



Phoenix Kayak Club

Code of Conduct

Phoenix Kayak Club (PKC) – Code of Conduct

PKC works under guidance of Canoeing Ireland Safeguarding Policies and Codes of Conductⁱ.

This document focus on the Codes of Conduct for attending and managing the club for specific audiences:

1. **Phoenix Kayak Club - Code of Conduct for Committees**
2. **Phoenix Kayak Club - Code of Conduct for Adults**
3. **Phoenix Kayak Club - Code of Conduct for Young People**
4. **Phoenix Kayak Club - Code of Conduct for Instructors/Coaches**
5. **Phoenix Kayak Club - Code of Conduct for Parents/Guardians**

By joining or renewing membership to Canoeing Ireland and Phoenix Kayak Club, all members agree that they will follow the Codes of Conduct below.

1. Phoenix Kayak Club - Code of Conduct for Committees

Committee members will:

- Promote fair play and the positive aspects of sport by being role models for young people in maintaining the highest standards of personal conduct and respectful behaviour.
- I will be familiar with the Phoenix Kayak Club Safeguarding Policy and related documents including the requirements under the Children First Act 2015 and have undertaken Garda Vetting on a 3-yearly basis.
- Ensure the club ethos respects the rights, dignity and worth of every child and treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Not allow any child or young person to be subject to favouritism, criticism, hostility or sarcasm including comments on their height or weight; nor allow others to swear at, unnecessarily shout, at, ridicule or argue with a child or young person.
- Not use or allow verbal or physical punishment or physical force to be used on young people and children; not allow such actions or exclusion to be used where a child or young person makes mistakes.
- Not allow or engage in bullying behaviour, rough physical games, sexually provocative games, inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person or child.

ⁱⁱ <https://www.canoe.ie/governance-documents/>



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- Ensure the safeguarding measures contained in this document are adopted by club/committee and any governing constitution and rules for the welfare and protection of young people and children; club or committee rules should not contravene those of Canoeing Ireland.

The committee shall particularly:

- Ensure and approve the appointment of a Children's Officer(s) and Designated Liaison Person as required (see Table 1 for specific requirements) and make sure Children's Officer Reports regularly to committee meetings.
- Ensure all other safeguarding requirements, including proper recruitment and induction process for those working and volunteering on the committee and in the club
- Ensure all the policies and practices are in place for activities for young people and children, e.g., supervision, away trips, photography etc.
- Put in place effective communication methods for making members aware of club activities and ensure parental consent is obtained.
- Understand and follow the process for dealing with complaints and disciplinary measures, ensuring the confidentiality of such process is also respected.
- Ensure rumours are not ignored and they are dealt with appropriately, taking action where there is a risk to young people and children.
- Keep and store securely all documentation with respect to young people and children, especially where sensitive information is obtained e.g., medical records and or personal contact details.
- Monitor, with the Children's Officer, any changes in membership and any unusual dropout, absenteeism or movement of people in and out of the club; ensure these are followed up to determine any trend.

2. Phoenix Kayak Club - Code of Conduct for Adults

At Phoenix Kayak Club, I understand that as a leader/volunteer I will:

- Abide by the safeguarding measures contained in this document, the club rules and constitution, respecting these are in place for the welfare and protection of all young people in the club.
- I will be familiar with the Phoenix Kayak Club Safeguarding Policy and related documents including the requirements under the Children First Act 2015 and have undertaken Garda Vetting on a 3-yearly basis
- Promote fair play and the positive aspects of sport by being a role model for young people in maintaining the highest standards of personal conduct and respectful behavior.



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- Always avoid the use of alcohol whilst responsible for young people e.g., training sessions, events and on trips with young people, acknowledging the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged.
- Respect the rights, dignity and worth of every child and treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Be aware of the roles of others in the club and respect their position. Show respect to the club committee and acknowledge that decisions made are in the best interests of all people in the club.
- Understand and respect the process for dealing with complaints and disciplinary measures, ensuring the confidentiality of such process is also respected.
- Not allow any child or young person to be subject to favouritism, criticism, hostility or sarcasm nor allow others to swear at, unnecessarily shout, at, ridicule or argue with a child or young person.
- Not use or allow verbal or physical punishment or physical force to be used on young people and children; not allow such actions or exclusion to be used where a child or young person has made mistakes.
- Not allow or engage in bullying behavior, rough physical games, sexually provocative games, inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person or child.
- Ensure that parents/guardians and young people are aware of and given consent for the activities being undertaken within the club.

In respect of my position, I will:

- Understand the role I have been selected for and contribute my time and effort as agreed with the club.
- Ensure I have obtained the required qualifications and specified safeguarding requirements for my position and only work in the areas I am qualified to do so.
- Carry out my duties and responsibilities understanding that the welfare of children is paramount.
- Ensure any conflict of obligation or interest is set aside and the welfare of any child is placed first.
- Ensure, where relevant, the activities are adequately planned and prepared for, inclusive and age appropriate.
- Ensure activities are safely supervised and attendance records are kept.
- Inform the parent/guardian where an issue or problem arises with their child/children.
- Keep any personal or medical information relating to a young person or child strictly confidential unless the welfare of the child requires passing the information on.
- Never exert undue influence over a participant for personal benefit or reward including abusing the trust of my position with young people.



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3. Phoenix Kayak Club - Code of Conduct for Young People

As a young person you have a great deal to gain from sport in terms of your personal development and enjoyment and you have rights which must be respected and responsibilities which you must accept. As part of these rights your sporting environment should be safe, enjoyable and free from harm. Your responsibilities are to treat others with fairness and respect whilst behaving in a safe manner. If you are not sure what this means, ask your parent or your club Children's Officer to explain.

