



## **CAYMAN ISLANDS SAILING CLUB**

### **Introduction**

### **Executive Summary**

The attached Codes of Conduct I to VI are:

#### **I. General Code of Conduct for all Members and Participants**

- This code is of general application and should be read by all.
- The other codes are for the persons identified in each Code and are self-explanatory.

#### **II. Code for Parents and Guardians**

#### **III. Code for Coaches**

#### **IV. Code for Officers, Staff, Officials and Volunteers**

#### **V. The Government Child Abuse Reporting Policy**

#### **VI. The Government Child Protection Policy Statement**

## I. General Code of Conduct for all Members and Participants

The Cayman Islands Sailing Club (the “Club”) is a voluntary organization formed and run by and for those who sail or are interested in sailing and related activities. It is committed to promoting sailing and the highest ideals of sportsmanship.

The Club aims to offer a positive experience for members and participants where they can learn new and enhance existing sailing skills, sailing knowledge and boat management skills and enjoy social events in a safe, positive and enjoyable environment.

The Club has developed various specific Codes of Conduct for those who are involved with the Club and Club activities, both locally and internationally.

It is important that members, parents / guardians, officers, officials, volunteers, coaches and participants in its activities, including Club, Cayman Islands National Sailing Association and Cayman Islands Olympic Committee sailing programmes, sanctioned or sponsored or supported events, regattas (local, overseas, regional and international), Cayman Islands National Team practices, Club should, at all times, understand and respect the applicable laws, regulations and rules and also the safety and welfare of others.

Interested parties are therefore welcome to be open and to share in a thoughtful way any legitimate concerns or complaints they may have about any aspect of the Club or the above matters with the Commodore, with a copy to the Club Secretary.

Any minor misdemeanours and general misbehaviour should be dealt with immediately. In the first instance, this should be verbally reported to the appropriate person, with the report followed up in writing afterwards. Persistent breaches will be dealt with and may result in formal action being taken in accordance with Club Rules.

### Members and Participants\* may expect to:

- Be safe and happy in their legitimate chosen activity.
- Be listened to, respected and treated fairly.
- Privacy.
- Be protected from harm.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed and supported.
- Ask for help.
- Have their legitimate concerns taken seriously and acted on as appropriate by the Club.

\*A participant is someone who is not a member but takes part in Club activities, or Club sanctioned, sponsored or supported events.

**Member and Participants are expected to abide by the following General Code of Conduct:**

- Keep yourself safe.
- Report any concerns about safeguarding poor practice / conduct you have to the appropriate person at the Club.
- Be friendly, supportive and show respect to members, officers, coaches, officials, volunteers, participants and visitors.
- Be friendly, supportive and show respect to other members on your team and members on opposing teams.
- Take care of and show respect for the Club's boats and equipment and those of other members.
- Sail fairly and be sportsmanlike and trustworthy.
- Behave and listen to all proper instructions given by officers, coaches, officials and volunteers.
- Abide by the rules of the Club, the Cayman Islands National Sailing Association, the Racing Rules of Sailing, all applicable local and international laws, regulations and rules that may apply to sailing and related activities and accept the decisions made by officers, coaches, officials and volunteers.
- Politely query a decision you do not understand and listen to the explanation.
- Do not cheat, be rude, violent or aggressive.
- Refrain from using foul or abusive language.
- Refrain from bullying, getting involved in discrimination of any kind, or inappropriate peer pressure, including pushing others into something they do not want to do. This includes face to face interactions or through the use of social media or technology.
- Do not possess or consume illegal substance of any kind, whilst in attendance at Club events or whilst representing the Club or the Cayman Islands.
- Do not engage in sexual harassment whilst in attendance at the Club, Club events or Club activities.
- Do not criticise officers, officials, coaches, volunteers, staff, members or parents / guardians on social networking sites or using text messages / emails.
- Do not leave an organised event unless accompanied by your parent / guardian or by a Club official.
- Be aware that it is not acceptable to photograph or video an injured person.

## II. Code of Conduct for Parents & Guardians

### Parents / Guardians may:

- Expect that your child is safeguarded during their participation with the Club.
- Be informed of problems or concerns relating to your child.
- Be informed if your child is injured.
- Have your consent sought for events such as residential camps and photography.
- Have the opportunity for input into the decisions made with the Club.
- Have any concerns about any aspect of your child's welfare listened to and responded to as appropriate.

