

ONSLow COLLEGE ROWING CLUB

COMMUNITY EXPECTATIONS

OCRC has clear expectations of everyone within the Onslow Rowing Community and has developed Codes of Conduct for Rowers, Coaches and Caregivers/ Supporters. There are formal processes for addressing concerns about alleged breaches of those codes.

The Codes recognise the importance of all three participants in the success of the Club and the wellbeing of its members. They establish a clear set of standards that everyone can be held to. Anyone who wishes to make a complaint will have to establish that there has been a breach of one of the Codes. Setting clear expectations at the outset is intended to ensure that there are a minimum number of complaints and that these can be dealt with as quickly and effectively as possible if they do arise.

This document includes:

- The Onslow College Rowing Club Code of Conduct for Rowers
- The Onslow College Rowing Club Code of Conduct for Coaches
- The Onslow College Rowing Club Code of Conduct for Caregivers/ Supporters
- The Onslow College Rowing Club Complaints Process

In this document “rowers” includes coxswains, and “students” includes all current students of Onslow College, no matter what their role within the rowing context.

OCRC means the Onslow College Rowing Club.

The OCRC Community Expectations document is appended to the OCRC Rules in recognition of its status as a Foundation Document for the Onslow College Rowing Club. It has been subject to independent legal review and is supported in principle by Peter Leggat, Onslow College Principal.

Once the OCRC Rules been accepted by the OCRC Community through inaugural vote, the Rules will bind all members of the OCRC Community.

Our rowers are at the heart of everything we do at the OCRC and without their heart and passion we would not be able to run our rowing programme. We acknowledge the central role they play in defining the spirit and successes of our club.

OCRC CODE OF CONDUCT FOR ROWERS

All members of crews of the Onslow College Rowing Club (OCRC) must:

- ✓ Co-operate with teammates, coaches, officials and opponents and treat all of them with respect.
- ✓ Treat all property with care and respect.
- ✓ Always comply with the instructions of your coach and the relevant OCRC event manager.
- ✓ Always wear the correct uniform.
- ✓ Be in attendance at required times – attendance is essential unless a prior arrangement has been made with the coach.
- ✓ The key to a successful crew is communication; if you are unable to attend a training or regatta, you must let your coach know with sufficient notice.
- ✓ Know the rules and abide by the letter and the spirit of the rules.
- ✓ Never behave in such a manner that would reflect badly on, or disgrace your crew, the Club or Onslow College (including engaging in any illegal activity).
- ✓ Strive for excellence, have fun and develop skills.
- ✓ Always participate according to the values of good sportspersonship. Understand and comply with the principles of fair play, irrespective of the manner in which the opposition behave
- ✓ Show modesty in victory and grace in defeat.
- ✓ Onslow College school rules will apply at all times students are representing the college

Consequences for breaching the above Code of Conduct:

Complaints about a breach of the Rowers' Code of Conduct will be dealt with according to the Complaints Process set out in this document.

Consequences for breach of the Rowers' Code of Conduct will be determined by the Committee members involved in investigating the matter, in consultation with the rower and their coach. The rowers' parents will be informed and in more serious cases will be consulted as to outcome. Other

affected parties may be involved at the discretion of the Committee members, depending on the circumstances. The rower is entitled to involve the rowers' representative at any stage if they wish to do so. The college (including the Principal, Year Level Dean and Director of Sport) will be kept informed

If the breach is serious, the Principal of OC will be informed to determine the appropriate course of action and will be kept advised of the outcome of the complaint (note this will be for both the rower and complainant if they are both students at OC). In some cases, an appropriate representative of OC may also be involved in determining the consequence for the rower concerned.

The following steps describe the standard approach that will be taken in most cases where a formal breach of the Rowers' Code of Conduct has been determined.

If any incident takes place during a school event, the College (as above) will be informed immediately

1. **Warning One:** A formal verbal warning will be issued to the rower, the rower's caregiver/s will be advised and the college informed.
2. **Warning Two:** A formal written warning will be issued to the rower and the rower will be stood down for a week. This includes all training and racing. The rower's caregiver/s and the college informed.
3. **Final step:** Final sanctions will be considered on a case by case basis and could include stand down from crew, stand down from OCRC for the remainder of the season, withdrawal of support for any nomination, Rowing New Zealand or other, or comparable.
 - a. The final sanction will be determined after discussion with the rower, their coach and their caregiver/s. The College will be informed of the decision.
 - b. The rower, caregiver, coach or any other person directly affected by the decision may seek a review by the Executive Committee of OCRC. Any application for review must be lodged in writing with the Secretary within 48 hours.
 - c. A sub-group of the Executive Committee established for the purpose will determine the outcome of the review within 48 hours. Neither of the Committee members initially involved in determining the matter will be involved in any subsequent review.
 - d. A final right of appeal for all students of Onslow College will lie to the Principal of the College. Any appeal must be lodged in writing within 48 hours. Appeals made during term time must be lodged with the College; appeals made during school holidays must be lodged with the Secretary of OCRC.
 - e. The Principal or the Principal's delegate will make a decision on the appeal as soon as practicable. This decision is final.

