

## Code of Conduct, Regulations and Policies

### University of Malta Rowing Club

Last updated:	1 <sup>st</sup> March 2022
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# Code of Conduct

## General

Members of the University of Malta Rowing Club should adhere to the following tenants:

### Respect for others

1. I agree to act with respect toward all those I come into contact with through sport. This means I refrain from comments or behaviours which are abusive, offensive, racist, sexist or otherwise belittling or demeaning to others.
2. I do not harass or tolerate harassment by others.
3. I respect others as persons and treat them with dignity.
4. I respect the privacy of others.
5. I do not endanger the safety of others through my actions.

### Respect for self

1. I act with fairness and integrity in the pursuit of excellent sport.
2. I practice drug-free sport and accept doping control.
3. I avoid the abuse of alcohol and illegal drugs.

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### **Respect for sport**

1. I strive for personal excellence in sport.
2. I honour and respect the spirit and traditions of sport.
3. I do not impede the preparation for competition of other competitors or teammates.
4. I respect the decisions of judges and officials.
5. I promote drug-free sport.

### **Respect for University of Malta Rowing Club**

1. I accept University of Malta Rowing Club rules, policies and procedures governing events and competitions in which I participate.
2. I comply with the reasonable requests of officials of University of Malta Rowing Club.
3. I accept that I am an ambassador for the Club, the University of Malta and rowing.
4. I refrain from any action which might bring the sport of rowing or the University of Malta Rowing Club into disrepute.

### **Respect for property**

1. I respect the property and livelihood of others, which means refraining from vandalism, theft, and other forms of mischief.
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## Your Rights

Members of the University of Malta Rowing Club should be aware of the following rights:

1. To participate in Rowing
  2. To enjoy safe participation in rowing without fear or harassment
  3. To be respected and treated as individuals at all times
  4. To receive support for their individual needs
  5. Not to be pressurised to train or compete
  6. To be communicated with in a manner which reflects respect and care
  7. To be treated in accordance with the University of Malta Rowing Club Rules and Policies
  8. To enjoy an environment free of discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity as per sub-article 2.2.2 of the Club's statute.
  9. To challenge discrimination in whatever form it takes
  10. To enjoy an environment free of sexual harassment, sexual abuse and any behaviour that could be construed as abuse
  11. To make a complaint, and to be heard and have their complaint acted upon in accordance with the Disciplinary Rules & Procedures of the University of Malta Rowing Club, section 4 of the Club's statute.
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## Code of Conduct for All Members

All members must understand that their own competitive aspirations or those of other members of the rowing community do not ever justify failure to promote and follow the University of Malta Rowing Club's Code of Conduct, Regulations, Rules and Policies.

1. All Members should:
    - a. Adhere to the letter and the spirit of the University of Malta Rowing Club Codes, Regulations, Rules and Policies, and those of Malta Rowing, an Event or relevant organisation.
    - b. Be aware of and follow the policies and procedures in place to ensure the health, safety, and well-being of all individuals in Rowing.
    - c. Follow the directions of coaches, umpires and officials of a Club, Event, or relevant organisation.
    - d. Be a positive role model at all times.
    - e. Act in a sportsmanlike way during training and competition.
    - f. Not act in any way that would result in an actual or potential conflict of interest.
  2. All Members must:
    - a. Comply with the National Anti-Doping Organisation and Integrity Policies as per sub-article 3.5.11. of the Club's statute (<https://nadomalta.org/>).
    - b. Not allow any form of behaviour that might violate the National Anti-Doping Organisation Anti-Doping and Integrity Policies to go unchallenged (<https://nadomalta.org/>).
    - c. Not engage in acts of verbal or physical abuse.
    - d. Respect the rights, dignity and worth of other Participants, and not discriminate.
    - e. Not allow any form of discrimination or victimisation to go unchallenged.
    - f. Not engage in bullying or any other behaviour that could reasonably be viewed as inappropriate.
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- g. Avoid inappropriate relationships which involve one person having a position of authority or influence over another.
  - h. Not carry out any acts for the purpose of cheating or the manipulation of competition.

## **Code of Conduct for All Coaches**

Anyone with a position of authority should lead by example. Everyone should conduct themselves with a high degree of honesty, integrity, and competence.