### Parents / guardians are expected to abide by General Code of Conduct for Members and Participants and this additional Code of Conduct:

- Be a positive role model for your child and show an interest in their chosen activity.
- Ensure your child understands the General Code of Conduct and this Code.
- Promote the physical and emotional well-being of your child.
- Praise all children equally and discourage unfair competition.
- Do not engage in or condone unsportsmanlike behaviour.
- Encourage your child that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sport is for fun.
- Do not punish or belittle your child for making mistakes, place your child under pressure or push them into sailing or other sports activities they do not want to or are not comfortable doing. Instead, you should support your child's involvement.
- Refrain from interfering or undermining the authority of officers, coaches, officials or volunteers. Instead, politely discuss disputes / appeals at a suitable time with the correct official(s) including the decisions made by these persons.

### III. Code of Conduct for Coaches

Club coaches play a key role in providing members and participants with positive experiences with the Club from recreational participation through to high level competition, offering great opportunities to enhance members and participants knowledge in sailing and boat handling, and supporting members and participants both in sailing and related activities. Coaches also have an influential role for members and participants so that they wish to continue in sailing and achieve their potential.

This Code of Conduct for coaches is built on the principles of integrity, honesty, fair play and respect. These principles are fundamental to the Club and apply to all levels of ability and commitment.

#### Core Values

The core values that should be demonstrated by all involved in sailing activity include:

- Performance: Strive to be successful in all your endeavours and deliver high standards in every session you coach.
- Partnership: Collaborate and find solutions to shared issues and are open and honest at all times with fellow coaches in order to continually improve your knowledge and to the members and participants that you coach.
- Professionalism: Remain objective and professional at all times, and act with integrity in an ethical way and treat everyone with respect.
- Passion: Be passionate in all your endeavours, working with others to the benefit of members and participants.

**Coaches are expected to abide by this Code of Conduct, the General Code of Conduct for Members and Participants, the Code of Conduct for Parents and Guardians and the Code of Conduct for Officers, Staff, Officials and Volunteers:**

- Maintain confidentiality about sensitive information.
- Always conduct yourself in an appropriate manner, either face to face or when using social networking sites or technology.
- Be a positive role model displaying a consistently high standard of behaviour, appropriate appearance and punctuality and lead by example.
- Be positive, approachable and promote the objectives of the Club at all times.
- Be friendly, supportive and show respect to all officers, members, other coaches, officials, volunteers, staff, parents/guardians and participants, whether at the Club or elsewhere.
- Promote the physical and emotional well-being all members and participants.
- Consider the wellbeing and safety of members and participants before the development of their performance.
- Treat all members and participants fairly and equally, praising as appropriate and ensuring that they feel valued.

244 Spinnaker Rd., P. O. Box 32137, George Town, Grand Cayman, KY1-1208 CAYMAN ISLANDS

Tel: +1-345-947-7913 Email: [admin@sailing.ky](mailto:admin@sailing.ky) Website: [www.sailing.ky](http://www.sailing.ky)

- Have no favourites, encourage sportsmanlike and fair competition and discourage unfair competition.
- Develop appropriate working relationships with members and participants based on mutual trust and respect for all members and participants to build their confidence and self-esteem.
- Encourage members and participants that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sport is for fun.
- Encourage and guide members and participants to accept responsibility for their own performance and behaviour.
- Establish and address the additional needs of disabled members, participants or other persons at risk.
- Ensure all activities you organise are appropriate for each member's or participant's ability, age and maturity.
- Seek to inspire and motivate in accordance with a member's or participant's abilities.
- Take time to explain any decisions or instructions to members and participants to ensure that they understand clearly what you are asking of them.
- Exercise discretion in accepting individual hospitality or gifts from members or parents/guardians that results or appears to result in preferential treatment for that member or parent/guardian or a particular participant.
- Ensure parents / guardians of members or participants under 18 understand these expectations.
- Actively involve parents / guardians throughout all stages of a member's or participant's training and ensure you have appropriate permission for all activities.
- Provide positive verbal feedback to members and participants in a constructive and encouraging manner at all times.
- Refrain from being rude, violent or aggressive, using foul or abusive language, being discriminative, bullying or other inappropriate behaviour. Encourage members and participants to do the same. Address any inappropriate behaviour where necessary.
- Refrain from smoking, drinking alcohol or taking any other inappropriate substance at the Club while acting in a professional capacity during Club activities.
- Do not engage in or condone unsportsmanlike behaviour or rule violations.
- Do not harass members or participants sexually, physically or emotionally. This includes verbal abuse or abuse via social media or other technology.
- Do not punish or belittle members or participants for making mistakes, place members under pressure or push them into sailing or other sports activities they do not want to or are not comfortable doing. Instead, you should support members' and participants' involvement with sailing.
- Never use sanctions that humiliate, harm or put members, participants or others in danger.

