



## 502 DRAGONS CODE OF CONDUCT

**for all members, member teams, volunteers, employees, coaches, steers, officials, and board members associated with 502 Dragon Boat Community, Inc.**

1. 502 Dragon Boat Community ('502 DRAGONS') is committed to fairness, equity and good sportsmanship in dragon boat racing. 502 DRAGONS aims to provide the best possible environment in which its participants can excel and its officials and administrators can discharge their responsibilities to ensure the participants are able to be and perform at their best. The Code of Conduct is designed to ensure that appropriate forms of behavior are adopted and be and remain the norm for all persons associated with 502 Dragon Boat Community sponsored activities and events.
2. This document shall be known as the 502 DRAGONS Code of Conduct (The Code).
3. The Code governs the conduct of all persons associated with 502 DRAGONS dragon boat racing events and those who may from time to time be a member of 502 DRAGONS representative teams.
4. The Code governs the conduct of all those who are committee or ordinary members of 502 DRAGONS member clubs.
5. The Code shall govern the conduct of all those who are competing in 502 DRAGONS sanctioned events.
6. In the Code unless otherwise stated the words 'person' or 'persons' shall include but are not limited to:
  - (a) a member of 502 DRAGONS;
  - (b) a person who represents a member team of 502 DRAGONS;
  - (c) a person elected or appointed to or otherwise a member of 502 DRAGONS Board of Directors;
  - (d) a person who is a volunteer with or employee of 502 DRAGONS;
  - (e) a person who is elected or appointed to any commission, committee or other body established by 502 DRAGONS for the promotion of its objects.

### **GENERAL BEHAVIOR PROTOCOLS**

All persons who participate in dragon boat activities (training sessions, races, etc.) with 502 DRAGONS shall act in accordance with the conduct outlined hereunder:

1. be subject to the control, management and direction of the volunteers, coaches, and steers associated with 502 DRAGONS events;
2. observe and comply with all directions and orders given by the volunteers, coaches, and steers associated with 502 DRAGONS events;
3. conduct themselves in a proper manner so as not to bring themselves, their team, or 502 DRAGONS generally into public disrespect or censure;
4. not to make, comment, issue, authorize, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interests of 502 DRAGONS, dragon boat racing generally or the team;
5. respect the law and customs at all times and in all places including in foreign countries;
6. treat all persons with respect, dignity and proper regard for their rights and obligations;

7. perform all duties and responsibilities in a mature, fair and professional manner;
8. demonstrate and ensure a positive commitment to 502 DRAGONS and its member teams programs and policies;
9. not disclose to any unauthorized person or organization, information which is of a confidential or privileged nature;
10. not misuse funds or property of any club or 502 DRAGONS;
11. not use information obtained in the course of employment or appointment or selection or otherwise on official duties in a nominated role to gain directly or indirectly a financial advantage for themselves or for any other person;
12. not promote, pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type;
13. not to harass, ridicule or embarrass a fellow appointee or representative of their team or 502 DRAGONS in such a way as would constitute an offence under Federal or State legislation governing human rights and sex discrimination;
14. not participate in, nor promote any, demonstration or propaganda of any kind or form including but not limited to political, religious or racial whilst in team or 502 DRAGONS uniform;
15. not defame or injure any person;
16. not use, attempt to use, have in his or her possession, attempt to have in his or her possession, traffic or attempt to traffic any illegal drug or substance;
17. not to consume alcohol or be under the influence of alcohol while participating in any "on water" event;
18. to ensure that all directions given by their team or 502 DRAGONS and/or its authorized representatives regarding the wearing of appropriate attire whilst representing their team or 502 DRAGONS are adhered to;
19. not to take liberties with the privacy of other persons;
20. to ensure that all persons avoid unaccompanied and unobserved activities with under age team members (two adults should always be present when interacting with minor children who are not related to you by blood or marriage);
21. to act at all times in a manner beyond reproach and in such a way as to ensure good relations

### **COACHES' CODE OF CONDUCT**

In addition to the 502 DRAGONS General Code of Behavior, a coach must meet the following requirements in regard to conduct during any activity held or sanctioned by 502 DRAGONS or its member teams:

