the Club's register of interests, which will be maintained by the Honorary Secretary. The information provided will be processed only to ensure that the best interests of the Club are maintained and not be used for any other purpose.

The Honorary Secretary and the President shall be responsible for reviewing the declaration of interest forms and register and advising on any action required to manage any conflict. If a conflict can be managed, the process must be clear and reported in the register.

At meetings of the Council, the Chair will request ask those attending to declare any interest(s) linked to any item on the agenda. All notifications (including "none") must be reported in the minutes of the meeting along with the actions taken by the Chair to manage the conflict.

Situations may arise where the Chair decides it is not possible to manage the conflict, in these circumstances the Chair will request a meeting with the individual concerned to discuss and agree the way forward. The register should be noted accordingly with the date of any agreement. If agreement cannot be reached, the matter is referred to the Honorary Secretary and President for review in accordance with this policy.



Giving or accepting valuable gifts or entertainment from a supplier or service provider might be construed as an improper attempt to influence the relationship. A gift or favour may not be accepted or given if it might create a sense of obligation, or create the appearance that it might. A gift of money may not be given or accepted. A gift of nominal value from a supplier or service provider may be given or accepted if it is common courtesy, such as coffee samples, cups, pens or similar tokens.



## **Complaints Procedure**

The procedure applies to all members of Belfast Boat Club (the Club).

The objective of this procedure is to provide an opportunity for a member or a group of members of the Club to raise an individual or group grievance (other than a complaint of bullying or harassment by another member or by a member of staff of the Club) on matters relevant to activities in the Club.

If a complaint involves bullying or harassment by another member or by a member of staff of the Club, other procedures apply. For information on what constitutes bullying and harassment and the procedures that apply, Club members should refer to the relevant Policies available from the General Manager.

Complaints will be dealt with under the following guiding principles:

- The complainant must be a fully paid up member of the Club.
- The complainant must be over 18 years of age.
- If the complainant is under 18 years of age, their parent/guardian must raise the complaint on their behalf

### **Informal Procedure**

Where possible a member or a group of members of the Club should attempt to resolve the problem first by raising the complaint directly with the other party/ies involved. Most complaints can get resolved at this stage without having to go through a formal process.

The Honorary Secretary in consultation with the Governance Sub Committee may appoint a third party to act as a Mediator who will assist if necessary with mediation between the parties in accordance with a brief from the Governance Sub Committee.

At the end of the mediation process, the Mediator will report to the Governance Sub Committee on whether resolution has been achieved. If not, the complainant will be asked whether they wish to proceed to the formal procedure.

### **Formal Procedure**

If use of the Informal Procedure does not lead to a resolution and where the complaint is in respect of an individual or individuals in the Club or in respect of decisions or policies of the Club Council, then the member or members should make the complaint in writing to the Governance Sub Committee. The complainant should demonstrate that efforts have been made to resolve the complaint informally before the formal procedure is invoked.

A full written account of the complaint must be submitted to the Honorary Secretary by letter or email



The complaint must be as specific as possible and include details of the alleged incident(s) with supporting statements by witnesses where appropriate, and which Club Rule, Policy, Code of Conduct or By-Law they consider to have been contravened

The complainant should explain what resolution they seek and the detail and dates of any previous attempts at resolution

Those being complained about will receive a copy of the complaint and will have the right to reply.

The complainant has a right to be accompanied by another fully paid up Club member to any meetings regarding the complaint.

An individual who is the subject of a complaint is entitled to be accompanied by another fully paid up member of the Club to any meetings regarding the complaint (complaints against a junior must be accompanied by their parent/guardian)

In the event of a conflict of interest or prior involvement by an individual in a complaint, or if a member of the Governance Sub Committee is the subject of a complaint, they may not participate as a member of the Governance Sub Committee and an alternative Sub Committee member will be appointed

The Governance Sub Committee will meet formally with the Complainant/s and the person or persons against whom the complaint is being made. The Governance Sub Committee will interview the Complainant/s, the person/s against whom the complaint is being made and any witnesses that are willing to come forward. All parties may be accompanied by another fully paid up member of the Club at meetings.

The Governance Sub Committee will deliver its findings in writing within one month of the submission of the complaint. Where it is not possible to meet this target, the complainant will be informed and the Secretary of the Governance Sub Committee will contact the complainant on a regular basis to advise when the matter might be completed.