Note that serious breaches of the Rowers' Code of Conduct may default straight to step 3.

OCRC is an organisation that does not contract its coaches. All coaches are volunteers. Our recognition and appreciation of this invaluable service in the running of OCRC cannot be overstated.

OCRC CODE OF CONDUCT FOR COACHES

All Coaches of Onslow Rowing Club (OCRC) should consider the following:

Sport is about having a positive attitude. Coaches play a key role in setting the tone and making sport an enjoyable experience for all involved.

- ✓ Co-operate with other coaches, managers, officials and opponents and treat all of them with respect.
- ✓ Ensure that rower welfare and health and safety are paramount at all times.
- ✓ Be made aware of the college's rules and expectations for student behaviour and insist that students operate within those expectations at all times when representing the college
- ✓ Insist that your rowers comply with the rules and the principles of Fair Play, irrespective of the manner in which the opposition behave.
- ✓ Ensure that crew selection processes are fair and equitable. They should include consideration of all relevant aspects such as boat movement ability, rowing technique and ability, fitness testing, attendance, behaviour, sportspersonship, leadership, teamwork and other.
- ✓ Respect the efforts of your rowers, regardless of whether they win or lose.
- ✓ Remember that your rowers row for their reasons, and bear in mind that they are still school students. Where possible, discuss and establish goals with your crew at an appropriate time in the season.
- ✓ Recognise that it is reasonable for rowers to ask about coaching decisions you have made and this is an important component of their learning, especially in terms of boat and crew selection.
- ✓ Being part of a team is a commitment; assist your rowers to live up to their commitments. Be aware that you set the standard by your own conduct.

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- ✓ Never behave in such a manner that would reflect badly on, or disgrace your crew(s), the Club or Onslow College (including engaging in any illegal activity).
- ✓ Inform the Coaches' Representative of any issues or complaints that have been brought to your attention. When unsure how to proceed when feeling uncomfortable discussing an issue by yourself, seek help from the Coaches' Representative or others within the OCRC Committee.

Rowing is a sport that both builds and depends upon communities. The time and effort parents and caregivers contribute to the sport is what enables their children to row, and rowing is often a whole family commitment. OCRC acknowledges and appreciates the significant contribution made by everyone who supports our rowers.

OCRC CODE OF CONDUCT FOR CAREGIVERS AND SUPPORTERS OF OCRC

All Parents, Caregivers and Supporters of the Onslow College Rowing Club (OCRC) should consider the following:

- ✓ Sport is about having a positive attitude. You play an important part in setting a positive tone and making sport an enjoyable experience for everyone. Ensure all of your interactions with others are carried out with a good grace and in the spirit of fair play.
- ✓ Insist that your rower complies with the rules and the principles of fair play, irrespective of the manner in which the opposition may behave.
- ✓ Encourage your rower and other rowers in their efforts in the sporting arena. Respect your rower's effort regardless of whether she/he wins or loses. Remember that your rower is rowing for her/his reasons not yours.
- ✓ Being part of a team is a commitment; assist your rower to live up to her/his commitments. Do not accept your rower letting teammates and coaches down.
- ✓ Ensure your rower attends all practices. Where your rower has a valid reason to not attend, ensure they have informed their coach.
- ✓ Make an effort to get involved.
- ✓ Display self-control. Do not shout at or ridicule anybody. Never behave in such a manner that would reflect badly on, or disgrace your rower, their crew(s), the Club or Onslow College (including engaging in any illegal activity).
- ✓ Rowing is a complex sport involving a number of factors that may not always be visible to you. Show respect for the coaches and management of OCRC. They have a difficult job and do not need interference or negative comments from observers.
- ✓ Show appreciation for the people who make it possible for your child to be involved in rowing. They are invariably volunteers and are involved because they share a commitment to your child's sport.

ONslow COLLEGE ROWING – COMPLAINTS PROCESS

OCRC encourages rowers, coaches, members of the wider Onslow College Rowing Community and all others to resolve their differences as informally as possible. Difficulties will inevitably arise, but most of these can be resolved in a low-key manner. Disputes within the Onslow College Rowing Community should never be allowed to become a major point of distraction or concern for those who are not directly affected.

