**CODE OF CONDUCT**

**NOTES FOR CLUB MEMBERS**

# Notes for Clubs [Delete this page before publication]

Clubs that have implemented a full set of policies enjoy greater membership recruitment & retention and are more successful in attracting external grant funding.

The main purpose of a suite of policies and procedures is to support effective governance and management of an organisation. These are part of the scaffolding of a healthy club, and for the most part are silent. Normal club activites should not be hampered by the development, implementation and review of the club’s policies. In times of duress, the policy and procedure documents provide valuable guidance to the people involved, helping to reduce the emotional temperature of difficult situations.

As set out in the introduction to the policies pack, the policy documents provided by the BGA are there to make it easier for you to create a suite of specific policy, procedure and guidance documents for your club. They are a generic starting point, provided in word format, so that they can be amended and adapted to suit the unique situation that is your gliding club.

Your club’s suite of policies and procedures is a supporting partner to good quality leadership.Club leaders should be:

* leading by example;
* willing to call out poor behaviour when they see it;
* be receptive and attentive to complaints and grievances; and
* use relevant complaints, disciplinary and appeals procedures to inform their response to complaints and grievances

***Purpose of a Code of Conduct for Club Members***

It is the responsibility of everybody involved in your club to ensure it remains a safe place, free from discrimination, fear and where possible, risk.

An important component of maintaining a quality club culture is to set standards of acceptable behaviour which must be upheld by all involved and those participating in club activities. An important tool for defining and communicating acceptable standards of behaviour is a documented, Code of Conduct. Ideally the Code of Conduct must apply to all involved in your club and its activities.

The Code of Conduct sets and manages expectations about how individuals should behave within the club environment. Most people are perfectly capable of making responsible choices about their behaviour in a club. In the rare instances that it is required, referring to the Code of Conduct is a necessary step to encourage the occasional individual to take responsibility for the way they are choosing to behave.

Having a Code of Conduct gives upset club members an alternative to leaving the club as it helps them understand and articulate what it was about a behaviour that caused them upset. Together with the complaints, disciplinary and appeals policies & procedures, it also helps them to understand what support they might reasonably expect to help resolve the issue.

In this document, an optional notes sheet has been provided which includes examples of behaviour which have caused upset or disruption in clubs in the past. The list is neither complete, nor mandatory. Please edit it to create a notes sheet which suits your club and the sort of inclusive and enjoyable place your club aspires to be.

# Notes for Club Members

[NB this is an optional addition to the Code of Conduct for Club Members: edit to adapt for your club]

It is the responsibility of everybody involved in (‘the Club’) to ensure it remains a safe and inclusive space for people to take part in gliding without fear, intimidation, or discrimination, and where possible, risk.

The purpose of a Code of Conduct is to set out guidance for members of an organisation when there is a potential dilemma between alternative ‘right’ courses of action. A Code of Conduct also provides a basis for the Club [Committee / Board (delete as appropriate)] to respond in the event of a complaint being made.

Amongst its suite of policy and procedure documents, the Club has a Code of Conduct Policy statement, which you should read alongside this Code of Conduct for Club Members [see attached]. [Note to clubs: once adopted the club’s ‘Code of Conduct Policy Statement’ could be attached to this document for ease of reference]

**Additional Guidance**

We know from National surveys and other research that some behaviours by a minority of club members can affect others’ choices about joining a club or taking part in gliding. Such behaviours are not tolerated in the Club.

Some examples of behaviour that would be unacceptable include (this is not an exhaustive list):

* Using emails or social media to communicate with other club members in a way that others would find upsetting, especially if sent at anti-social times of day, or under the influence of alcohol or drugs. If you are not sure that what you are sending or posting will be received well, then don’t send it or post it on social media.
* Contacting people who have asked you not to: generally, you should only contact people who have given you permission to, for instance by giving you their contact details or inviting you to connect on a specific social media platform.
* Shouting and swearing: members should express differences of opinion reasonably, without intemperate language. Shouting could be acceptable if it is required to draw someone’s attention to imminent danger.
* Adjusting parachute straps or cockpit harness without permission: these straps are often over or next to personal or sensitive areas of the body. Whilst the intent may be to be helpful, instead of reaching into an individual’s personal space and touching them without warning, members should first ask if the individual would appreciate some assistance.

It is important to remember that the impact the behaviour has on a person is the most important factor. It is not so relevant whether the individual intended to cause offence, but rather that the offence was caused by the conduct.