My code of conduct I should:

- Be able to have fun, be happy and enjoy taking part and being involved in my sport.
- Be treated fairly by everyone, adults and other paddlers.
- Feel safe and secure when taking part in my sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect me within my club.
- Be comfortable that any personal details about me are treated with confidentiality.

I will:

- Say no to something which makes me feel uncomfortable.
- Have opportunities to train and compete at a level that is suitable for my age, development and ability.
- Be loyal and be part of the team supporting other team members when they do well and when things go wrong.
- Treat teammates, opponents, instructors, leaders, other adults and parents with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals. Understand the rules of my sport and not cheat.
- I will not allow others to force me to cheat.
- Listen to and respect decisions made by others.

I agree to:

- Never behave in a bullying manner or hurt other team members, other people or my opponents by my actions including: -
- Not making or sending upsetting comments or images about others via social media means, e.g., messaging via text or other application, making comments or messaging on social networking sites or pages -
- Not taking/damaging other people's property - Not spreading rumours or telling lies about other young people or adults



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- Never use violence or bad language; not to shout or argue with others including teammates or opposing participants.
- Never try or take banned substances to improve my performance.

I know I can:

- Talk to my instructor or coach, team captain, children's officer, my parents or a trusted Phoenix Kayak Club member. If I do not understand something or if someone has caused me harm or made me feel upset.

4. Phoenix Kayak Club - Code of Conduct for Instructors/Coaches

As an Instructor/Coach I will: -

- Abide by the safeguarding measures contained in this document, the club rules and constitution, respecting these are in place for the welfare and protection of all young people in the club
- Promote fair play and the positive aspects of sport by being a role model for young people in maintaining the highest standards of personal conduct and respectful behaviour.
- Always avoid the use of alcohol whilst responsible for young people e.g., training sessions, events and on trips with young people acknowledging the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged.
- Respect the rights, dignity and worth of every child and treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Be aware of the roles of others in the club and respect their position, including the club committee, and that decisions made are in the best interests of all young people in the club.
- Understand and respect the process for dealing with complaints and disciplinary measures, ensuring the confidentiality of such process is also respected.
- Not allow any young person to be subject to favouritism, criticism, hostility or sarcasm including comments on their height or weight; nor allow others to swear at, unnecessarily shout, at, ridicule or argue with a young person.
- Not use or allow verbal or physical punishment or physical force to be used on young people; not allow such actions or exclusion to be used where a young person makes mistakes.
- Not allow or engage in bullying behaviour, rough physical games, sexually provocative games, inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person.

In respect of my position, I will: -

- Understand the role I have been selected for and contribute my time and effort as agreed with the club.



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- Ensure I have obtained the required qualifications and specified safeguarding requirements for the areas in which I work and, if not qualified, refrain from any medical testing, giving advice of a personal or medical nature or undertaking any form of therapy (hypnosis etc.).
- Carry out my duties and responsibilities, understanding that the welfare of children is paramount and recognising the developmental needs of children and how a child may be psychologically or physically affected by their involvement in the sport.
- Ensure any conflict of obligation or interest is set aside and the welfare of any child is placed first.
- Ensure activities are adequately planned and prepared for, inclusive and age appropriate and with positive encouragement, praise and feedback for young people; skill development and personal satisfaction takes priority over highly structured competition.
- Ensure activities are safely supervised and attendance records are kept.
- Inform the parent/guardian where an issue or problem arise with their child/children.
- Keep any personal or medical information relating to a young person strictly confidential unless the welfare of the child requires the passing on of information.
- Never exert undue influence over a participant for personal benefit or reward including abusing the trust of my position with young people.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems and request a certificate of medical fitness to ensure safe continued participation.
- Ensure that parents/guardians and young people are aware of and given consent for the activities being undertaken within the club.

5. Phoenix Kayak Club - Code of Conduct for Parents/Guardians

As a parent/guardian I will work in partnership with my child's/children's club to create and support a safe environment promoting good practice and measures stated in this code and safeguarding document to prevent poor practice and all forms of abuse. My child/children will be treated with fairness, respect and understanding.

I understand that as a parent/guardian I will:

- Abide by the safeguarding measures contained in this document, the club rules and constitution, respecting these are in place for the welfare and protection of all young people in the club.
- Be aware of Canoeing Ireland's and the club's safeguarding policy and requirements attached to this.
- Understand and ensure my child/children abide by The Childrens Code of Conduct.



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- Promote fair play and the positive aspects of sport by being a role model for my child/children and other young people in maintaining the highest standards of personal conduct and respectful behaviour.
- Contribute time and effort in the daily running of the club, have the opportunity to put forward comments and suggestions and be available for specified duties if and when required; clubs need the help of volunteers to operate successfully to ensure the environment is safe and enjoyable for my child/children.
- Be aware of the roles of others in the club and respect their position, including, the club committee and understand decisions made are in the best interests of all young people in the club.
- Understand and respect the process for dealing with complaints and disciplinary measures, ensuring the confidentiality of such process is also respected.
- Be responsible for dropping off and picking up my child/children from training and/or competitions on time. Young people should not be left waiting unsupervised at any time.

In respect to my child/children I will:

- Ensure appropriate leaders/instructors are informed regarding any absenteeism, medical conditions or other relevant matters.
- Ensure the focus is on achieving their goals and ambitions rather than the main objective of success being winning.
- Request an appropriate time for discussing any matter with their instructor or the leader and not to distract from any instruction or supervision of young people.
- Provide an emergency contact number/information and any relevant medical information; I will be reasonably available in case of an emergency.