The Secretary of the Governance Sub Committee will communicate its findings to the parties involved. The finding may either uphold or reject the complaint in part or in full, and may impose sanctions where appropriate which might include:

- A Warning as to future conduct.
- Suspension from active membership.
- Disbarment from active membership
- Invocation of the Club's Disciplinary procedure

The Secretary of the Governance Sub Committee will ensure that all the documentary material and notes associated with the consideration of the complaint are safely

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retained until the complainant(s) and the person(s) who are the subject of the complaint are no longer members of the Club.

## **Appeals**

If the Complainant/s or the person/s against whom the complaint is being made is/are dissatisfied with the determination of the Governance Sub Committee, they may appeal to the Council. This appeal must be made in writing to the President of the Club. The appeal must be submitted within 7 working days of the issue of the findings of the Investigating Sub Committee. An appeal should detail the grounds on which the appeal is being sought, i.e. why the party/ies is/are dissatisfied with the determination of the Investigating Sub Committee.

The President will appoint an Appeal Sub Committee of two persons comprising the President and another Officer, who has not been involved previously with the complaint, to consider the appeal and make a finding in relation to it.

The Appeal Sub Committee will determine whether there are grounds for appeal and if it deems that there are grounds for appeal will be entitled to receive from the Investigating Sub Committee a copy of all documentation and findings, and may interview the Complainant and the person/persons against whom the complaint is made together with any witnesses they deem appropriate. All parties may be accompanied by another member of the Club at meetings.

The Appeal Sub Committee will review all documentation associated with the complaint and issue its findings. The findings may either uphold or reject the appeal in part or in full and may impose sanctions where appropriate which might include:

- A warning as to future conduct,
- Suspension from active membership,
- Disbarment from active membership,
- Invocation of the Club's Disciplinary procedure.

The Appeal Sub Committee will deliver its findings within one month of the submission of the appeal. Where it is not possible to meet this target, the appellant will be informed and the Secretary of the Appeal Sub Committee will contact the appellant on a regular basis to advise when the matter might be completed.

The findings of the Appeal Sub Committee will be final.

The Secretary of the Appeal Sub Committee will ensure that all the documentary material and notes associated with the consideration of the complaint are safely retained until the complainant(s) and the person(s) who are the subject of the complaint are no longer members of the Club.

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*The Complaints Procedure will be reviewed on an annual basis as a minimum or, if necessary, it will be revised in the light of the experience of its operation*



## **Codes of Conduct**

### **Code of Conduct for Club Officials**

As a Member of the Council and/or Committee/Sub Committees of Belfast Boat Club, you must:

- Ensure you are cognisant of the Rules, understand them and adhere to them,
- Carry out your roles and responsibilities strictly in accordance with the Rules and the adopted procedures of Council,
- Respect the roles and authority of other members of Council,
- Develop an appropriate working relationship with staff as may be defined by the Rules and not interfere with their carrying out of their proper duties and responsibilities or exert undue influence,
- Respect the rights, dignity and worth of all members regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity,
- Not adopt sexist or racist attitudes or use inflammatory or abusive language,
- Consider the well-being and safety of members of the Club always,
- Display consistently high standards of behaviour and appearance,
- Encourage and guide members to accept responsibility for their own behaviour,
- Not condone violations of the Rules,
- Not obtain personal benefit or reward,
- Declare any conflict of interests.



## **Code of Conduct for Members**

*Belfast Boat Club (the Club) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club believes that members, coaches, administrators and parents/guardians associated with the Club should show respect and understanding for the safety and welfare of others.*

*Members are encouraged to share any concerns or complaints that they may have about any aspect of the Club with the General Manager.*

As a Member of Belfast Boat Club, you must:

