



Kingston Kayak Club

Club Code of Conduct

Approved by: Kingston Kayak Club Committee

Review date: Annually, or sooner if required

Website: www.kkc.org.uk

Welfare contact: welfare@kkc.org.uk

1. Purpose of this Code

Kingston Kayak Club is committed to providing a safe, welcoming, respectful and inclusive environment for everyone involved in the Club.

This Code of Conduct sets out the standards of behaviour expected from all members, parents, carers, coaches, volunteers, committee members, officials, visitors and spectators.

Everyone involved with Kingston Kayak Club has a responsibility to help create a positive club culture where people feel safe, respected and able to enjoy paddlesport.

2. Who This Code Applies To

This Code applies to:

- all club members;
- junior members;
- adult members;
- parents and carers;
- coaches, leaders and instructors;
- volunteers and helpers;
- committee members and club officers;
- officials and event organisers;
- visitors and spectators;
- anyone representing Kingston Kayak Club.

It applies during:

- club sessions;
- pool sessions;
- outdoor sessions;
- coaching and training;
- competitions;
- trips and events;
- camps and residential activities;
- online communication and social media;

- any situation where someone is representing or identifiable as part of Kingston Kayak Club.

3. Our Club Values

Kingston Kayak Club expects everyone to:

- show respect for others;
- act safely and responsibly;
- be kind and inclusive;
- listen to coaches, leaders and officials;
- look after club equipment and facilities;
- support other paddlers;
- speak up if something does not feel right;
- behave in a way that reflects positively on the Club.

4. General Behaviour Expectations

Everyone involved with Kingston Kayak Club must:

- treat others with dignity, fairness and respect;
- be polite and considerate to other members, volunteers, parents, carers, officials and members of the public;
- follow instructions from coaches, leaders, session organisers and club officials;
- respect people's differences, including age, disability, gender, race, religion or belief, sex, sexual orientation, background, ability and experience;
- avoid behaviour that could intimidate, upset, humiliate or exclude others;
- avoid offensive, abusive, discriminatory or aggressive language;
- avoid bullying, harassment, victimisation or threatening behaviour;
- act honestly and responsibly;
- respect club property, equipment and facilities;
- respect other people's belongings;
- follow club policies, procedures and safety guidance;
- raise concerns appropriately rather than allowing problems to escalate.

5. Safety

Everyone must take safety seriously.

Members, participants and visitors must:

- follow safety instructions immediately;
- use equipment appropriately;
- wear required safety equipment when instructed;
- tell a coach, leader or session organiser about any medical issue, injury or concern that may affect participation;
- avoid reckless behaviour on or off the water;
- stay within the agreed activity area unless told otherwise;

- report damaged equipment or unsafe conditions;
- avoid distracting others during safety briefings or coaching;
- not enter the water or take part in an activity unless authorised to do so.

No one should pressure another person to take part in an activity they are not comfortable with.

6. Respect and Inclusion

Kingston Kayak Club welcomes people from different backgrounds, abilities and levels of experience.

Everyone must:

- make new members and visitors feel welcome;
- support less experienced paddlers;
- encourage others positively;
- avoid cliques, exclusion or unkind behaviour;
- respect personal boundaries;
- respect people's privacy and dignity;
- challenge or report discriminatory behaviour;
- help make the Club a safe place for children, young people and adults at risk.

Discrimination, harassment, bullying or victimisation will not be tolerated.

7. Bullying and Harassment

Bullying is never acceptable at Kingston Kayak Club.

Bullying may include:

- teasing, name-calling or mocking;
- spreading rumours;
- excluding someone deliberately;
- making someone feel unwanted or unsafe;
- physical intimidation or aggression;
- online bullying or unkind messages;
- repeated criticism or humiliation;
- pressuring someone to do something they do not want to do.

It is only "banter" if everyone involved genuinely finds it funny and no one feels hurt, embarrassed, intimidated or excluded.

If someone asks for behaviour to stop, it must stop.

Concerns about bullying should be reported to a coach, committee member or the Club Welfare Officers.

8. Safeguarding and Welfare

Safeguarding is everyone's responsibility.

Everyone must:

- take concerns seriously;
- report safeguarding or welfare concerns promptly;
- avoid dismissing concerns as gossip, drama or “kids being kids”;
- respect confidentiality and only share concerns with appropriate people;
- avoid investigating safeguarding concerns themselves;
- follow the Club's safeguarding procedures.

If someone is in immediate danger, call **999**.

Safeguarding or welfare concerns should be reported to the Club Welfare Officers:

welfare@kkc.org.uk

Concerns may also be referred to Paddle UK, statutory agencies or the police where appropriate.

9. Adults' Responsibilities Around Children and Young People

Adults involved with the Club must act as positive role models.

Adults must:

- maintain appropriate boundaries with children and young people;
- use appropriate language;
- avoid favouritism;
- avoid unnecessary one-to-one situations with children;
- avoid inappropriate physical contact;
- avoid private online communication with children where it is not necessary or appropriate;
- follow club guidance on changing rooms, photography, social media and safeguarding;
- report concerns about a child's welfare or an adult's behaviour.

Adults should remember that their behaviour sets the tone for the Club.

10. Children and Young People

Children and young people are expected to follow the Club's Children and Young People's Code of Conduct.