1. All Coaches should:
    - a. Create an environment of inclusivity.
    - b. Be aware of the physical and emotional needs of all Participants (especially at the developmental stage), and ensure that training loads and intensities are appropriate.
    - c. Be aware of and follow the policies and procedures in place to ensure the health, safety, and well-being of all participants in Rowing.
    - d. Recognise the rights of all Participants to be respected, treated as equals, with their dignity preserved.
    - e. Recognise the rights of Participants to seek advice from other coaches and experts.
    - f. Always be clear about the nature of coaching services or any other services being offered including costs involved (if any).
    - g. Promote the concept of a balanced lifestyle, supporting the well-being of Participants in and out of rowing.
    - h. Be appropriately discreet in any conversations about Participants, coaches, or any other individuals.
    - i. Display control, respect, dignity, and professionalism to all involved in rowing, accepting responsibility for their actions.
    - j. Make a commitment to providing a high-quality service to Participants.
    - k. Maintain up-to-date knowledge and understanding of developments within rowing relevant to their role and have a commitment to ongoing continuing professional development to ensure safe and correct practice.
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- l. Work respectfully with other organisations, ensuring that required levels of communication, collaboration and permissions are observed.
  - m. Promote good practice in others and challenge any poor practice they observe.
  - n. Demonstrate proper personal behaviour and conduct at all times.
2. All Coaches must:
- a. Not behave or conduct themselves in any manner which could bring the sport of Rowing, Malta Rowing its affiliated clubs and Competitions into disrepute.
  - b. Act equitably in officiating and combat discrimination based on gender, age, race, colour, sexual orientation, political opinion etc.
  - c. Condemn cheating, manipulation of competition, and the use of prohibited substances or methods and take responsibility for providing guidance and education to participants on these issues.
  - d. Conduct an appropriate risk assessment before undertaking any rowing related activities, ensuring the environment is as safe as possible and referring to British Rowing Row Safe for guidance.
  - e. Take action to report concerns they may have about behaviour towards a child or an adult at risk in accordance with the University of Malta Rowing Club and Malta Rowing policies and guidelines.
  - f. Maintain an environment free of fear and harassment.
  - g. Observe appropriate boundaries and relationships with their participants.
  - h. Not behave in a manner that could be seen as abuse of any kind.
  - i. Comply with the Rowing National Anti-Doping Organisation and Integrity Policies (<https://nadamalta.org/>).
  - j. Not allow any form of behaviour that might violate the National Anti-Doping Organisation and Integrity Policies to go unchallenged (<https://nadamalta.org/>).
  - k. Avoid sexual intimacy with all Participants, for the duration of any coaching relationship or in the period immediately following the end of the coaching relationship.
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- l. Ensure any physical contact is appropriate and necessary and is carried out within the recommended guidelines and only with the participants full consent and approval.
  - m. Not assume responsibility for any role which they are not qualified or prepared for or mislead others as to the level of their qualification or competence.
  - n. Maintain confidentiality and comply with any data protection legislation.

## **Code of conduct for anyone working with children (anyone who is U18)**

1. In addition to above, anyone working with junior rowers must be familiar with, follow and promote the University of Malta Rowing Club Safeguarding and Protecting Children Policy and Guidance documents
2. Individuals must:
  - a. Recognise that the welfare of Children is paramount, and that they need to ensure that Children are protected is a primary consideration and may override the rights and needs of those adults working with them.
  - b. Follow the University of Malta Rowing Club's guidance on the use of social networking services and social media, and text and email messaging.
  - c. Observe appropriate boundaries and relationships with juniors including use of contact and in language and communication.
  - d. Always be publicly open when working with children, and avoid coaching, meetings or situations where a child or children and the individual are completely unobserved.
  - e. Work with the child's parent/legal guardian to ensure that the level and type of participation is appropriate to the child's stage of development.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Section 4 of the University of Malta Rowing Club statute. Such action may result in the member losing the privileges that come from membership in the University of Malta Rowing Club, including the opportunity to participate in University of Malta Rowing Club activities.