#### **IV. Code of Conduct for Officers, Staff, Officials and Volunteers**

The Club aims to offer a positive experience for members and participants and where they can learn new sailing and boat management skills in a safe and positive environment. Club officers, officials, volunteers and staff play a key part in building a member's and participant's confidence both on and off the water and have a great opportunity to be a positive role model in sailing.


##### **Officers, Staff, Officials and Volunteers may expect:**

- To access on-going training and information on all aspects of leading or managing activities for Members and participants, particularly with regard to safeguarding children and adults at risk.
- To support in responding to and reporting concerns about safeguarding and poor practice / conduct.
- To access to professional support services if necessary and appropriate.
- To fair and equal treatment by the Club.
- To be protected from abuse by members, participants, parents / guardians or others.
- Not to be left in vulnerable circumstances when working for the Club.

##### **As officers, staff, officials and volunteers, you are expected to abide by the following Code of Conduct in addition to the General Code of Conduct for Members and Participants and the Code of Conduct for Coaches:**

- Be aware of your safeguarding responsibilities.
- Inform parents / guardians, where appropriate, of any problems or concerns relating to their child or if their child is injured.
- Ensure the safety of all members and participants by providing effective supervision and proper pre-planning of Club activities using safe methods at all times.
- Foster team work.
- Encourage members and participants that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sailing and sport is for fun.
- Encourage and guide members and participants to accept responsibility for their own performance and behaviour.
- Establish and address the additional needs of disabled members, participants or other adults at risk.
- Ensure the rights and responsibilities of members, participants and coaches are respected.
- Take time to explain any decisions or instructions to members, participants and coaches to ensure that they understand clearly what you are asking of them.

V.

Ref: SPT. ADM.6	<p style="text-align: center;"><b>Appendix A</b> <b>Ministry Reporting Policy</b></p>  <p style="text-align: center;">Cayman Islands Government</p>	<p>P.O. Box 107 Government Administration Building Grand Cayman KY1-9000 Cayman Islands</p> <p>Tel: 345 949 7900 Fax 345 949 3896</p>
-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

MINISTRY OF COMMUNITY AFFAIRS, YOUTH AND SPORTS

CHILD ABUSE REPORTING POLICY

The following sets out the process to be followed by National Sports Associations, in relation to child abuse matters. It seeks to meet the reporting requirements of the Children Law (2012 Revision) and to provide for the minimum standards for the vetting of Officials of all National Sporting Associations.

Definition of Child Abuse

"Child Abuse" is defined as:

- a) Sexual abuse of a child; or
- b) Physical or emotional abuse or neglect of the child which:
  - I. causes a child to suffer or is likely to cause a child to suffer; physical or psychological injury which is detrimental to the child's wellbeing; or
  - II. places the child's physical or psychological development in jeopardy.

A "child" is defined as someone under the age of 18 years.

Legal Requirement to Notify - Children Law (2012 Revision) (Section 32A):

244 Spinnaker Rd., P. O. Box 32137, George Town, Grand Cayman, KY1-1208 CAYMAN ISLANDS

Tel: +1-345-947-7913 Email: [admin@sailing.ky](mailto:admin@sailing.ky) Website: [www.sailing.ky](http://www.sailing.ky)

**Hereafter, the word "Official" shall include any coach, volunteer, umpire or any other official of the National Sports Association ("NSA") including Child Protection Officers.**

Section 32A of the Children Law (2012 Revision) makes it mandatory for certain people, including Officials, to report suspicions of child abuse to the Department of Children and Family Services ("DCFS"). This policy sets out the process for reporting.

A person who contravenes this section 32A of the Children Law, commits an offence and is liable on summary conviction to a fine of five thousand dollars or to imprisonment for a term of one year or both.

#### Appointments of Child Protection Officers

The NSA shall appoint a Child Protection Officer ("NSA Child Protection Officer") who shall be responsible for facilitating the reporting of suspicions of child abuse from any Official or member of the NSA. to the Department of Children and Family Services (UDCFS").

Each Member Club of the NSA will appoint a Club Child Protection Officer ("Club Child Protection Officer").

The NSA shall publish the name and contact details of its Child Protection Officer and ensure that all of its members are aware of this information.

