

# Hunstanton Ski Club Limited

## CODE OF CONDUCT

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# 1 Purpose

This Code of Conduct has been developed to assist both Club Members and Members of the public to understand the standards of conduct that are expected of them. Members include all Membership categories listed in Hunstanton Ski Club Rules. Members and their guests have a duty to promote and support the key principles of the Club, as outlined in this Code of Conduct and to maintain and strengthen the integrity of the Club.

A copy of the Code of Conduct is emailed to all Members with confirmation of their Membership.

## 2 Hunstanton Ski Club Members Should Expect

- To feel welcome and valued
- To be respected and treated fairly
- To be listened to and kept informed
- To be involved and contribute towards decisions within the Club

## 3 General Principles

- Members and visitors will show courtesy and respect to all others at all times; both on and off the water
- Craft users will conduct themselves in a sportsmanlike manner on and off the water at all times
- Members and visitors will observe all rules and regulations as set out by the Club and not act in a way that creates risk to themselves or others
- All decisions made by Club Members must be in the interest of the Club and not in the interest of individual Members
- Hunstanton Ski Club is run by volunteers who work collaboratively to promote a love of Boating
- Personal time, expertise and dedication by many Members is required to ensure the enduring nature, development and smooth running of the Club
- Abusive, aggressive or discriminatory language or behaviour, or a lack of respect for other people and their property will not be tolerated
- Misconduct should be reported to the Commodore and may lead to disciplinary actions
- Any breach of Hunstanton Ski Club's Code of Conduct will be reviewed by the Committee and appropriate disciplinary action will be taken

## 4 Breaches of Code of Conduct

Hunstanton Ski Club Limited is a family oriented Club and will **NOT** tolerate **ANY** of the following behaviours:

- Harassment in any form
- Bullying in any form
- Threatening behaviour in any form
- Swearing

Please report any breaches of Code of Conduct in writing to the Commodore. If there is a breach of the Code of Conduct, procedures will be followed as per the Code of Conduct.

## 5 Key Elements

The Code of Conduct for Hunstanton Ski Club Limited is based on the following elements:

### 5.1 Conduct

Every member has a responsibility to promote and support the key elements of the Code of Conduct by involvement in Club affairs. Through their actions, it will maintain and strengthen trust and confidence in the integrity of the Club. This means acting ethically and in a good sportsman like manner when at the Club or when representing the Club both on and off the water. It also means acting in a considerate manner towards all Club Members and visitors to the Club. Club Members acknowledge the rights of all people and treat all people with courtesy and respect.

### 5.2 Behaviour

As a member of Hunstanton Ski Club, it is your duty not to engage in behaviour that could constitute an act of disorder, misbehaviour, law breaking, and discrimination or could be construed as harassment or bullying on or off the water. This means for example, not engaging in emotional, physical, sexual or verbal abuse (including swearing). It also means not participating in any illegal activity, including possession or consumption of illegal substances, the supply of alcohol or tobacco to minors, stealing or destruction of Club or private property of any kind. Conduct which is gross, obscene or loud in nature or any activity that brings the Club into disrepute is inappropriate and will not be permitted.

### 5.3 On and Off Water Participation

Members, skippers and crew members participating in on water events whether they be in a Club event, representing the Club or boating privately, are expected to display respect for all others participating in the event or who are on the water. Members must not act in a way that creates risk to themselves or others. Members participating in racing will accept briefing decisions, protest and racing outcomes. Concerns about these types of matters are to be brought to the attention of the Commodore. Above all, Members must not display rudeness or improper conduct off or on the water or do anything that is likely to be construed or considered as poor sportsman-like conduct. Members are advised that participation in any event at the Club may carry a risk to life or property. By taking part in Club activities, Members accept those risks. This means that Members must observe the rules and regulations as set out by the Club at all times.