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# Regulations

The following regulations apply and must be adhered to while using the:

## Rowing Gym

1. Appropriate athletic wear must be worn at all times, including footwear. No boots, sandals, open toed shoes or bare feet.
  2. Nobody is allowed to use the training room on his/her own.
  3. Do not remove any equipment from the training room.
  4. WEIGHTS AREA
    - a. The weight equipment is not to be used unless you have been instructed in safe practices for lifting. No one should weight train on their own.
    - b. Please be mindful of other users. Lift a safe distance away from all equipment and other training room users – preferably in the area next to ski ergs.
    - c. If all, or most, of the rowing machines are in use there is not room to safely use weights. (Adequate space to move from one activity to another is not available and space for stretching out is at a premium.)
    - d. Spotters are required for all free weights.
    - e. Collars must be fitted to all bars before lifting begins.
    - f. No member under 18 years of age is allowed to lift without coach supervision.
    - g. All members under 18 years of age using free weights must have completed a waiver release form and had this countersigned by their parents.
    - h. Use appropriate weights for your level – follow a programme.
    - i. Please wipe down equipment after use with the provided sanitising solution found on the cupboard.
    - j. All weights and bars must be put away after use, no exceptions.
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- k. Any rowing machines which have been moved during a weights session must be put back in place and ready to use.

#### 5. ROWING MACHINES

- a. Do not let go of the handles and let it fly into the machine no matter how tired you are as it is likely to smash into and damage the monitor.
  - b. Place handles back after use; do not leave them in the rest position as it stretches the chain.
  - c. Clean the handles, the slide and the seat of the rowing machine after use, preferably with the provided sanitising solution (found on the cupboard).
  - d. Do not stand on the slide.
  - e. If batteries need replacing please inform the club on [umr@umrowingclub.org](mailto:umr@umrowingclub.org). If necessary please follow the reprogramming advice available.
  - f. All personal items are left at the owner's risk. The University of Malta Rowing Club takes no responsibility for the loss or damage of any personal belongings.
6. Please turn all lights off after use and lock the building.

## Boat House

- 1. Please help to keep the boathouse in good order so that everyone can use it safely and easily locate equipment.
  - 2. Tools removed from the tool boxes must be returned immediately after use.
  - 3. Personal Items Bags/trainers etc. must not be left on the boathouse floor.
  - 4. Lifejackets Must be worn by members who do not know how to swim.
  - 5. Each sculler is responsible for the correct storage of boat and equipment after use, including regattas.
  - 6. Moving Boats: Take care when moving boats in/out of the boathouse, always ask someone to help. Ensure
  - 7. Use the trolley to take the boats to sea.
  - 8. Oars and Sculls, Single scullers only may secure the oars prior to putting their boat on the water.
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9. Care of Boats All boats should be washed down using the washing solution provided after use and put away carefully in the boathouse. All slides must be cleaned after outings. Please do not waste water.
  10. Outings: Please remember to sign out before your outing and remove your name when you return.
  11. Bins: Please put your waste in the bins provided. If any of the bins are full, please empty them.
  12. Trestles: Please return trestles to the trestle racks after use.
  13. Doors: The last crew or sculler off the water at each session is responsible for ensuring the securing and locking of the boathouse. Please ensure that both doors are bolted before locking the pedestrian door when you are the last person to leave the boathouse. Please close the main gate once you leave.
  14. Accidents: Please report all accidents/incidents to [umr@umrowingclub.org](mailto:umr@umrowingclub.org) Indicate date, name/s of those involved, boat names/numbers, damage/injuries and action taken.
  15. Damage: If equipment is damaged please email boathouse manager on [umr@umrowingclub.org](mailto:umr@umrowingclub.org) ALL damage should be reported to the Club immediately. Individual members may be held responsible for wilful damage or damage known to have been caused by their negligence.