#### Process for Reporting Suspicions of Child Abuse

If an Official has a reasonable suspicion that a child has been or is being abused or neglected, and the suspicion is formed in the course of the Official's work with NSA or a Member Club, that Official shall:

- (a) notify either their Club Child Protection Officer or the NSA Child Protection Officer of the suspicion as soon as practicable after he/she forms the suspicion. This should generally be on the same day that the suspicion is formed.
- (b) provide the Child Protection Officer with a written statement of the observations along with information and opinions on which the suspicion is based. The Child Protection Officer will supply a form for recording this information.
- (c) Provide the Child Protection Officer with the Official's contact details. Such details are to be kept confidential and may only be passed on to the NSA Child Protection Officer and DCFS.

Upon receiving a notification from an Official, the Child Protection Officer shall:

- (a) Supply the Official with the DCFS approved form ("notification form") for recording details of notifications for the Official to complete.
- (b) Assist the Official to complete and compile the information required for the notification form.
- (c) If the notification has been made to a Club Child Protection Officer, they will make contact with the NSA Child Protection Officer.

244 Spinnaker Rd., P. O. Box 32137, George Town, Grand Cayman, KY1-1208 CAYMAN ISLANDS

Tel: +1-345-947-7913 Email: [admin@sailing.ky](mailto:admin@sailing.ky) Website: [www.sailing.ky](http://www.sailing.ky)

The NSA Child Protection Officer shall:

- (a) Make contact with DCFS via a telephone referral to the Intake Unit at DCFS or by email to [CFSIntake@gov.ky](mailto:CFSIntake@gov.ky) as soon as practicable and in any event, on the same day as the notification is received from the Official. Any telephone referral must be followed by the notification form within 24 hours.
- (b) Ideally make contact with DCFS in the presence of the Official. However, if this is not possible, the NSA Child Protection Officer must immediately notify the Official that the notification has been forwarded to DCFS. This would ideally be by way of the Official being copied in on any email to DCFS.
- (c) Immediately report to the Technical Director and President (or Vice President in the absence of the President) that a notification has been made to DCFS, but not the details of the notification.

If the NSA Child Protection Officer is unavailable, the Official or Club Child Protection Officer will instead report to the Technical Director who will then act in the position of the NSA Child Protection Officer with the responsibilities as outlined above.

#### Further Information About Reporting Suspicions of Child Abuse

In deciding whether or not to report an incident or situation of suspected abuse to the Child Protection Officer, it is not required that the person making the report have proof that abuse has occurred. Any uncertainty in deciding to report suspicion should be resolved in favour of the child and a report should be made immediately.

The requirement to notify suspicion of child abuse applies whether or not the information was initially extended in confidence. This requirement also applies whether the information comes directly from the child or indirectly, from another Official or other member of the Association.

It is an Official's duty to report incidents or suspicions of child abuse; it is not the official's responsibility to investigate. In speaking with the child, the Official will take careful note of what is said and the context in which it is said. Care will be taken not to ask leading or unnecessary questions. Documentation of what is said (or of any injuries) is important. The child's own words must be used as much as possible.

There should be no attempt by the Child Protection Officer to question the child, as the role of investigation lies with DCFS and/or Family Support Unit (FSU) of Royal Cayman Islands Police Service (RCIPS). The child should be protected from repeated disclosures.

The Official referring the suspected case of child abuse must not unilaterally contact the parents. It is not the Official's responsibility to inform the parents of any report of suspected child abuse. Once a report is made to the DCFS, they will determine how the parents will be informed.

Given the sensitive nature of child abuse referrals, the Official and Child Protection Officer should expect only limited feedback following referral to DCFS. They may be contacted by the FSU and RCIPS as part of the investigative process.

Section 328 of the Children law provides protection to the notifier and requires that the receiver of notification of suspected child abuse (DCFS) shall not disclose the identity of the notifier to any other person other than in the instance of communicating to another person acting in the course of official duty. Only in cases when the court is satisfied that the evidence is of critical importance in the proceedings and that failure to admit it would prejudice the proper administration of justice will

244 Spinnaker Rd., P. O. Box 32137, George Town, Grand Cayman, KY1-1208 CAYMAN ISLANDS

Tel: +1-345-947-7913 Email: [admin@sailing.ky](mailto:admin@sailing.ky) Website: [www.sailing.ky](http://www.sailing.ky)

a notifier be called to provide evidence. In these instances, NSA will support the Official by assigning another professional to accompany them at such hearing, subject to the authorisation of the Court.

NSA shall ensure that all NSA Officials are provided with information and training annually that will enable them to carry out their duty to report suspected child abuse or neglect. (Training is available from the DCFS).

In cases where the child has been escorted directly to the hospital, the Official will liaise with the medical authorities who will make the report to DCFS. The Official should still report to the Club or NSA Child Protection Officer that a notification has been made. The Official's role will then become one of child support.