- Ensure you are cognisant of the Rules, Policies and By-laws of the Club and comply with them,
  - Pay subscriptions, or other fees and fines where properly levied, promptly,
  - Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity,
  - Not adopt sexist or racist attitudes or use inflammatory language,
  - Not be verbally or physically abusive,
  - Recognise and respect the contribution made by coaches and Club Officials,
  - Respect the decisions of the governing bodies of the Club properly made in accordance with the Rules of the Club,
  - Show courtesy and consideration to fellow members and staff always,
  - Not smoke or vape outside of designated smoking areas,
  - Not take illegal drugs,
  - Comply with the reasonable requests of Club Officials and staff where such requests are justified in the proper course of management of the Club,
  - Comply with the reasonable requests of team captains and coaches or trainers where they have responsibility for teams or playing or training sessions,
  - Wear suitable attire within the social areas of the Club and, when engaging in sporting activities, wear sporting attire in accordance with the Club's Branding Guidelines,
  - Treat all club property with respect,
  - Show appropriate ID when visiting the Club,
  - Permit guests access only in accordance with the rules of the Club. Take responsibility for the actions of their guests at the Club,
  - Not take part in activities of the Club where you are not entitled to under your class of membership,
  - Respect car parking regulations,
  - Maintain standards of conduct always when representing the Club or playing for a provincial or international team.
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## **Code of Conduct for Children and Young People**

*Belfast Boat Club (the Club) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club wishes to offer children and young people social and sporting experiences in a safe and positive environment. The Club believes that members, coaches, administrators and parents/guardians associated with the Club should show respect and understanding for the safety and welfare of others.*

*Members are encouraged to share any concerns or complaints that they may have about any aspect of the Club with the General Manager.*

In addition to complying with the Code of Conduct for Members as it may apply, Children and Young People are expected to:

- Be loyal and supportive to other members,
- Be friendly and welcoming to new members,
- Not get involved in inappropriate peer pressure,
- Keep within the defined boundary of the playing/coaching area,
- Behave properly and listen to all instructions from coaches and trainers,
- Play within the rules and respect the official and their decisions,
- Take care of equipment owned by the Club,
- Respect the rights, dignity and worth of all members regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity,
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using technologies like social media or texting,
- Refrain from bullying or persistent use of rough and dangerous play,
- Keep to agreed timings for training and competitions or inform their coach or team captain if they are going to be late,
- Wear suitable kit for training and match sessions, as agreed with the coach/team captain,
- Not smoke or vape,
- Not consume alcohol or drugs,
- Show respect to other youth members/leaders and show team spirit,
- Keep themselves safe,
- Report inappropriate behaviour or risky situations for youth members,
- Play fairly and be trustworthy,
- Respect officials and accept decisions,
- Challenge or report the bullying of their peers,
- Respect opponents and be gracious in winning or losing,
- Not cheat or be violent/aggressive.



Children and Young People have the right to:

- Be safe and happy in their chosen activity,
- Be listened to,
- Be respected and treated fairly,
- Privacy,
- Enjoy sport in a safe environment,
- Be referred to professional help if needed,
- Be protected from abuse by other members or outside sources,
- Participate on an equal basis, appropriate to their ability,
- Experience competition and the desire to win,
- Be believed,
- Ask for help.

*Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour may result in dismissal or suspension from the Club. Parents/guardians will be kept informed at all stages. Dismissals can be appealed in accordance with the Club Grievance Procedures.*

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**Signature of Young Person**

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**Printed name Young Person**

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**Signature of Parent/Guardian**

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**Printed name of Parent/Guardian**

**Date** \_\_\_\_\_

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## **Code of Expectations for Parents & Guardians**

*Belfast Boat Club (the Club) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club wishes to offer children and young people social and sporting experiences in a safe and positive environment. The Club believes that members, coaches, administrators and parents/guardians associated with the Club should, always, show respect and understanding for the safety and welfare of others.*

*Parents/Guardians are encouraged to share any concerns or complaints that they may have about any aspect of the Club with the General Manager.*

Parents/Guardians are expected to:

- Positively reinforce their child/young person and show an interest in their chosen activity,
  - Support your child's involvement and help them to enjoy their sport,
  - Complete and return the Health and Consent Form pertaining to their child's participation with Belfast Boat Club (see junior membership form),
  - Deliver and collect their child punctually to and from coaching sessions/matches,
  - Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, water bottles, sun cream etc.,
  - Ensure that proper footwear and protective equipment are worn always in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate,
  - Advise any health concerns pertaining to the child on the consent form, breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions,
  - Inform the coach prior to departure from the field of play if child is to be collected early from a coaching session,
  - Encourage their child to play by the rules and teach them that they can only do their best. Help your child to recognise good performance, not just results,
  - Set a good example by recognising fair play and applauding good performances of all,
  - Behave responsibly on the side lines; do not embarrass your child,
  - Not punish or belittle a child for losing or making mistakes,
  - Use correct and proper language always,
  - Encourage and guide children to accept responsibility for their own performance and behaviour,
  - Show appreciation and support the coach,
  - Ensure their child is punctual,
  - Ensure their child's hygiene and nutritional needs are met,
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- Accept an official's judgement,
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.

