



Code of Conduct Policy

Approved By:	Royal Geelong Yacht Club Board
Date of Approval:	12/7/2024
Date for Review:	2026 Governance

Statement

A person accepts responsibility by becoming a member of Royal Geelong Yacht Club (RGYC). Membership should be seen as a privilege and all members have the responsibility of ensuring that our Club retains its reputation. The underlying spirit of RGYC lies in the principle of being a “club” wherein the members are responsible for the Club’s existence, both financially and operationally. Hence, the Club requires the voluntary input of its members to care for the facilities and for it to function smoothly.

The objective of RGYC’s Code of Conduct is to provide a standard code of behaviour for its members and to:

- Assist club members to understand the standards of conduct that are expected of them.
- Protect Club members and property from harm.
- Promote consistently high standards of behaviour across all activities within our club.
- Ensure the club fulfils its statutory duty to be ethical, fair, and honest to its members and obligations to its employees.
- Build community trust in the club and enhance public opinion of the sport of sailing.
- Ensure the safety and welfare of children.
- Ensure that RGYC is enjoyed by all members and guests.

The Code of conduct of RGYC is based on the following key categories:

Conduct

RGYC seeks to operate in an open and friendly environment, where people show respect for each other, personal property and the club. Each Member should be a positive “role model” and as such, Members shall:

- Show respect and courtesy to all club officials, members, and patrons. They shall not tarnish the reputation of the club, officers, Board members, committees, employees,

management or bring the club into disrepute.

- Endeavour to operate in non-discriminatory manner and ensure each person has an equal opportunity and give a “fair go.”
- Be mindful of their actions in relation to individual safety and safety of all others involved in the club.
- Abide by the constitution and by-laws.
- Comply with and adhere to reasonable directives and requests of Club staff and officers of the club.
- Act responsibly at all times and accept responsibility for their actions. Each member should understand the possible consequences of breaching RGYC’s rules and regulations and comply with and adhere to any penalty imposed by the Club.

Behaviour

All members are expected to demonstrate the following behaviour. They must:

- Treat all persons with respect and courtesy and have proper regard for the dignity, rights and worth of others.
- Respect the privacy and be ethical, fair, and honest in all their dealings with other people.
- Comply with all applicable laws, including liquor laws and responsible service of alcohol standards.
- Act in sportsperson like manner and operate within the rules and spirit of the sport when representing the club both on and off the water.
- Operate within the rules of the sport including national and international guidelines that govern the sport of sailing.
- When participating in racing Members will accept handicapping, protest, and racing outcomes and above all must not display rudeness, harassment or improper conduct towards other competitors or officials.
- The use of mobile phones, particularly in the clubhouse should be discreet and consider others in the vicinity.
- Smoking is prohibited in all RGYC Buildings and on balconies.

RGYC will not tolerate:

- Offensive language or rudeness,
- Excessive use of alcohol under the Liquor Licensing Laws,
- Inappropriate display of temper, verbal abuse (E.g. abusive, intimidating and/or threatening behaviour to members or guests),
- Any form of abuse, harassment, ridicule, or threatening behaviour, whether physical, verbal or by electronic form,
- Physical Violence (E.g. touching, pushing, fighting or that involving threat or use of a weapon),
- The use or encouragement of illegal drugs within the premises,
- Wilful destruction of property – either to others or the club.

- Any form of discrimination.

Child Protection

The safety and welfare of our junior members and other children is paramount.

- Members must demonstrate a high degree of individual responsibility especially when dealing with person under 18 years of age. Your words and actions are an example.
- Members, Office Bearers, staff, and volunteers must comply with the Child Protection laws. Any members working with children must obtain the “Working with Children Check.”
- Persons under the age of 18 shall not be permitted to purchase or be supplied with alcohol or tobacco. The Licensing Laws do not permit children under the age of eighteen years to be served or consume alcohol in any part of the Club.
- Members should avoid unaccompanied and unobserved activities with persons under 18 years of age wherever possible.
- Children permitted to use the Clubhouse must observe the same dress regulations as Members.
- Parent and guardians at all times shall be responsible for the behaviour of their children on club premises, and or club-based activities outside of club premises. Parents and guardians of children whose behaviour is socially unacceptable shall be requested to remove them from club’s premises.

The Club Integrity & Privacy

It is the obligation of all club members to maintain the integrity and security of the RGYC’s confidential documents and information.

- All Members must comply with Child Protection Policy
- No member shall represent the club in any dealings, unless authorised by the club.
- Members shall not expect preferential treatment, nor seek favours from the Club’s Management or its employees.
- Do not use your involvement in the RGYC to promote your own beliefs behaviours or practices where these are inconsistent with those of the club.
- A member of the Club, shall not be entitled to derive, directly or indirectly, any profit, benefit or advantage from the Club that is not offered equally to every full member of the Club. This code does not prohibit a member responding to a request from the club to provide professional or trade services to the club where best practice procurement processes are applied.

Dress Regulations

All members and guests are expected to dress appropriately in keeping with the standards and traditions of the club.

Minimum dress requirements are:

- **Club House** - Sleeved Tee Shirt, shorts, and enclosed footwear. Hats and caps must be removed before entering the club premises. Wet and Heavy Weather Sailing gear is not permitted.
- **Surrounding areas and Marina** – attire as for the Club House and sailing attire.

Guests

A member will take responsibility for their guests at all times.

- Guests are to be signed in by the Member in the Visitor's Register as required by law.
- Guests must remain in the company of the Member at all times whilst on RGYC's premises.
- Members must ensure that Licensing Laws and Regulations are observed and ensure that their guests adhere to this Code of Conduct.

Visitors, staff, or member is behaving in an antisocial manner or is acting in a manner prejudicial to the interest of other Members of the Club, the General Manger or staff delegate or a member of the Board may ask the offender to leave the Club premises immediately.

Club staff reserve the right to seek police assistance to remove guests or members if considered necessary.

Members are not to harass or abuse staff at any time.

No member shall admonish or instruct staff members in the carrying out of his/her duties.

Any complaint or dissatisfaction with the attitude, conduct or service, be it club or catering staff, should be discussed with the General Manager or Duty Officer, never directly with the individual concerned.

Any issue is to be recorded as soon as possible after the incident has occurred then reported to Management and Board.

Compliance

Any breaches to this Code of Conduct will not be tolerated at RGYC. Any Member or Guest who breaches this code may be asked to leave or be removed from the club.

Any complaints in respect of a Member's behaviour shall be directed to the Duty Officer.

Flag Officers or the most senior staff member on duty at the time. If a member is found to have breached the Club By-laws or Rules then disciplinary actions may result.

This code is to be read in conjunction with the Rules, Constitution and By-laws of the club. Any disciplinary actions are dealt with under the "Incorporated Associations Reform Act"

and RGYC's constitution.

Conclusion

Members are reminded that the purpose of this Code is to provide you and all other fellow members with an enjoyable and safe environment, where we are able to enjoy the benefits of membership of Royal Geelong Yacht Club. We trust that all members will read this carefully and help us to ensure that our club retains its reputation.

Reviewing this policy

This policy will be reviewed every two years.

Next Review date: 2026