### 5.4 Environmental Protection

The environmental protection of the foreshore and waterways off Hunstanton Ski Club is a vital concern to Members and littering or discharge of waste material from a vessel is not permitted. Smoking is not permitted within the Clubhouse. If a member must smoke, be aware of the impact of passive smoking on other Club Members and visitors. Dispose of extinguished cigarette butts in the bin

### 5.5 Members Guests

Members will be responsible for all visitors they introduce to the Club premises. They must ensure that whilst on the Hunstanton Ski Club premises, guests abide by the Club's Code of Conduct. This means the Member will advise guests of the Code of Conduct and bear the responsibility of their guests or visitors.

## 5.6 Child Protection

Parents/Guardians of parent substitutes shall be responsible for the conduct of persons in their care under 18 years of age at all times. Members, Office Bearers and Volunteers who instruct or assist children in any Club endorsed activity must make themselves familiar with this key element and the Clubs Safeguarding Policy.

## 5.7 Personal Dealings

You must not see or expect preferential treatment for yourself or family members or friends because of your position either as a Member of the Club or volunteer of the Club.

## 5.8 Access to Information

It is the obligation of all Members to maintain the integrity and security of all the Club's confidential documents and information. This means when dealing with personal information, it is in keeping with the Data Protection Act.

# 6 Disciplinary Actions

Any refusal or neglect by a Member to comply with the Code of Conduct, or if a Member engages in any conduct deemed by the Committee or not be in keeping with the Code of Conduct, shall render a Member liable for disciplinary action. It does not matter whether such behaviour occurs on the Club premises or as a Member of the Club outside Club premises. Complaints and/or reports associated with the Code of Conduct against any Member(s) must be made in writing and given to the Commodore. The complaint will then be considered by a minimum of at least five Committee Member and a decision made if the complaint should be investigated. If the Committee decides to follow through with an investigation, the Committee will contact the Member in writing.

The Member will be given full and fair opportunity to present his/her case either orally and/or in writing at a time and place to be determined. At the conclusion of the representations which the Member wishes to make, (if any), the Committee will consider all material before it. A deliberation on any action to be taken may not be given immediately after the representation, as other information may need to be gathered. If the Committee considers upon the material finally available to them, that the conduct for the Member is not in keeping with the Code of Conduct, the Committee will determine the appropriate action or measures to be taken. Such action may include:

- Termination of membership
- Suspension of specific rights and privileges
- Or other such disciplinary measures as the Committee at its absolute discretion determines

If a complaint is made against a Member of the Committee, then that Committee Member will not play any part in deciding whether a complaint should be investigated. Further, they will not sit with other Committee Member in deliberation of their action or any determination of action or measures to be taken. A Member who is disciplined as a result of misconduct will be notified by Committee in writing. Members have the right to appeal which must be made in writing to the Committee within 14 days of receipt of their disciplinary notice.

# 7 Procedures to be followed in Cases of Alleged Misconduct

The Club Secretary will present the complaint and any other facts at the next scheduled Committee meeting. The Committee will determine the next steps in the processing of the complaint and if deemed necessary implement this Disciplinary Procedure. The Committee can also convene an

emergency meeting (consisting of a minimum of 5 Committee Members) in the event of a complaint or incident requiring immediate action. Failing a satisfactory explanation of the alleged complaint, the Committee may remove from office, suspend, or expel the offending Member(s), or apply such penalty as they may determine. Any vote on disciplinary action shall be carried by a two-third majority of the Committee present and voting on the proposed action.

## 8 Appeals Procedure

A member who is dissatisfied with any disciplinary action taken against him/her may appeal to the Committee against the action. Unless an appeal is lodged in writing within 14 days it will be assumed that the Member accepts the Committee's decision. Grounds for appeal are as follows:

- On the grounds of the severity of the disciplinary action
- A perceived failure by Committee to follow procedures as detailed in this Code of Conduct

Letters of Appeal must be addressed to the Commodore - Hunstanton Ski Club, and give full details under which grounds the appeal is being launched, with supporting evidence is applicable.