Parents/Guardians have the right to:

- Know their child is in a safe environment,
- Be informed of problems or concerns relating to their children,
- Be informed if their child is injured,
- Have their consent sought for activities,
- Complain if they have concerns about any aspect of the Club or their children's activities.

*Persistent breaches of this Code of Conduct may result in the Parent or Guardian being required to withdraw their child from the Club.*

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**Signature of Parent/Guardian**

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**Printed name of Parent/Guardian**

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**Date**





## **Code of Conduct for Coaches and Volunteers involved with Young People**

*Belfast Boat Club (the Club) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club wishes to offer children and young people social and sporting experiences in a safe and positive environment. The Club believes that members, coaches, administrators and parents/guardians associated with the Club should, always, show respect and understanding for the safety and welfare of others.*

*All coaches and volunteers will be provided with an action plan in the event of an emergency and must be aware of the Club's First Aid Procedures. This will include access to First Aid equipment, telephone contact if the participant is a minor and telephone contact to the Emergency Services.*

Coaches and Volunteers are expected to:

- Familiarise themselves with and comply fully with the requirements of the Club's Child Safeguarding Policy,
  - Ensure the safety of all children by careful planning and supervision of coaching sessions, using safe methods always,
  - Consider the wellbeing and safety of participants before performance development,
  - Encourage and guide participants to accept responsibility for their own performance and behaviour,
  - Ensure sessions include challenging but realistic and achievable goals,
  - Ensure all sessions are inclusive, treating all young people equally and ensuring they feel valued, have no favourites,
  - Encourage all children not to discriminate on the grounds of religious beliefs, race, gender or ability,
  - Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour,
  - Not exert undue influence over performers to obtain personal benefit or reward,
  - Be positive, approachable in promoting the objectives of the club,
  - Not let any allegations of abuse of any kind be unchallenged or unrecorded,
  - Record incidents and accidents in the Club Incident book. Parents will be informed,
  - Report accidents or incidents of alleged abuse or poor practice to the General Manager,
  - Take immediate action when a child is injured including notifying a Club First-Aider or calling emergency services,
  - Foster team work to ensure the safety of young people in their care,
  - Ensure the rights and responsibilities of young people are enforced,
  - Not abuse young people in their care physically, emotionally or sexually,
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- Report suspected abuse to the appropriate designated Child Safeguarding Officer,
- Maintain confidentiality about sensitive information (except where reporting of information relating to safeguarding a young person is required by the Club's Safeguarding policy),
- Respect and listen to the opinions of young people including taking time to explain coaching techniques to ensure they are clearly understood,
- Develop an appropriate relationship with participants, based on mutual trust and respect,
- Inform and include parents/guardians in the sporting programmes where possible,
- Be a role model, displaying consistently high standard of behaviour and appearance,
- Not smoke, vape or consume alcohol during club activities or coaching sessions,
- Not condone rule violations, rough play or the use of prohibited substances,
- Not spend excessive amounts of time alone with children away from others; not take children to their home; not administer First Aid unless in the presence of others,
- Not engage in sexual or inappropriate relationships with young people under their care,
- Ensure that their interaction and communication with young people in their care including via social media appropriately reflect their role and position of responsibility for that young person,
- Not engage in relationships through social media with individuals. Share only sport/activity related information and interaction,
- Hold appropriate valid qualifications and insurance cover where applicable.

Coaches and Volunteers have a right to:

- Access on-going training and information,
- Support in the reporting of suspected abuse,
- Access to professional support services,
- Fair and equitable treatment by the Club,
- Be protected from abuse by children/youths, other adult members and parents,
- Not to be left vulnerable when working with children.



