



## CODE OF CONDUCT

This code of conduct applies to all Hawke's Bay Rowing Club members, volunteers and persons participating/connected to Hawkes Bay Rowing Club activities.

This code outlines your rights and responsibilities, whatever your role or ability, you should encourage others to follow it, and recognise you have a duty and care to all Hawke's Bay Rowing Club members.

### **ROWERS**

#### **Your responsibilities:**

- **Agree to abide by the Code of Conduct.**
- Learn the rules of competitive rowing.
- Respect decisions made by others.
- Never use violence or bad language.
- Use the appropriate rules and guidelines to resolve disputes and disagreements.
- Conduct yourself in a sportsman-like manner and treat fellow rowers, coaches, managers, officials and opponents with respect.
- Take part in your sport without cheating.
- Comply with training, competition and behavioural requirements while in training.
- Do not participate in or benefit from, sports betting or gambling activities associated with rowing events and/or rowing results in which you are participating.
- Understand and abide by the rules set by Rowing NZ and Hawke's Bay Rowing Club.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated.
- Ensure all bills are paid on time
- Respect coaches, officials, volunteers and administrators and their roles within the club.
- Ensure that your coach is informed regarding absenteeism, medical conditions or other relevant matters.
- Be free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand.

**If you have any questions, difficulties or do not understand the above responsibilities, ask your parent/guardian, coach or other trusted adult for help.**

## **PARENTS/GUARDIANS**

**You are our volunteers. You should help and support events and the implementation of best practise policies**

### **Your responsibilities:**

- **Agree to abide to the Code of Conduct.**
- Ensure that your child/children abide by the Code of Conduct.
- Deliver your child to trainings and events on time.
- Support all efforts to remove verbal and physical abuse or unsportsmanlike behaviour from sporting activities.
- Respect and abide by official's decisions and teach children to do likewise.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated.
- Respect coaches, officials, volunteers and administrators and their roles within the club.
- Ensure that your child's coach is informed regarding absenteeism, medical conditions or other relevant matters concerning your child.
- Provide the Hawke's Bay Rowing Club and your child with emergency contact information and be reasonably available in case of an emergency.
- Know your child's training and/or competitive programme and accept that it is your responsibility for delivering and collecting your child on time
- Abide by the Child Protection Policy

**If you have any questions or concerns or do not understand any of the above responsibilities, arrange an appropriate time to discuss the matter with a manager or coach.**

## **COACHES**

### **Your responsibilities:**

- **Agree to abide by the Code of Conduct.**
- Respect the rights, dignity and worth of every individual.
- Understand and comply with the rules and regulations of Rowing New Zealand and Hawke's Bay Rowing Club.
- Work collaboratively with other coaches and club members, and contribute positively towards development and competition discussions.
- Do not participate in or benefit from, sports betting or gambling activity associated with rowing events and/or rowing results in which you are participating.
- Operate within the rules of your sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand.
- Do not disclose any confidential information relating to your athletes without prior consent.
- Be a positive role model for your sport and athletes.
- Refrain from initiating a relationship with an athlete under the age of 18, and discourage any attempt by an athlete to initiate an inappropriate relationship with you.
- Seek advice and assistance from others when additional expertise is required.

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Encourage athletes to seek medical advice when required.
- Be alert to any forms of abuse directed towards athletes from other sources while in their care.
- Abide by the Child Protection Policy

## **COMMITTEES**

Committee members must undertake the following responsibilities to best lead and manage Hawke's Bay Rowing Club to the best of their ability for the benefit of all rowers.

### **Your responsibilities:**

- **Agree to abide to the Code of Conduct.**
- Carry out your required duties for Hawke's Bay Rowing Club, understanding that the welfare of children is paramount.
- Be professional, fair, considerate and honest with others.
- Resolve conflicts fairly and promptly through established procedures.
- Follow Hawke's Bay Rowing Club's policies and procedures.
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings.
- Set up, maintain and revise rules when needed in the best interests of Hawkes Bay Rowing Club; these rules must be communicated to the relevant members.
- Ensure effective communication with members through recognised means e.g. email, web posting, social media etc.
- Retain confidential/sensitive information which you are made aware of as your role.
- Abide by the Child Protection Policy

## **VOLUNTEERS**

Remember that throughout the entire volunteer experience you are representing yourself and Hawke's Bay rowing Club. All volunteers of Hawke's Bay Rowing Club are expected to conduct themselves in a friendly, courteous and professional manner.