### 8.1 Conduct of Appeals

Appeals will be heard by the Committee of Hunstanton Ski Club. Whenever possible the Committee will meet within 14 days of the appeal being lodged. The appellant will have an opportunity to present his/her case at the appeal. He/she will also have the right to be accompanied by a friend or representative at the appeal if desired. The Committee may confirm, amend, or reject the disciplinary action which is the subject of appeal. Where possible a decision will be given to the appellant immediately after the meeting and confirmed in writing at a later date. There is no further right of appeal against the Committee's decision.

### 8.2 Possible Additions to Hunstanton Ski Club Constitution and Membership Processes

- "The Committee may suspend or expel from Membership of the Club any Member whose conduct shall in the Committee's opinion be injurious to the Club, provided however that no Member shall be suspended or expelled except by a majority of at least two-thirds of those present at the Committee Meeting and only after the Member has been given an opportunity of giving an explanation of the offending conduct."
- "The Committee shall make such by-laws, rules and regulations as they think fit as to the management of the Club premises."

Members are required at Membership renewal to sign a declaration that they have read and agree to adhere to the Club's Code of Conduct.

### 8.3 Insurance & Safety

Members of the Club, their guests and visitors, use the Club facilities entirely at their own risk, and the Club will not accept any liability for any damage to or loss of property belonging to Members, their guests or visitors to the Club. The Club will not accept any liability for personal injury arising out the use of the Club facilities, or out of the participation in any event organized by the Club, whether sustained by Members, guests or visitors, whether or not such damage or injury could have been

attributed to or was occasioned by the neglect, default or negligence of any of the Officers, Committee or servants of the Club.

It shall be the responsibility of all boat owners or skipper to ensure that any boat in their charge shall be seaworthy in accordance with class rules and/or Club bye-laws and shall obey any local harbour bye-laws. All persons taking part in any Club event shall obey the instructions of the Officer of the Day and his/her assistants at all times. It shall be the responsibility of each boat owner or skipper to ensure that his/her boat has adequate third party risk Insurance, and to be able to provide proof of such Insurance if asked. The Committee shall set in place the necessary Insurances for the Club as a whole.

## 9 Club Contact Information

The email contact details are as below and should go to both of the following email addresses to ensure they are not missed:

- [Commodore.hsc@Outlook.com](mailto:Commodore.hsc@Outlook.com)
- [Secretary.hsc@Outlook.com](mailto:Secretary.hsc@Outlook.com)

## 10 Other Notes

Members should look out for the safety and wellbeing of other Members and always go to the assistance of anyone in trouble. Members should respect others equipment and the Club equipment returning it in the condition in which they found it or better. Members should report any breakages or faulty equipment to the relevant officer.

## 11 Tractors

- Only authorised Hunstanton Ski Club members may use the tractors
- No passengers in the tractor cab - unless under tractor training
- Familiarise yourself with the tractor's controls, including gears, throttle and brakes
- Check that all attachments, such as the trailer or launching apparatus, are securely connected and functioning correctly
- Maintain a safe distance from other vehicles, especially when towing a trailer
- Be cautious when driving on uneven terrain or slopes, adjusting speed and gear accordingly
- Only use the designated area for launching (between the groin and tripod area, directly in front of launch ramp)
- Do not put the tractor in any deeper than necessary to launch your vessel
- Stay vigilant for pedestrians, cyclists, and wildlife
- Not to be under the influence of alcohol whilst using the tractor
- No riding on any craft over the ramp
- No food or drink to be consumed whilst driving the tractor

## 12 Conduct on the Water

Parents/Guardians must:

- Ensure their children have the right equipment

All Members must:

- Know what the tide is doing

- Not leave trailers on the beach
- Be aware of obstructions - we have many that are submerged at higher waters
- Keep clear of other boats and know the basic water safety rules