## On Water

1. All members who go on the water must know how to swim.
  2. Boats can only be launched from the beach outside of the swimming zone period, as specified by Transport Malta and as communicated to its Members by the Club.
  3. During the swimming zone period, boats are to be launched from the closest slipway.
  4. Rowers should always remain alert to their surroundings, looking out for boats, buoys and swimmers. Always maintain a safe distance.
  5. ALL Rowers should shout loudly if another rower is approaching their section of water even if they think the other crew has seen them.
  6. ALL Rowers should be aware of and have practised emergency stop procedures (slap, bury, turn).
  7. ALL Rowers are to be conspicuous and wear high-visibility clothing at all times when afloat other when they are required to wear club kit during competitions.
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8. ALL Rowers boating early morning, at dusk or in the dark should wear Hi-Viz and use lights on their boat. Local rules are white on the bow and red on the stern. Crews are responsible for providing their own lights.
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# Policies

The following policies are to be followed:

## **Internet, Social Media and Online Safety Policy**

### **1. Purpose**

The purpose of this policy is to outline the University of Malta Rowing Club's approach to the use of the internet and social media to achieve its aims & objectives whilst safeguarding its members.

### **2. Scope**

This policy applies to all members.

### **3. Objectives**

- a. To ensure that social networking and the internet are used appropriately in the club context.
  - b. To highlight data protection risks with social media and limit them.
  - c. To protect members involved with our organisation and who make use of technology whilst in our care.
  - d. To provide volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
  - e. To ensure our organisation is operating in line with our values and within the law regarding how we behave online.
  - f. To highlight data protection risks within social media and limit them.
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#### **4. Club Website and social media**

- a. The club website, Facebook page, Instagram account, LinkedIn and bulk emailing capability etc are valuable tools for the club to communicate with the membership and the world at large. They will be run on behalf of the Executive Committee and authorised volunteers.
- b. All social media accounts will be password protected, and members of the Executive Committee will have access to each account.
- c. The account will be monitored by at least two designated volunteers appointed by the Executive Committee to provide transparency.
- d. Designated volunteers will remove inappropriate posts by individuals, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- e. No social media accounts, which purport to be club accounts or accounts for groups within the club, may be set up by members independently of the club without the consent of the Club Executive Committee This policy applies to any groups or accounts set up, whether they were authorised or not.
- f. Individual communication with juniors by Junior Coaches or Junior Coordinator, should only be undertaken through approved channels unless agreed otherwise by the Welfare Officer
- g. Private messages from junior members or other individuals under 18 should not be deleted under any circumstances without first discussing this with the Club Welfare Officer.
- h. Any concern reported through club social media platforms should be dealt with in the same way as a face-to face disclosure.

#### **5. Club Email Address**

- a. The Club email address (umr@umrowingclub.org) will be made available to authorised individuals to aid in their work on behalf of the club.
  - b. The club shall not issue individual email addresses.
  - c. The Club email address should not be used for personal gain or benefit beyond the agreed scope of the work the individual is undertaking on behalf of the club.
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- d. Use of club emails may be manually or automatically monitored from time to time in line with the club's Data Protection and Privacy Policy.
  - e. The Club Emails are subject to disclosure as part of a Subject Access Request and should be managed accordingly, making sure that the information contained is accurate, appropriate, ethical, and legal.
  - f. The club email address should be in line with the principles outlined in Section 8 of this document.
  - g. Individual communication with juniors should only be undertaken by Junior Coaches or Junior Coordinator, or otherwise as agreed with the Welfare Officer through approved channels only.

## **6. Personal Emailing/Website/social media**

- a. The University of Malta Rowing Club recognises that some members will make use of personal email/website/social media in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible use of this, it is expected that all members will use these tools in a way as to avoid causing distress and harm to others, compromising the effectiveness of the club, or bringing the club into disrepute.
  - b. Communications with other members (even if you know them in other contexts e.g., University) can amount to bullying and that bullying, particularly if there is a specific rowing link, may be dealt with under the club Disciplinary Rules & Procedures.
  - c. Members must not divulge any confidential information about members, or the University of Malta Rowing Club, or information belonging to the club which is not in the public domain or expand upon such information already available in the public domain.
  - d. If any member discloses that they are attached to the University of Malta Rowing Club, then it must be made absolutely clear that any views expressed do not represent the official position of the University of Malta Rowing but are the views of the individual.
  - e. Adult members should not "friend" or "follow" Junior Members from personal accounts on social media and maintain suitable boundaries.
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- f. Adult Members should make sure any content posted on public personal accounts is accurate and appropriate recognising that Junior Members may follow, access, or otherwise view the content.

