

## INTRODUCTION

Queensferry Rowing Club, in common with many other member clubs of SCRA, has elaborated a Code of Conduct to which all members are expected to adhere.

The Code of Conduct is based on the Statement of our Core Mission and Core Values, which, in summary, is:

“Our mission is to promote and develop Scottish coastal rowing in South Queensferry and the surrounding area, focusing on excellence in all areas of our sport including recreation, competition and coaching. We actively foster community links and community involvement in our sport.

The core values guiding the Club as it strives to meet this goal are:

- **Fun** – we promote a sense of fun and excitement in all our activities.
- **Safety** – safety is at the heart of all we do.
- **Respectful** – we respect the rights and responsibilities of each other.
- **Communication** – we communicate positively and respectfully with each other, listen and respect the views of others.
- **Inclusive** – we are inclusive and accommodating, supporting members at all levels of the sport.
- **Learning** – we encourage each other to learn and develop our skills.”

The Code of Conduct document outlines how the Club expects its Members to behave to each other. Sadly, though rare, there have been cases where Members have not complied with the Code of Conduct, exposing the need for guidance to Committee Members on how to deal with such non-compliance. That is the purpose of this document.

## Options open to Committee Members in dealing with cases of failure to comply with the requirements of the Members' Code of Conduct

The Committee has the power, under the Club Constitution, to take any action it feels appropriate for a breach of the Club Rules by any Member. Given such latitude, it is important that there is a consistency of approach and that the options to be followed by Committee Members be documented and available to the Membership, in order to engender confidence in how the Committee will deal with any breach of the Code of Conduct.

The options open to the Committee will follow an ascending scale of seriousness, depending upon the level of non-compliance, for example:

1. That no further action be taken in respect of the breach
2. That the Member be censured by
  - a. Submitting a written apology in a form specified by the Committee; and/or
  - b. Undertaking training specified by the Committee, and/or
  - c. Participating in such conciliation as the Committee specifies;
3. Member's access to specified rowing activities, including access to the Shed, are restricted or suspended for a specified period.
4. Member is expelled from the Club with no refund of fees.

For cases where there are repeat cases of non-compliance by a Member, the procedure will be :

**First offence**

Verbal advice from the Committee and

- invitation to apologise and/or
- undertake additional training.

Written record being kept. If satisfaction achieved, matter closed.

**Second offence, or failure to comply with sanctions from the first offence**

Written advice from the Committee and

- invitation to apologise and/or
- undertake additional training, and/or
- suspension from specified (including all) rowing activities for a period of time.

Written record kept. If satisfaction achieved, matter closed.

**Third offence, failure to comply with sanctions from the second offence, or series safety breach**

Written advice from the Committee and

- invitation to apologise and/or
- undertake additional training, and/or
- suspension from specified (including all) rowing activities for a period of time, or
- expulsion from the Club with no refund of fees paid.

Written record kept. If satisfaction achieved, matter closed.

**Fourth offence**

Automatic expulsion from the Club with no refund of fees paid.

**Governance**

Written records will be maintained by the Committee detailing any breach of the Code and actions taken as a result. Such records will be confidential to the Committee and affected parties and shall be maintained securely, with access available only to Club office-bearers.

In any discussion on the course of action to be adopted, the Committee (or nominated Sub-Group of the Committee) should agree at all stages by simple majority, with the Captain having a casting vote if necessary.