

## Teifi Boating Club Safeguarding Policy and Procedures

### Policy Statement

Teifi Boating Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

### Club Welfare Officer

The Club Welfare Officer is: Yvonne O'Neill, [yveone1965@gmail.com](mailto:yveone1965@gmail.com), 07815 184975

### Staff and Volunteers

The safety of our young people is paramount and the club cannot rely on staff or volunteers' reputation alone. The Club Welfare Officer and all Club staff and existing volunteers whose role brings them into contact with young people through **instructing, coaching or assisting with safety cover** will be required to hold a current Disclosure and Barring Service certificate (DBS check).

New volunteers are welcomed and will be asked to provide references so that the club can apply for a Disclosure and Barring Service check if they intend to help out on a more than 'ad hoc' basis. The Club will accept any existing DBS check held by Club staff or volunteers and will cover the cost of any DBS check required by Club staff or volunteers for their role in the Club.

### Good Practice

All members of the Club should follow the good practice guidelines and agree to abide by the Club Code of and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse.

Where possible, adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that the adult is accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

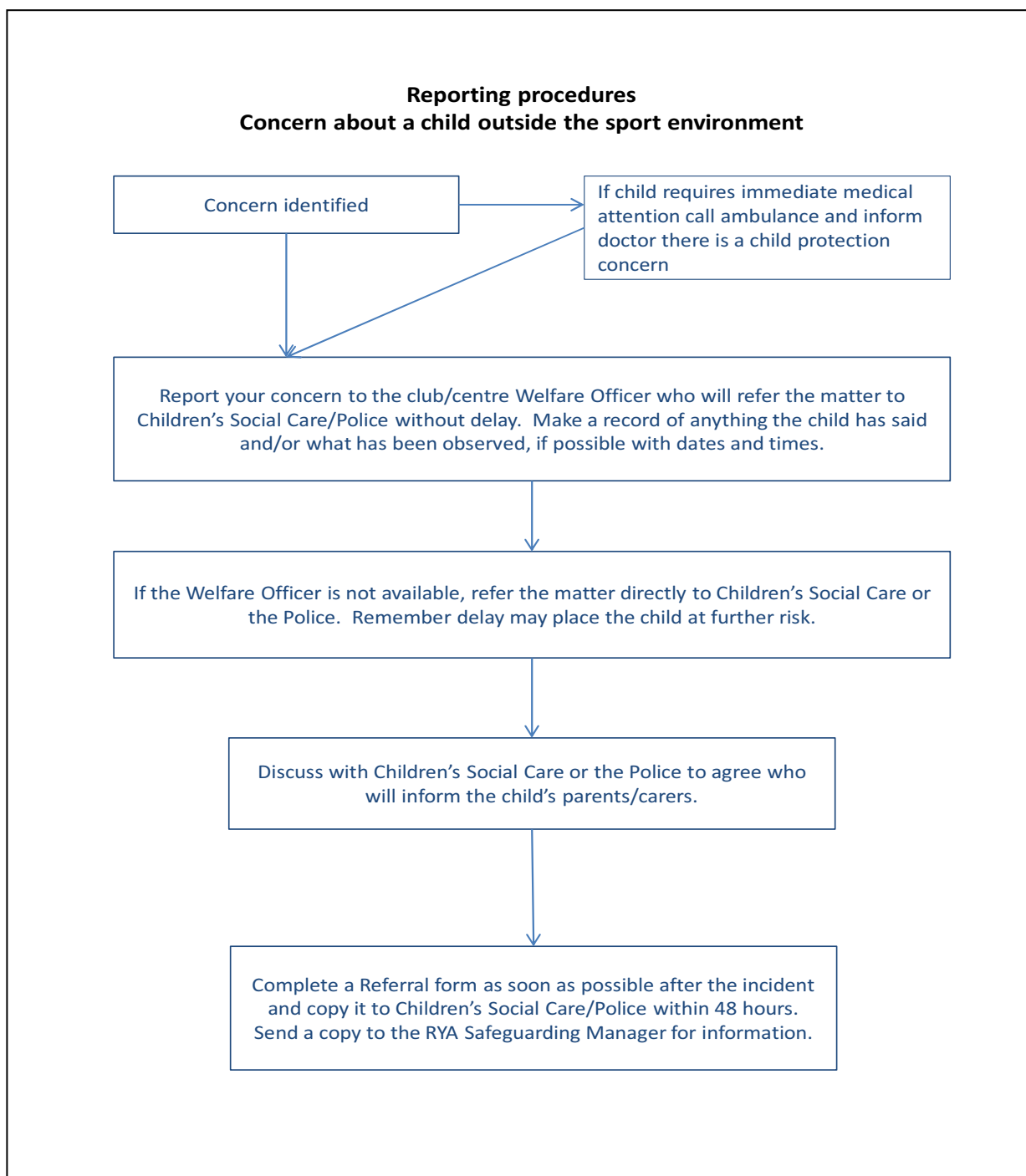
Where children will be attending an event away from the Club, an Activity Information Form (Document 6) will need to be completed by their parent/carer.