*Persistent breaches of the Code of Conduct may result in dismissal from the Club or sporting activity. Dismissals can be appealed in accordance with the Club Grievance Procedures.*

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Signature of coach/volunteer

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Printed name of coach/volunteer

Date: \_\_\_\_\_



## **By-laws**

### **All Sports**

1. The sport shall be administered by a Sports Sub Committee (the Sub Committee) which shall report to and be responsible to the Council of the Club. The members of the Sub Committee shall be elected by the members of the sport section at the sport's Annual General Meeting,
  2. The objects of the Sub Committee shall be to engage in and promote the sport,
  3. The Sub Committee shall compile and present an Annual Plan and Budget to Council for approval and shall thereafter administer the Plan and Budget. Any proposals for significant divergence from the Plan and/or increase in projected spend shall be submitted to Council for approval,
  4. The sport section shall be affiliated through the Club to the sport governing body in Ulster/Ireland and shall be governed by the Rules and Safety Regulations of that body,
  5. The sport section's Annual General Meeting shall be held in March prior to the Club's Annual General Meeting,
  6. The Sub Committee shall consist of a minimum of 5 members to be elected at the Annual General Meeting by the members of the sport section. The Sub Committee may invite other sport members to attend Sub Committee meetings as required to report on different aspects of activity or if they so wish to contribute to the Sub Committee's business. The Sub Committee shall meet at least 4 times per year,
  7. One member of the Sports Sub Committee shall be appointed Secretary to the Committee who shall give notice of Sub Committee meetings, take minutes and circulate them to Sub Committee members,
  8. The Sub Committee shall appoint a Convenor from amongst its membership at its Annual General Meeting who shall put themselves forward for election to Council at the Club Annual General Meeting. The Convenor shall lead the Sub Committee in pursuit of its objects and to co-ordinate all matters between the Sub Committee and the Council including submitting a report to Council at its meetings for review and approval. The Convenor will undertake external liaison with the sport governing body and other bodies as necessary and for the benefit of the sport, in consultation with the General Manager,
  9. The Sub Committee shall be responsible for the implementation of the Club policies which may specifically relate to the sport section's activities, regarding the Health and safety and Child Safeguarding Policy. The Convenor shall liaise with the General Manager in this regard,
  10. The Sub Committee shall welcome new members and ensure that they are given initial health and safety induction and coaching and/or introduced to the relevant crew/squad to enable them to take full part in the sporting activity,
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11. Sports attire and the branding of equipment shall comply with the Club and branding policy and shall be approved by the Council,
12. Food and drink (except water) may not be brought into sports areas.



## **Rowing**

### **The Boathouse**

1. The boat storage area in the Boathouse shall be used only for the storage of boats and ancillary equipment and shall not be used for any other purpose except with the permission of the Rowing Sub Committee,
2. The double doors from the Boathouse to the Launching Area must be closed securely when all rowing activity in a session has ended. The single door (with security keypad) to the Boathouse must be closed securely by the last person to leave the Boathouse and all light switches turned off.
3. The Boathouse shall be kept clean and tidy always.
4. The Boathouse/Launching Area may be used by other clubs only with approval of the Rowing Convenor and in consultation with the General Manager.
5. The double gates from the Boathouse to the car park and the gate between the Club and Belfast Rowing Club must be kept locked always. Unlocking of the gates must be approved by the Rowing Convenor, advised to the Club Manager and keys obtained from Reception. The person obtaining the keys must take responsibility for re-locking the gates securely and returning keys to the Reception.

### **Boathouse and Equipment**

6. Club boats and equipment must be stored securely in the Boathouse.
  7. Boats and/or equipment in the Boathouse which are owned by the Club shall not be used without permission of the Rowing Convenor.
  8. Private boats owned by Club members may be stored in the Boathouse subject to the rules set out at Annex 1. Non-members are not permitted to store boats in the Boathouse.
  9. Subject to any direction of any authorised coach, coxswains of any boat shall be in sole charge of any crew from the time of the removal for use of any boat from racking until its return to such racking.
  10. The launch may only be used with the express permission of the Rowing Sub Committee. All operators must have undergone a relevant RYA course.
  11. Equipment may not be removed from the Club for private use without the express permission of the Rowing Sub Committee and with notification given to the General Manager.
  12. Equipment removed for external events must be booked out on the relevant form. The General Manager shall be advised for insurance purposes at least 5 working days prior to its removal.
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13. The travelling crews shall ensure that boats and equipment being transported for events/training on the Club trailer or on the trailer of another Club are properly secured for such travel.