#### Responsibilities of NSA/Club after referring cases of suspected Child Abuse:

Following any report of suspected child abuse, the Official will assume a role of player support and advocacy as required. NSA will co-operate with DCFS and RCIPS throughout any investigation NSA shall assist DCFS by providing an appropriate interview space and arranging discreetly for the child to be interviewed. The DCFS worker may request that a NSA staff member be present during an interview to offer support to the child.

If it is necessary for DCFS staff to remove the child from an NSA session during the investigation, NSA will be provided with parental consent (either written or direct verbal).

Following investigation. NSA will participate if appropriate/required in DCFS case conferences and liaise with DCFS staff on behalf of the child as requested.

All information related to suspected child abuse cases shall be treated confidentially. NSA must provide a secure cabinet for the filing and maintaining of confidential information related to child abuse referrals. Any report initially made to a Club Child Protection Officer will not be stored by that officer, but will instead be stored by the NSA Child Protection Officer. All documentation related to child abuse reports or investigations shall be data protected.

*When following procedures for reporting suspected cases of child abuse, the safety and welfare of the child will always dictate which course of action is to be pursued. Any uncertainty should always be resolved in favour of the child's best interest.*

#### Due diligence as part of the Child Abuse Policy

This policy seeks to address the requirements of the Children Law once an incident of abuse is suspected. The policy also recognises that the prevention of abuse in the first instance is the preferred option. Therefore the following steps shall be taken by the NSA:

1. NSA will develop an application form which must be completed and signed by all Officials in its organisation.
2. The completed application form must be accompanied by the following documents:
  - a.. For Officials under the age of 18 years:

244 Spinnaker Rd., P. O. Box 32137, George Town, Grand Cayman, KY1-1208 CAYMAN ISLANDS

Tel: +1-345-947-7913 Email: [admin@sailing.ky](mailto:admin@sailing.ky) Website: [www.sailing.ky](http://www.sailing.ky)

Two characters references from a professional person in the Cayman Islands who is a non-family member. The reference provider must have known the applicant for a minimum of five years. Professionals include: Teachers, Justices of the Peace. Senior Public Servants. Doctors, Lawyers and or Members of the Legislative Assembly or Lawyers.

A clearance from the DCFS confirming that the applicant has not been or is not now the subject of any inquiry that would suggest that he or she poses a safety risk in working with children.

b. For adult Officials over the age of 18:

A police clearance certificate.

Two characters references from a professional person in the Cayman Islands who is a non-family member. The reference provider must have known the applicant for a minimum of five years. Professionals include: Teachers, Justices of the Peace, Senior Public Servants, Doctors, Lawyers and or Members of the Legislative Assembly.

- A clearance from the DCFS confirming that the applicant has not been or is not now the subject of any inquiry that would suggest that he or she poses a safety risk in working with children.
- For adults who have lived In a jurisdiction other than the Cayman Islands for more than six months:
  - A criminal record/police clearance certificate from that jurisdiction; and
  - The NSA must conduct a check of the sex offenders' registry in that jurisdiction where such a registry exists.

Accepted on behalf of the NSA on \_\_\_\_\_ by:  
Date

NSA  
President  
(Name)

## VI.

### Appendix B

#### Child Protection Policy Statement

CISC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Cayman Islands Government and not for profit organization charter requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of sport at CISC in a safe and child centred environment
- are protected from abuse whilst participating in sailing activities or outside of the activity.

CISC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy CISC will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in CISC activities, organization of events, committee or volunteers engaged at CISC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by any local Safeguarding advisory notices from but not limited to the Cayman Islands Ministry for Sports, and/or Home Country Sports Councils and Not for Profit Charter & related associations
- as a result of any other significant change or event.

(Last reviewed July 2017)

## VII.

### Appendix C Boat Rental Agreement

Membership provides Members with the privilege of renting the Club's boats at favourable rates.

When sailing one of the Club's boats a Member agrees:-

1. to promptly pay for any rental fee charged by the Club for the use of its boat and to return it, and its ancillary equipment, in a similar condition to that which it was in at the beginning of the rental period; and
2. to immediately inform the Club of any equipment lost or damaged during the period of use and to compensate the club for the reasonable cost of any repair or replacement that may be necessary, excepting reasonable wear and tear.

The Member further acknowledges, declares and understands that:-

3. the Club cannot guarantee the Member's personal safety when sailing; and
4. they have no physical or psychological problems that prohibit them from safely sailing a Club boat; and
6. the Club does not accept any liability for any loss, damage or personal injury arising out of a Member's use of the Club's boats.