### **Concerns**

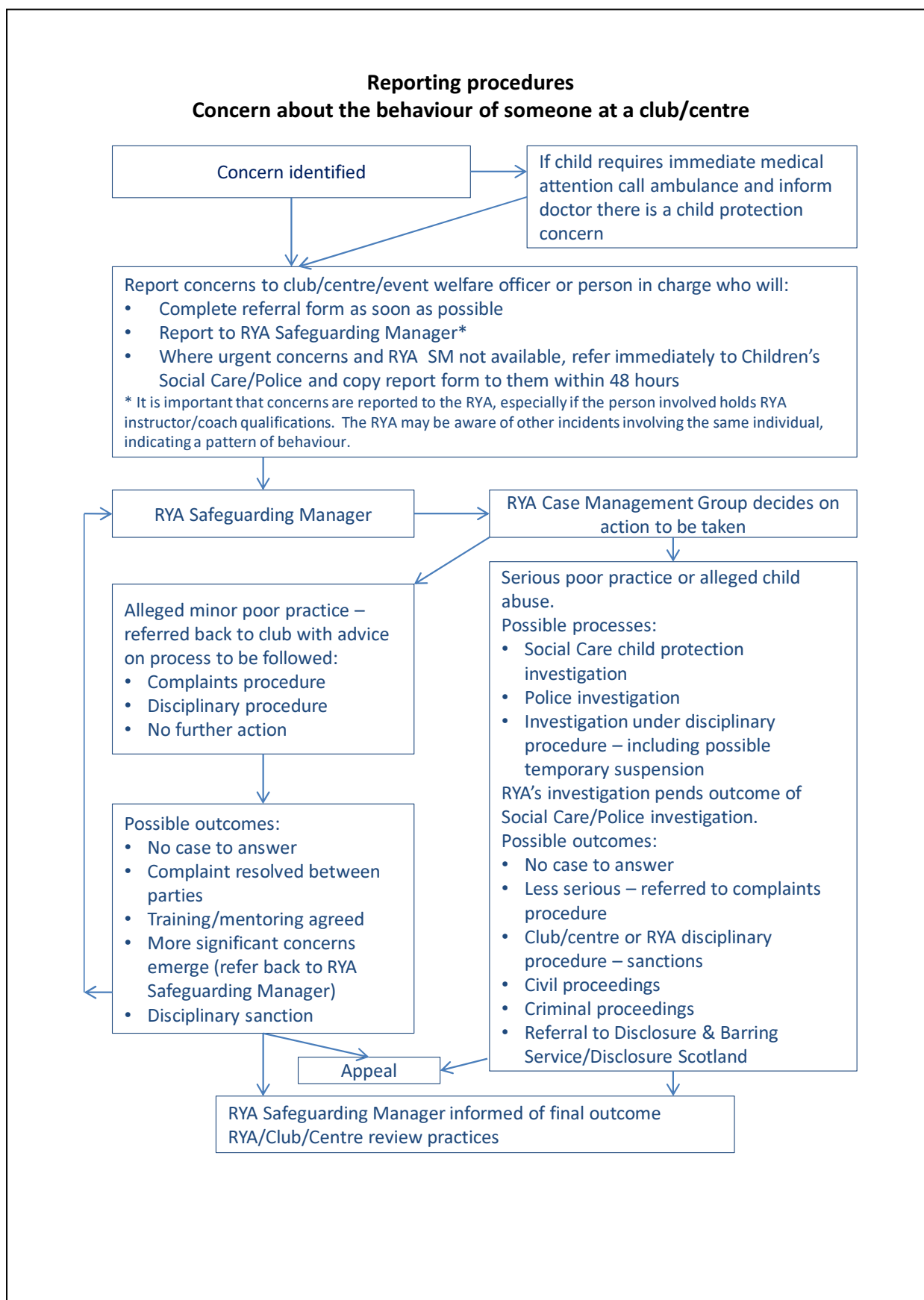
Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see *RYA Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under section 3.4 of the Club Constitution.