### **Maintenance**

14. All boats and equipment must be carefully handled and cleaned after use and before storage.
15. Maintenance and repair of boats, oars and other equipment may only be carried out by persons approved by the Rowing Convener.
16. Coxes should return cox boxes to the store in the Boathouse and ensure that the cox box is placed on electric charge.
17. Any damage to boats or equipment must be reported to the Convenor by the coxswain or steerer of the boat and noted on a board provided for that purpose in the Boathouse.

### **Events**

18. Entries for events are the responsibility of the Rowing Sub Committee. A designated member of the Rowing Sub Committee shall ensure that entries are made in a correct and timely manner. Crews/scullers shall ensure that they advise the number and type of events to be entered at each Regatta or Head of the River race, and the names of crew members, and supply correct entry fees for all entries.
  19. Entry fees must be paid by crews/scullers prior to entries being made by the Club for any rowing events.
  20. Only Members registered with Rowing Ireland may compete for the Club. The Rowing Convenor shall be responsible for registering Club members with Rowing Ireland in the correct category and in advance of entering members for any Rowing Ireland events. The Rowing Secretary shall keep a list of registered members.
  21. Crew selection shall be the responsibility of a selection Sub Committee chaired by the Secretary based on advice and recommendations from coaches where applicable and shall be communicated to the Rowing Sub Committee which has the right to veto the participation of a Club member if necessary.
  22. Composite crews may be formed with other clubs to enable Boat Club members to compete.
  23. No equipment shall be removed from the Club for these events without the approval of the Rowing Convener and the General Manager.
  24. A report shall be made in a record book provided immediately after every event, such report to contain a record of crew's category, events entered and
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results.

### **Insurance**

25. A list of all Club equipment, including boats, shall be maintained and provided to the General Manager for inclusion in the Club's insurance policies.
26. For ensuring appropriate insurance cover is in place, the proposed transport of boats and equipment shall be advised to the General Manager at least 5 working days prior to intended travel.
27. The Club boat trailer being used for transporting boats and equipment to events/training may only be towed and in the charge of a person with experience of such function and such towing transport may only be with a suitable vehicle covered by adequate insurance.

### **Health and Safety**

28. The members of the Rowing Section shall comply with the Health and Safety Policy of the Club
29. Any new rowing member shall demonstrate their ability to swim 50 metres in rowing kit before being permitted to participate in rowing or compete for the Club.
30. All coxswains shall wear life jackets in compliance with Rowing Ireland rules.
31. Members shall not close the Boathouse without checking the racks and the signing out/in board to ensure that no one on the river may be locked out of the Boathouse.
32. The launching steps at the Boathouse are liable to be slippery at low tide and during icy weather. All crews/scullers are responsible for checking that it is safe to launch their boats and, where necessary, for cleaning the steps or spreading grit/salt/sand on icy steps.

### **Private Boats**

33. Private boats owned by Full Members of the Club may only be stored for use in the Boathouse and subject to a rack fee and only if rack space is available.
  34. Storage space on racks for private boats must be applied for on an annual basis at the start of the season (1 September). The Rowing Sub Committee shall decide on rack allocation.
  35. Rack fees are levied on an annual basis. The Rowing Sub Committee shall set the fee on an annual basis for each class of boat/rack occupied which shall be approved by Council.
  36. Fees are due on 1 October for the coming season. Fees (in certain circumstances) may be charged on a proportional basis of quarter years.
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## Tennis

### Team Selection

1. Selection of teams shall be made by a Selection Panel appointed by the Tennis Sub Committee which shall take account of recommendations from the Club coaching staff.

### Coaching

2. Tennis Coaching may only be undertaken by coaches appointed by the Council who shall take into consideration the recommendations of the Sub Committee in such appointments.
3. Only Club Members may receive private coaching during peak hours.
4. Individual coaching of members at peak times is not permitted without the permission of the Sub Committee.
5. Junior and Senior coaching is to be carried out mainly on a squad basis as agreed with the Tennis Sub Committee with individual coaching to be progressed mainly at off-peak times.
6. Fees for coaching including squad coaching shall be determined by Council having regard to the recommendations of the Tennis Sub Committee.