### **Your responsibilities:**

- **Agree to abide to the Code of Conduct.**
- Do not use abusive language or disrespectful behaviour towards other volunteers, club members, or the public, either verbally or physically.
- Place the safety and welfare of the participants above all else.
- Respect the possessions and property of Hawke's Bay Rowing Club.
- Respect other volunteers and the public.
- No illegal drugs or substances are to be consumed during any volunteering events or activities.
- Retain confidential/sensitive information which you are made aware of in your role.
- Treat all representatives of other clubs/regions with respect and encourage rowers and coaches to act in a similar way.
- Abide by the Child Protection Policy

## **TRAVELLING AS A CLUB**

Rowers, coaches, chaperones and parents travelling with the Hawke's Bay Rowing Club represent themselves, the club, the sport of rowing and their community when they travel to regattas and events.

Hawke's Bay Rowing Club wants to project an image that makes all of us proud of our sport and our rowers. Therefore all individuals representing or travelling on behalf of the Hawke's Bay Rowing Club should abide by the following responsibilities. These apply from the point of departure until returning home.

### **Your responsibilities:**

- **Agree to abide to the Code of Conduct.**
- Responsible, appropriate and orderly behaviour is expected by all members at all times
- Accommodation etiquette of the highest calibre is mandatory; respect others in the vicinity
- Male and female rowers must be at no time in each other's rooms with the door closed.
- Athletes from other teams are not allowed in rower's rooms, unless explicit approval has been given by the volunteer supervisors.
- All members must respect each individual's need for rest and study times.
- Curfews, as determined by the volunteer supervisors and coaches must be adhered to at all times.
- Rowers should take responsibility to report any behaviour that does not adhere to the Code of Conduct to the coaches or chaperone.
- Hawke's Bay Rowing Club uniform must be worn as required.

### Regatta Manager:

- Responsible for the supervision of travel and accommodation facilities
- Liaise with the Club Captain and Coaches where necessary, but his/her decision will be final.
- Deal with any inappropriate behaviour

### Bus Travel to Regattas:

- All school aged rowers are to travel to regattas by bus where one is organised by the club.
- All trips will be supervised by someone appointed by the Regatta Manager.
- The bus supervisor decision will be final on:
  - Behaviour issues
  - Food/comfort stops

*No alcohol or cigarettes will be permitted on bus trips*

### Accommodation:

- The regatta Manager will be responsible for allocating the accommodation at the regatta venue
  - All rooms will be single sex
  - The club will not permit:
    - Any sexual behaviour
    - Abuse – verbal or otherwise
  - Food items will be restricted to snack food only in the rooms

*No alcohol or cigarettes will be permitted in the sleeping accommodation at any time*

#### Leave of Absence:

- Rowers wishing to absent themselves from the accommodation must:
  - Obtain the agreement of the regatta manager or delegated volunteer supervisor
  - Return before the agreed curfew time

#### Lights Out

- The regatta manager will:
  - Determine bedtime
  - Determine Lights Out
  - Have final say on any disruptions being caused

Coaches, Supporters and Persons other than Rowers will not be subject to curfew times but will be aware of rowers needs and refrain from disrupting them in any way.

#### Catering:

- Catering is a joint responsibility and all those travelling are expected to help out
- The regatta manager will:
  - Appoint persons/club members
  - Liaise with such persons
  - Deal with any difficulties with any rowers
  - Advise all persons using accommodation of meal times and catering arrangements.

#### Disciplinary Issues:

In case of misbehaviour or where disciplinary issues arise, the Regatta Manager may deal with such matters immediately, and where it is considered appropriate, no further action may be taken.

In any event, all instances involving alcohol or drugs must be reported to the Regatta Manager, Club Captain or Senior Coach

**Any team member who does not agree with the responsibilities listed above, may be banned from participating on team trips.**

**Infractions will be dealt with on an individual basis and action may be taken immediately or after return.**