Flowchart 1



Flowchart 2



## Useful Contacts

### **NSPCC 24 hour free helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Childline 24 hour free helpline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

### **Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

### **Royal Yachting Association**

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### **RYA Cymru**

Hester Walker, West Wales Club Development Officer

Tel: 01248 670738 Mob: 07824 990693

E-mail: [hester.walker@welshsailing.org](mailto:hester.walker@welshsailing.org)

Website: [www.welshsailing.org](http://www.welshsailing.org)

### **Child Protection in Sport Unit (CPSU)**

#### **Wales**

Tel: 0116 366 5590

E-mail: [cpsuwales@nspcc.org.uk](mailto:cpsuwales@nspcc.org.uk)

### **Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body**

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **sportscoach UK – provide Safeguarding and Protecting Children training**

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

## Documents

### Document 1 – Application Form (for voluntary role or paid employment)

Application for the post/role of \_\_\_\_\_

When completed this form should be returned, marked 'Private and Confidential', to:

The Commodore, Teifi Boating Club, The Patch, Gwbert-on-Sea, Cardigan, Ceredigion  
SA43 1PP.

Tel: 01239 613846 (during bar opening hours)

Email: enquiries@teifiboatingclub.co.uk

<b>Title:</b>		<b>Surname:</b>	
<b>First Name(s):</b>		<b>Telephone numbers:</b>	
<b>Address:</b>			
<b>Email:</b>			

#### Training and Qualifications

RYA or other qualifications relevant to the role

#### Summary of past experience

Please give the names of organisations, positions held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

**Do you have any skills and experience which you think will be useful to this role?**

**Other relevant information**

eg. recreational interests, hobbies, voluntary or community work

**Criminal record**

Teifi Boating Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding Policy, we require applicants for posts involving frequent or regular contact with children to complete this self-disclosure. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

You will be required to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

- 1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO**  
**If yes, please supply details.**
  
- 2. Have you ever been known to any Children Services Department or the Police as being an actual or potential risk to children? YES / NO**  
**If yes, please supply details.**
  
- 3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? YES / NO**  
**If yes, please supply details.**

**References**

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted.

**Referee 1**

Name  
Address  
E-mail address  
Phone number  
Capacity in which known to you

**Referee 2**

Name  
Address  
E-mail address  
Phone number  
Capacity in which known to you

**Declaration**

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or relating to subsequent concerns about my behaviour, may be shared with regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

Signed: ..... Date: .....

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian



## Document 2 – Reference Request

### CONFIDENTIAL

(Name) ..... has expressed an interest in assisting Teifi Boating Club in the role of ....., and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability for this role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person? .....
2. In what capacity? .....
3. What attributes does this person have which would make them suitable for this role?  
.....  
.....  
.....
4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print) ..... Tel. No: .....

Signed: ..... Date: .....

Please return this form, marked 'Confidential' to: .....

.....

## Document 3

### Handout for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

#### **You should never:**

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## **Document 4 – Teifi Boating Club Code of Conduct**

It is the policy of Teifi Boating Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

**Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.**

### **Participants - young sailors, windsurfers and powerboaters**

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

### **Parents**

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

.../over

## **Coaches, Instructors, Officials and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club Welfare Officer or the person in charge of the activity.