1. Do not tolerate acts of aggression;
2. Provide feedback to paddlers and other participants in a manner sensitive to their needs, and avoid overly negative feedback;
3. Recognize paddlers' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists);
4. Treat all paddlers fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status and other conditions;

5. Encourage and facilitate paddlers' independence and responsibility for their own behavior, performance, decisions and actions;
6. Involve the paddlers in decisions that affect them;
7. Encourage paddlers to respect one another and to expect respect for their worth as individuals regardless of their level of ability;
8. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the paddlers;
9. Ensure any physical contact with paddlers is appropriate to the situation and necessary for the paddlers' skill development. This includes receiving permission and explaining what type of contact you intend before touching paddlers to demonstrate paddling techniques;
10. Be acutely aware of the power that a coach develops with paddlers in the coaching relationship and avoid any sexual intimacy with paddlers that could develop as a result;
11. Avoid situations with paddlers that could be construed as compromising;
12. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances;
13. Do not exploit any coaching relationship to further personal, political or business interest at the expense of the best interests of paddlers;
14. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules;
15. Know and abide by rules, regulations and standards, and encourage paddlers to do likewise. Accept both the letter and the spirit of the rules; and
16. Be honest and ensure that one's personal qualifications and competence are not misrepresented.

### **STEERS' AND OFFICIALS' CODE OF CONDUCT**

In addition to 502 DRAGONS General Code of Behavior, steers and officials must meet the following requirements in regard to conduct during any activity held or sanctioned by 502 DRAGONS or its member teams:

1. Place the safety and welfare of the paddlers/participants above all else;
2. Accept responsibility for all actions taken;
3. Be impartial;
4. Avoid any situation which may lead to a conflict of interest;
5. Be courteous, respectful and open to discussion and interaction; and
6. Value the individual in sport.

### **HANDLING CONCERNS AND COMPLAINTS**

The following process will be followed if the 502 DRAGONS Board is advised or considers that a member, volunteer, coach, steer, member team or employee has allegedly:

1. breached, failed, refused or neglected to comply with a provision of the Rules, the Organizational By-Laws or any resolution or determination of the 502 DRAGONS Board;
2. acted in a manner unbecoming of a Member or Member Team, or prejudicial to the Objects and interests of 502 DRAGONS and/or Dragon Boating; or
3. brought 502 DRAGONS or Dragon Boating into disrepute.

## **PROCESS**

1. **COMPLAINT RECEIVED AND ASSESSED:** Four board members, excluding any board member who might be involved in the complaint, shall meet as a Conduct Review Committee and review any complaints or allegations made related to the Code of Conduct.
2. **INVESTIGATION:** The Conduct Review Committee will collect as much information and evidence as possible to understand the complaint.
3. **OUTCOMES:** The Conduct Review Committee will recommend one of three outcomes:
  - (a) that the complaint be CLOSED for lack of evidence that the Code of Conduct has been broken, or
  - (b) that “course correction” or REMEDIAL ACTION is appropriate if the breach is deemed a minor breach of the Code. The party or parties who are in breach of the Code of Conduct will be counseled and asked to change their behavior. If there is a “grieved party” or individual involved, the Conduct Review Committee may choose to consult with the grieved party, or
  - (c) that the party about which the complaint has been lodged is in serious violation of the Code of Conduct and cannot continue in their role as a member, volunteer, board member, employee, member team, coach, or steer.
4. An appeal of an outcome may be directed to the 502 DRAGONS Board, in which case the full Board of Directors will review the outcome and come to a decision. The decision of the full Board of Directors is final.

At all times, ALL parties involved in the process shall follow the Code of Conduct and treat each other with dignity and respect.

Additionally, ALL complaints and ANY actions taken by the Conduct Review Committee MUST be documented and a copy of this documentation lodged with the Board Member serving as the 502 DRAGONS' Board Secretary.

## **ACKNOWLEDGEMENT**

Any person governed by the Code of Conduct outlined on page 1 of this Code agrees that they are subject to, and submits unreservedly to the procedures, penalties and appeal mechanisms of 502 Dragons set out in the Rules and any applicable By-Laws.

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*502 Dragon Boat relied on and borrowed liberally from [materials published by Dragon Boat Queensland](#) when forming this document.*