### Bookings

7. Peak times are defined as Mon - Fri 6.00 pm to 9.00 pm and Sat, Sun & Bank Holidays 1.30 pm to 4.30 pm (these are session commencement times).
  8. Bookings for all courts shall be made via the online booking system or by calling or visiting reception, not more than 7 days in advance. Booking is available starting at 9am. A booking may not be made on behalf of other members. Only 1 session per day may be booked within peak times
  9. The General Manager may book blocks of court sessions for coaching, events, competitions, and leagues as may be required by the Annual Tennis Plan. A minimum of 3 courts will be made available for Members when practical.
  10. Court bookings shall be for 1½ hour sessions except for such other session duration as may be determined by the Sub Committee from time to time.
  11. Two sessions may not be booked on the same day within peak times. Those playing in competitions, external or Internal Leagues are not permitted book a court for the duration of their involvement.
  12. Different members of the same group may not book consecutive periods. Courts may not be booked for individual practice at peak hours. Teams which have courts allocated for matches may not book additional courts in the names of
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individual team members for facilitating a match.

13. Juveniles/Minis are not permitted to book courts.

14. All Courts must be cancelled giving 24 hours' notice.

15. Any booking shall be forfeit if the court is unclaimed 10 minutes after the commencement time recorded and the court may thereafter be claimed by any other member.

16. Non-compliance with booking rules may result in the member forfeiting booking rights or being liable for a fine at the discretion of the Tennis Sub Committee.

### **Other**

17. The Club will provide new balls for home matches.

18. Glassware, bottles or tins of drinks or food shall not be taken onto courts or into the changing rooms excepting water or energy drinks in plastic containers. Chewing gum must not be dropped on courts. All litter must be placed in waste bins provided.



## Squash

### Coaching, Selection and Squash Ladder

1. The Ladder Secretary shall organise the squash ladder and shall ensure adherence to ladder rules as displayed on the squash notice board and shall, when necessary, adjudicate in any dispute.
2. League teams shall be selected by the Squash Sub Committee having regard to ladder order and coach's recommendations.
3. Details of coaching services shall be published on the Squash notice board. A member is permitted to bring a visitor to coach him/her at his/her invitation but such coach must be signed in and must pay the prescribed visitor's fee.

### Squash Booking Rules

4. Courts may be booked at reception or online (when available) in accordance with these booking rules up to 7 days in advance.
  5. The latest time that a court session may be booked by juniors and juveniles is 8.20 p.m. Monday to Friday.
  6. Each play period shall last for 40 minutes. Only one court session may be booked except when a player has entered a challenge on the official squash challenge sheet in which case that player may book two consecutive courts to play the challenge. This must be identified as a challenge with the two names.
  7. Courts not claimed after 10 minutes shall be forfeit and will be made available for booking by other members.
  8. If a booking cannot be taken up it must be cancelled at least 24 hours before.
  9. Courts may be booked for group sessions subject to approval of the Squash Sub Committee. A maximum of 2 courts may be requested. Group session bookings must not be made on match nights during the league season ie on Tuesday, Wednesday or Thursday evenings after 7 p.m.
  10. The Squash Sub Committee may book up to 4 courts for internal tournaments.
  11. Courts may be booked by the General Manager for external groups subject to compliance with the Squash Annual Plan. These may not be booked at weekends or during the periods 12.00 mid-day to 2.00 p.m. or after 5 p.m., Monday to Friday unless approved by the Squash Sub Committee.
  12. League matches shall be played after 7p.m. on Monday for Ladies, on Tuesday and Wednesday for Men, and on Thursday evening for Veterans.
  13. A minimum of one court must be available always for booking by members.
  14. Non-compliance with booking rules may result in the member forfeiting booking rights or being liable for a fine at the discretion of the Squash Sub Committee.
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## **Other**

15. Squash courts are only to be used for the playing of squash. If courts are required for any other purpose, then application must be made to the Squash Convener and the General Manager.
16. Non-floor marking footwear is required to be worn.
17. The lights and heaters of squash courts must be turned off by the member who has booked the court immediately on cessation of play.
18. All adult members are encouraged to wear goggles while on court. Juniors and Juveniles/Minis must wear goggles.