**Document 5 – Consent Form**

**(for participants taking part in club-led activities at TBC)  
Please complete all sections in Block Capitals**

**Participant's details**

Name	
Home/Holiday Address	
Date of birth (if under 18)	
Club Member? Yes/No	Membership Number:
Able to swim at least 50m?	Yes/No

**Parent/guardian/person with legal responsibility (for under 18's only)**

Name	
Relationship to child	
Home Number	
Mobile Number	

**Alternative Emergency Contact:**

Name	
Relationship to participant	
Contact number during sessions	

**Medical information**

It is your responsibility to make known any disability/medical condition that may affect the participant during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Details of medical condition or any allergies (relevant to water-based activities)
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## **Declaration of participant, or parent or person with legal responsibility for under 18's**

I, (or the parent/guardian (if participant is under 18)) .....  
hereby acknowledge that I have read the attached conditions of participation and that I fully understand them and agree to abide by them.

For under 18's only: I have explained them to my child, who understands and agrees to abide by them. I understand that if my child is under the age of 10 years, I am expected to remain in the absolute vicinity unless I have advised the instructor otherwise.

### **Medical consent (for under 18's)**

I understand that in the absence of the Parent/Guardian, any decision regarding my child's health or well-being will be taken by the on duty instructor or other representative of the club.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

### **Consent for use of images (for under 18's)**

#### **Conditions of Use of photography or video**

In accordance with our Safeguarding Policy, Teifi Boating Club will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform The Club Welfare Officer of Teifi Boating Club immediately.

1. We will normally only identify a child by reference to the child's first name.
2. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as 'Cadet Week'.
5. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.
  - I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.
  - I have read and understood the Conditions of Use above.
  - I agree to notify the organisation of any relevant changes in my child's circumstances.
  - I confirm that my child is not under a court order.

Signed: (participant).....

Signed: (parent/guardian).....

Name: (please print) ..... Date: .....

## Document 6 – Activity Information Form

(for participants taking part in club-led activities away from TBC)

Please complete all sections in Block Capitals

<b>Event:</b>	<b>Date:</b>
<b>Location:</b>	<b>Cost:</b>
<b>Meeting place and time:</b>	<b>Collection place and time:</b>
<b>Transport details:</b>	
<b>Wear/bring:</b>	
<b>Further details:</b>	
<b>Organiser &amp; contact details:</b>	<b>Contact details during the event:</b>

Please keep this section for your own information and detach and return the section below.

✂-----

Please complete and return this section to \_\_\_\_\_ by \_\_\_\_\_

<b>Event:</b>	
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### Participant's details

First name	Surname/family name
Date of birth (if under 18)	Age
Emergency contact:	Emergency contact phone number:
Able to swim at least 50m?	Yes/No

Please turn over the page for more details

### Medical information

It is your responsibility to make known any disability/medical condition that may affect the participant during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Doctor's Surgery	
Is the participant currently taking any medication?	YES / NO
If YES please specify:	
When did the participant last have a tetanus vaccination?	Year:
Is the participant currently suffering/recovering from any injuries which may affect their sailing?	YES / NO
If YES please provide details:	
Is the participant vegetarian?	YES / NO
Does the participant have any allergies?	YES / NO
If YES please provide details:	
Does the participant have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES / NO	
If YES please provide details:	

### Medical consent (Under 18's only)

I give permission to the organisers of activities during the period ..... (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

### Consent for use of images (Under 18's only)

- I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.
- I have read and understood the Conditions of Use attached.
- I agree to notify the organisation of any relevant changes in my child's circumstances.
- I confirm that my child is not under a court order.

Signed: (participant) .....

Signed: (parent/guardian).....

Name: (please print) ..... Date: .....



## Appendix A – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Bullying** (including 'cyber bullying' by text, e-mail, social media etc) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for

those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

## **Recognising Abuse**

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

## **If you are concerned**

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Club Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

**Document 7 – Safeguarding and Child Protection Referral Form**

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

**This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

## Appendix B - RYA Instructor Code of Conduct

### **RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

## **Appendix C – RYA Coach Code of Ethics and Conduct**

**Sports Coaching helps the development of individuals through improving their performance.**

**This is achieved by:**

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk). If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.