To that end, the processes set out below should only follow informal conversations between the affected parties and all due attempts to resolve any issues amicably first.

Note:

The following processes will apply to all complaints concerning any aspect of the OCRC operations, community, management, external relations or any other matter - whether originating from within the OCRC or externally.

All formal complaints must be lodged in writing with the secretary of the OCRC Committee. The Committee will then allocate the complaint to the two most appropriate members of the Committee given the nature of the complaint and its history to date. These members may be different from case to case depending on the circumstances of each individual complaint.

The complaint will be investigated, and the Committee members to whom the complaint has been allocated will try to resolve the matter through mediation. If that is unsuccessful, the Committee members will determine whether the complaint is valid.

The College (Principal, Director of Sport and Year Level Dean where appropriate) will be kept fully informed throughout the process

1. Breaches of the Rowers Code of Conduct

Where there is a breach of the Rowers Code of Conduct, the Committee members involved will decide the appropriate consequence, in accordance with the Rowers' Code of Conduct.

The rower, caregiver, coach or any other person directly affected by the decision may ask the Executive Committee to review that decision. Applications for review must be made in writing to the Secretary of the Executive Committee within 48 hours and will be determined within 48 hours.

A sub-group of the Executive Committee established for the purpose will determine the outcome of the review within 48 hours. Neither of the Committee members initially involved in determining the matter will be involved in any subsequent review.

A final right of appeal for Onslow College students lies to the Principal of Onslow College. Appeals must be lodged in writing within 48 hours. Appeals must be lodged with the College during term time; and with the Secretary of OCRC during school holidays.

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Appeals will be determined by the Principal or his delegate as soon as practicable. The Principal's decision is final.

Special note re bullying

OCRC recognises that bullying is a real issue in the lives of young people and that it will arise from time to time within the rowing environment. OCRC also acknowledges that allegations of bullying have significant implications for all concerned and as such are also a matter of real concern to OC. OCRC undertakes to resolve issues of bullying in partnership with OC. We have detailed our understanding of bullying and the corresponding procedures in the Health and Safety section of the OCRC handbook.

Procedures for dealing with alleged bullying are being developed in consultation with the College

2. Complaints about alleged breaches of the Coaches' Code of Conduct

Where there is a breach of the Coaches Code of Conduct then the Committee members involved will discuss the matter with the coach and the coaches' representative and agree the appropriate action. The assistance/ advice of third parties can be sought at the discretion of the Committee members if that is likely to assist in resolving the issue. Where the matter cannot be resolved by agreement, the Committee members involved will determine the appropriate course of action.

Appeals can be made to the OCRC Executive Committee, whose decision will be final.

Appeals must be made in writing and lodged with the Secretary of OCRC within 48 hours of being advised of the outcome of the complaint. A sub-group of the Executive Committee established for the purpose will determine the appeal within 48 hours of receiving the appeal. Neither of the Committee members initially involved in determining the matter will be involved in determining the appeal.

3. Complaints about all other matters (including alleged breaches of the Caregivers and Supporters Code of Conduct)

In all other cases where a valid complaint has been made, the Committee members involved will discuss the matter with the affected parties and agree the appropriate action. The assistance/ advice of third parties can be sought at the discretion of the Committee members if that is likely to assist in resolving the issue. Where the matter cannot be resolved by agreement, the Committee members involved will determine the appropriate course of action.

Appeals can be made to the OCRC Executive Committee, whose decision will be final.

Appeals must be made in writing and lodged with the Secretary of OCRC within 48 hours of being advised of the outcome of the complaint. A sub-group of the Executive Committee established for the purpose will determine the appeal within 48 hours of receiving the appeal. Neither of the Committee members initially involved in determining the matter will be involved in determining the appeal.

4. Complaints made directly to Onslow College

If complaints are made directly to OC, then OC will forward the complaint to the Secretary of the OCRC Committee and the matter will be dealt with according to the processes set out above. The school will be involved where appropriate and advised of the outcome once the process is complete.

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Complaints made to others within the wider OCRC community

Sometimes complaints are made to others (including parents of other rowers) who do not have a role in the processes set out above. Where this happens, we ask that parents and others remember that complaints should be resolved in a low-key manner and should not be allowed to affect the morale or performance of others within the OCRC Community.

Where complaints are made to anyone who does not have a role in the processes set out above, the complainant should be encouraged to resolve the matter informally with those who are directly involved, or advised to lodge a written complaint with the Secretary of the OCRC Committee.