## **7. Video conferencing**

- a. All Club Video Conferences should be password protected except where open to the public. In this case other suitable precautions, such as registration, should be made to prevent unauthorised or unwanted access to the conference.
- b. At least one parent must be present in the room during the delivery of any activity to Junior Members via video conferencing platforms at home.
- c. Any delivery of activity to Junior Members via video conferencing platforms will be supported by an additional coach or volunteer (even if they are not actively delivering) to ensure transparency.

## **8. Acceptable use**

- a. All users must acknowledge and agree to this policy before using any club provided system or platform. Where a subset of the policy is provided, links to the full policy must be included.
  - b. You may not use any electronic system the club owns or uses to write, send, read, or receive data that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person.
  - c. If you use these electronic systems in a way that acceptable use, or The University of Malta Rowing Club policies, you will be subject to disciplinary action as outlined in the Disciplinary Rules & Procedures.
  - d. If you use these electronic systems in a way that breaks the law, you will be subject to disciplinary action as outlined in the Disciplinary Rules & Procedures and referral to the Police.
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- e. The following are some examples of prohibited activities that violate the club's definition of acceptable use:
- i. Sending or posting discriminatory, harassing, or threatening messages or images.
  - ii. Stealing, using, or disclosing someone else's code or password without authorisation.
  - iii. Sending or posting confidential material, trade secrets or proprietary information outside of the organisation.
  - iv. Violating copyright law.
  - v. Failing to observe licensing agreements.
  - vi. Engaging in unauthorised transactions that may incur a cost to the organisation or initiate unwanted internet services and transmissions.
  - vii. Sending or posting messages or material that could damage the organisation's image or reputation.
  - viii. Participating in the viewing or exchange of pornography or obscene materials.
  - ix. Sending or posting messages that defame or slander other individuals.
  - x. Attempting to break into the computer system of another organisation or person.
  - xi. Refusing to cooperate with a security investigation.
  - xii. Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
  - xiii. Using the internet for political causes or activities, religious activities, or any sort of gambling.
  - xiv. Jeopardising the security of the organisation's electronic communications systems.
  - xv. Passing off personal views as representing those of the organisation.
  - xvi. Sending anonymous email messages.
  - xvii. Engaging in any other illegal activities.
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## **9. Reporting Concerns**

- a. Concerns about the use of websites, online tools and social media by club officials should be reported to the Club Welfare Officer and Club Data Protection Contact Person to be dealt with in line with the Club Disciplinary and Grievance Policy.
- b. Concerns about the use of websites, online tools and social media by club members should be reported to the Club Welfare Officer to be dealt with in line with the Club Disciplinary and Grievance Policy.
- c. Concerns about the conduct of third party use of websites, online tools, and social media by third parties should be reported to the platform or service provider in the first instance. Additional guidance can be sought from the Club Data Contact Person.

## **10. Breaches of this policy**

- a. Breaches of this policy will be dealt with by the University of Malta Rowing Club's Disciplinary Rules & Procedures.
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# Health and Safety Policy

## 1. Purpose

The purpose of this policy is to outline the University of Malta Rowing Club's approach to health and safety. The University of Malta Rowing Club is strongly committed to encouraging our members to take part in rowing activities, but the health, well-being and safety of each individual is always our paramount concern.

## 2. Scope

This policy applies to all members.

## 3. Objectives

- a. Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
  - b. Create a safe environment by putting health & safety measures in place as identified by the assessment.
  - c. Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependent on age, maturity and development.
  - d. Ensure that all members are aware of, understand and follow the club's health & safety policy.
  - e. Appoint a competent club member to assist with health and safety responsibilities.
  - f. Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
  - g. Provide access to adequate first aid facilities and telephone.
  - h. Report any injuries or accidents sustained during any club activity or whilst on the club premises.
  - i. Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
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#### **4. Members Duties**

- a. Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do.
- b. Cooperate with the club on health & safety issues.
- c. Correctly use all equipment provided by the club.
- d. Not interfere with or misuse anything provided for your health, safety or welfare.

#### **5. First Aid Facilities**

- a. First aid box available at Rowing Gym.
- b. AED available at UM Rowing Sports Hall.
- c. First aid box available at Marsaxlokk Boat House.

