



**MALAHIDE
YACHT CLUB**

Standard Operating Procedure

Code of Conduct

Ownership & Applicability

Person responsible for update of this procedure:	Commodore
Responsible for Activity:	Committee members
Applicable to:	Committee members, club officers, class captains, volunteer roles.

Approval

Drafted / Revised	Approved	Revision	Effective from
Ciaran O'Reilly	Colm Wynne	1	1 st January 2022

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

1.0 Scope

This document sets out to define expectations as to how we treat each other as volunteers in a club environment. The aim is to ensure we deal with each other on committees and in various club roles in a way that is respectful and mindful of the nature of volunteer organisations. All members in club leadership roles are asked to review this and confirm they will abide by this Code of Conduct.

2.0 Club Ethos

Our ethos is defined by our mission and set of values as described in MYC03 document. This ethos should provide a foundation for all our interactions in the club. Specifically our mission is:

Sociability & Development centred on sailing for all ages.

Our Values are:

Participation – Friendship – Fun – Development – Achievement

3.0 Principles of Behaviour

Committee, sub-Committees, teams and members with key roles in the running of the club will at all times endeavour to interact and behave in a manner which promotes the following principles:

- Respect for each other as a group of committed volunteers with many other professional and personal demands on our time
- Aim for the solution, not to blame or find fault
- Individuals will share knowledge and expertise to support team efforts working towards common club goals and building a sustainable club ready to handover to a future team.

- An understanding that constructive feedback and criticism must be shared honestly and received in a spirit recognising human frailties and imperfections
- Model behaviours will be acknowledged and recognised as being as significant as other contributions to the club's success
- We ask in particular to be mindful and avoid the use of public fora, social media tools and email when challenging or criticising individuals.
- At all times difficult conversations should be dealt with in person and escalated to flag officers when or as appropriate.
- A grievance procedure is in place where any member feels that their concern needs to be addressed formally.
- No member should ever feel threatened or intimidated. Any such behaviour should be reported to Flag Officers or Children's Officer as appropriate.

4.0 Leadership

- Volunteer members who take on leadership roles in the club agree to be mindful of the influence and impact they have as role models to other members, especially newer and younger members.
- We need to be conscious of our tone and demeanour as it impacts others. Be aware of how we communicate and whether in the spirit of our values.
- We need to be mindful as to why people joined our club beyond enjoying sailing. Remember this is a community to collaborate, make new friends and have some fun.
- We need to show leadership in ensuring safe practices and the best of seamanship.
- We should endeavour to show respect to the local community and environment. Our decisions and actions should demonstrate a commitment to sustainability, member well being and sensitive impact on the environment.

By signing below, you are committing to abide by the above.

Signed: _____

Print Name: _____

Date: _____