They should:

- listen to coaches and adults in charge;
- follow safety instructions;
- be kind and respectful;
- include others;
- look after equipment;
- stay with the group;
- avoid bullying, teasing or unkind behaviour;
- tell an adult if they are worried or need help.

The Club will help young paddlers understand expected behaviour in a clear and age-appropriate way.

11. Parents and Carers

Parents and carers play an important role in supporting a positive club environment.

Parents and carers should:

- encourage children to follow club rules;
- support coaches, volunteers and officials;
- behave respectfully towards other parents, children, coaches and volunteers;
- avoid putting pressure on children to perform;
- raise concerns calmly and through appropriate channels;
- ensure medical and emergency contact details are kept up to date;
- collect children on time;
- support the Club's safeguarding and welfare expectations.

Parents and carers must not undermine coaches, volunteers or officials in front of children.

12. Coaches, Volunteers and Committee Members

Coaches, volunteers and committee members are expected to uphold high standards of conduct.

They must:

- act in the best interests of the Club and its members;
- follow relevant club policies and procedures;
- act fairly and consistently;
- promote safe practice;
- maintain appropriate boundaries;
- treat members with respect;
- avoid abusing any position of trust or authority;
- keep relevant qualifications, training and checks up to date where required;
- report safeguarding, welfare or conduct concerns promptly.

13. Equipment and Facilities

Everyone must respect club equipment and facilities.

Members and participants must:

- use equipment only as instructed;
- return equipment to the correct place;
- report damage or faults;
- avoid deliberately damaging equipment;
- keep changing rooms, toilets, storage areas and club spaces tidy;
- respect the facilities used by the Club.

Deliberate damage, misuse or theft of club property may result in disciplinary action and may require the cost of repair or replacement to be recovered.

14. Changing Rooms and Privacy

Everyone must respect privacy and dignity in changing rooms, toilets and shower areas.

Members and visitors must:

- follow the Club's Changing Facilities Policy;
- avoid unnecessary time in changing areas;
- behave appropriately;
- respect personal space;
- avoid phones, cameras or recording devices in changing areas;
- report any concern immediately.

Photography, filming or livestreaming in changing rooms, toilets or shower areas is not permitted.

15. Photography, Video and Social Media

Everyone must use photography, video and social media responsibly.

Members and visitors must:

- follow the Club's Social Media and Digital Communications Policy;
- respect requests not to be photographed or filmed;
- avoid posting images that could embarrass, humiliate or endanger others;
- avoid sharing personal information about children;
- avoid abusive, discriminatory or damaging comments online;
- avoid using club social media or messaging groups for arguments, bullying or personal disputes;
- not post content that could bring the Club into disrepute.

Online behaviour connected to club activity may be dealt with under this Code and the Club's disciplinary procedures.

16. Alcohol, Drugs and Smoking

Members and visitors must not take part in club activity while under the influence of alcohol or drugs.

The use, possession or supply of illegal drugs during club activity is not permitted.

Alcohol must not be consumed in a way that affects safety, behaviour, judgement or the reputation of the Club.

Smoking and vaping must only take place where permitted and must not take place around children, young people or activity areas.

17. Competitions, Events and Trips

When representing Kingston Kayak Club at competitions, events, trips or camps, everyone must:

- behave respectfully towards other clubs, officials, organisers and members of the public;
- follow event rules and safety requirements;
- support teammates and other paddlers;
- avoid abusive or aggressive behaviour;
- respect venues, campsites and local communities;
- act in a way that reflects positively on Kingston Kayak Club.

Poor behaviour away from the Club can still be dealt with by the Club if it relates to club activity or affects the Club's reputation.

18. Raising Concerns

Concerns should be raised promptly and appropriately.

Depending on the concern, members may speak to:

- a coach or session leader;
- a committee member;
- the Club Welfare Officers;
- the Club Chair;
- Paddle UK;
- statutory agencies or the police, where appropriate.

Safeguarding and welfare concerns should be reported to:

welfare@kkc.org.uk

If someone is in immediate danger, call **999**.

19. Breaches of this Code

Breaches of this Code may result in action being taken by the Club.

This may include:

- a reminder about expected behaviour;
- an informal warning;
- being asked to sit out of an activity;
- being asked to leave a session or event;
- parents/carers being informed;
- a formal warning;
- temporary suspension from club activity;
- removal from online groups;
- referral to the Club Welfare Officers;
- disciplinary action;
- termination of membership;
- referral to Paddle UK, statutory agencies or the police where appropriate.

The Club will seek to respond fairly, proportionately and consistently.

20. Related Club Policies

This Code should be read alongside:

- Adult Code of Conduct;
- Children and Young People's Code of Conduct;
- Safeguarding Policy;
- Changing Facilities Policy;
- Social Media and Digital Communications Policy;
- Disciplinary Procedure;
- Health and Safety Policy;
- Paddle UK policies and guidance where applicable.

21. Review

This Code of Conduct will be reviewed annually by the Kingston Kayak Club Committee, or sooner if required due to changes in guidance, legislation, club activity or following a significant incident.

22. Agreement

By taking part in Kingston Kayak Club activity, members, parents, carers, volunteers, coaches, officials and visitors are expected to follow this Code of Conduct and support the Club in maintaining a safe, respectful and inclusive environment.