#### **6. Qualified First Aiders**

- a. List of qualified first aiders available at Marsaxlokk Boat House.
- b. Phone 112 in case of emergency.

#### **7. Survival Equipment**

- a. Life jackets available at Marsaxlokk Boat House.
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# Anti-Bullying Policy

## 1. Purpose

The Committee and Officers of the University of Malta Rowing Club are committed to providing a caring, friendly and safe environment for all of our members so they can train in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all rowers or parents and legal guardians should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member

## 2. Scope

This policy applies to all members. Bullying can be:

- a. Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures).
- b. Physical pushing, kicking, hitting, punching or any use of violence.
- c. Racist racial taunts, graffiti, gestures.
- d. Sexual unwanted physical contact or sexually abusive comments.
- e. Homophobic because of, or focusing on the issue of sexuality and gender.
- f. Verbal name-calling, sarcasm, spreading rumours, teasing.
- g. Rowers who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

## 3. Objectives

- a. All executive committee members, coaches, rowers and parents should have an understanding of what bullying is and what they should do if bullying arises.
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- b. All committee members and coaches should know what the club policy is on bullying, and follow it when bullying is reported.
  - c. As a club we take bullying seriously. Rowers and parents should be assured that they would be supported when bullying is reported.
  - d. Bullying will not be tolerated.

#### **4. Signs and Symptoms**

- a. Says they are being bullied
- b. Is unwilling to go to club sessions
- c. Becomes withdrawn anxious, or lacking in confidence
- d. Feels ill before training sessions
- e. Comes home with clothes torn or possessions damaged
- f. Has possessions go “missing”
- g. Asks for money or starts stealing money (to pay bully)
- h. Has unexplained cuts or bruises
- i. Is frightened to say what’s wrong
- j. Gives improbable excuses for any of the above.

#### **5. Procedures**

- a. Report bullying incidents to the Club Welfare Officer or a member of the executive committee.
  - b. In cases of serious bullying, the incidents will be referred to the University of Malta for advice.
  - c. Parents should be informed and will be asked to come into a meeting to discuss the problem.
  - d. If necessary and appropriate, police will be consulted.
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- e. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
  - f. An attempt will be made to help the bully (bullies) change their behaviour.
  - g. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club statute.

## **6. Club actions**

In a situation where the club decides it is appropriate for them to deal with the situation the procedure below will be followed:

- a. Reconciliation by getting the parties together. It may be a genuine apology that solves the problem.
  - b. If this fails/not appropriate a small panel (Made up from President, Club Welfare Officer, Secretary or executive committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
  - c. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
  - d. If bullying has in their view taken place the bully should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
  - e. In some cases the parent of the bully or bullied rower can be asked to attend training sessions, if they are able to do so, and if appropriate. The club executive committee should monitor the situation for a given period to ensure the bullying is not being repeated.
  - f. All coaches involved with both rowers should be made aware of the concerns and outcome of the process i.e. the warning.
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## 7. Prevention

- a. The club has a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
  - b. All rowers and parents will sign to accept the constitution upon joining the club.
  - c. The club welfare officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with rowers to discuss the issue openly and constructively.
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# Key and access policy

## 1. Purpose

This policy seeks to ensure that access to club equipment is restricted to appropriate club members, or other authorised users as agreed by the Executive Committee and with the University of Malta. The use of keys and other methods of access restriction is an important tool in safeguarding the value of the club's assets and resources for the use of members.

## 2. Scope

- a. For the purpose of this policy the term “key” refers to any method of restricting access to resources, property or other club assets. This may be in the form of keys, combination codes, access fobs or other items.
- b. This policy applies to keys or other access issued by the University of Malta Rowing Club for the club's and University of Malta facilities at the Marsaxlokk Campus Boathouse only.
- c. This policy does not apply to any keys issued by other organisations to club members.

## 3. Roles and responsibilities

- a. The executive committee members have overall responsibility for this policy.
  - b. The operation of this policy is the responsibility of the executive committee members and those members who were delegated these responsibilities.
  - c. The executive committee members are responsible for ensuring that this policy and the operation of it complies with relevant legal and insurance requirements.
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- d. The executive committee members are responsible for setting any charges or deposits related to the issuing of keys.

#### **4. Eligibility**

- a. All club members are eligible to apply for keys to allow access to the Club's boathouse. Key access to the club's equipment held within the UM Sports Hall is outside the scope of this policy.
- b. Members will remain eligible for keys for the duration of their membership, or until a date specified at the time of issuing.

#### **5. Key Issuing**

Keys should only be issued once the following actions are complete:

- a. Key agreement form has been returned to the General Secretary;
  - b. Any deposit or charges due have been paid to the Financial Officer (or by the agreed method);
  - c. A copy of the Key agreement and receipt for payment has been issued to the key holder.
  - d. The Executive Committee reserves the right to waive any charge or deposit prior to key issuing. This decision, and the justification for this should be recorded in the minutes of the meeting prior to, or immediately after the keys were issued.
  - e. Applicable records should be updated to reflect the issuing of keys to members.
  - f. Keys and Deposits are non-transferable.
  - g. Keys remain the property of the University of Malta Rowing Club or the University of Malta.
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## 6. Key loaning

For the purpose of this policy, “Loan” refers to the temporary sharing of keys between two members, where one member is not present on site when the key is being used.

### a. To access personal property

- i. Keys may be loaned by one member to another to enable access by the non-key holder to the personal property of the key holder, i.e. to allow the member to use another member’s boat
- ii. If the loan of the key is a recurring or ongoing arrangement, the key holder should notify the Management Committee via the Membership Secretary.
- iii. The Key holder remains liable for the actions of the non-key holder unless the Executive Committee is notified of the loan, and the key holder cannot demonstrate that they have made the non-key holder aware of this policy, i.e. an Email or Text Message drawing the individual’s attention to this policy.
- iv. The maximum length of loan for a key is six months, at this point the non-key holder should apply for a key from the Executive Committee.

### b. To access club property

- i. Any loan of keys by one member to another to enable access by the non-key holder to club property should be notified to the Executive Committee via the General Secretary.
  - ii. It is the responsibility of the key-holder to verify that the non-key member has the relevant permission to use the club property that the key provides access to.
  - iii. From time to time the Executive Committee may request that an individual loan a key to another member for the purposes of club business. Any request will be
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confirmed by email and will outline when it is expected that the key will be returned to the holder.

## **7. Loss/Thefts of Keys**

- a. Any loss or theft of keys should be notified to the membership secretary as soon as possible, and no later than 7 days of becoming aware of the loss or theft.
- b. The club may request additional information, including a police report as supplied by the Malta Police Force, for the purposes of making an insurance claim.
- c. The re-issuing of keys will be subject to the provisions outlined in Section 5 above, including the payment of any charges and deposits for the return of keys.

## **8. Key return**

### **a. By request**

- i. The club may request the return of any key by giving a minimum of 14 days' notice in writing to the member.
- ii. Where it is not possible to return the key in the timeframe requested an alternative time frame may be agreed.
- iii. Failure to return keys within the agreed timeframe may result in the forfeiting of any deposit.
- iv. The club is not responsible for the costs of returning any keys.

### **b. At the End of Membership/Eligibility**

- i. When a member terminates their membership, changes membership or role such that they become ineligible for keys they should return keys within 14 days.
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- ii. Failure to return keys within the agreed timeframe may result in the forfeiting of any deposit.
  - iii. The club is not responsible for the costs of returning any keys.

#### **c. Voluntary return**

- i. Keys may be returned at any time by a member when they are no longer required.

#### **d. Deposits**

- i. The club will endeavour to keep accurate records; however, it is the responsibility of the key holder to provide evidence that a deposit was paid if they wish for it to be returned.
- ii. Deposits will be returned within 30 days of the receipt of the keys.
- iii. The club reserves the right to allocate any deposit returnable to pay any outstanding charges owed to the club.
- iv. Deposits are non-transferable.

#### **e. Misuse of keys**

- i. Misuse of club keys is subject to the club's Disciplinary policy and may result in the temporary or permanent removal of access, and other sanctions as outlined in the disciplinary policy.
  - ii. The club reserves the right to reclaim any costs incurred as the result of misuse of club keys.
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