



Standards, Code of Ethics and Conduct & Conflict of Interest Policies for Council and Committees of RYA Scotland

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Scope

The Standards, Code of Ethics and Conduct and the Conflict of Interest policies apply to Council, Management and all sub-committees and working groups of RYA Scotland. They will be reviewed annually by Council.

Standards

All Council and Committee members must:

- Follow the Seven principles of Public Life set out by the (Nolan) Committee on Standards in Public Life (see Annex A)
- Comply with these terms of reference, and ensure that they understand their duties, rights and responsibilities, and that they are familiar with the function and role of RYA Scotland and any relevant regulations
- Attend relevant induction and training courses
- Not misuse information gained in the course of their service for personal gain or for any political purpose, nor seek to use the opportunity of service to promote their private interests or those of connected persons, firms, businesses or other organisations

Code of Ethics and Conduct

EQUAL OPPORTUNITIES POLICY

The statement below is RYA Scotland's published policy and is a direct reflection of the RYA policy statement. This policy applies equally to RYA Scotland's treatment of its employees or potential employees, and to the attitudes and behaviour of RYA staff and volunteers towards all those with whom they come into contact in the course of their work.

Policy Statement

The Royal Yachting Association Scotland is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion or belief, social status or sexual orientation.

In keeping with the above policy all RYA Scotland volunteers are expected to conduct their duties in a manner that reflects the statement and are to follow the Volunteer Code of Ethics and Conduct (see Annex B) in addition to the standards described above.

Conflicts of Interest

The purpose of the RYA Scotland 'Conflicts of Interest' policy is to avoid the danger of Council and Committee members appearing to be influenced by their private interests in the exercise of their duties. All Council members should therefore declare any personal or business interest which may, or may be perceived (by a reasonable member of the public) to, influence their judgement. This should include, as a minimum, personal direct and

indirect pecuniary interests, and should normally also include such interests of close family members and of people living in the same household.

The implementation of RYA Scotland's 'Conflicts of Interests' policy includes:

- Acceptance of the RYA Scotland 'Conflicts of Interest' policy as a prerequisite for taking up membership of any committee as a volunteer, or employment as a member of staff.
- Individual acceptance of the 'Conflicts of Interest' statement, as issued to all committee members and staff (see Annex C)
- Maintenance of a register of interests of all members of all committees and all staff. The register of interests is updated annually in April and is maintained by the RYAS office.
- Declaration by an individual of any interest, at any meeting of Council or committees, if it relates specifically to a particular issue under consideration. Such declaration to be accompanied by withdrawal by the individual from the meeting for the duration of the consideration of the relevant matter, and the recording of these matters in the minutes.
- Conflict of Interest is to be added to the Agenda of Council and all RYA Scotland Committees.



The Seven Principles of Public Life

Selflessness

Holders of public office should take decisions solely in the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Annex B



Volunteer Code of Ethics and Conduct

Thank you for volunteering with RYA Scotland.

A Code of Ethics and Conduct has a number of important functions. It sets out what behaviour is expected from you. It also:

- Defines standards of practice
- Sets out for all (parents, sailor, event organiser) what's expected of them

Volunteers must comply with the principles of good ethical practice listed below.

- 1 All RYA Scotland Volunteers working with sailors under the age of 18 must have read and understood the relevant Safeguarding Children and Protecting Adults Policy as detailed on the RYA Scotland website at www.ryascotland.org.uk. If you are unable to access the website please contact the RYA Scotland Development Manager or Senior Administrator for a copy.
- 2 Volunteers must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- 3 Volunteers must place the well-being and safety of the sailor above the development of performance. They should follow all guidelines laid down by the RYA and RYA Scotland and hold appropriate insurance cover where relevant.
- 4 Volunteers must develop an appropriate working relationship with individuals and groups based on mutual trust and respect. Volunteers must not exert undue influence to obtain personal benefit or reward.
- 5 Volunteers must encourage and guide performers to accept responsibility for their own behaviour and performance.
- 6 Volunteers should hold up to date and nationally recognised governing body coaching qualifications where appropriate.
- 7 Volunteers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 8 Volunteers should, at the outset, clarify with individuals and groups (and where appropriate their parents) exactly what is expected of them and what individual are entitled to expect from their coach. A contract may sometimes be appropriate.
- 9 Volunteers should always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
- 10 Volunteers should be good role models and must consistently display high standards of behaviour and appearance.

Concerns about a breach of this code will be taken seriously and responded to in line with RYA Scotland Safeguarding Children and Protecting Adults Policy.

Chief Operating Officer, Jan 2011



Conflicts of Interest Guidance Note

1. For all Chairpersons and Members of RYA Scotland's Council and Committees
2. Conflicts of interest can arise for members of committees whenever decisions are taken which give financial or other preference to individuals or organisations or where decisions relating to the disciplining of individuals or organisations are required.
3. In the management of its affairs, RYA Scotland has to ensure that the principles of 'natural justice' have been observed. If therefore any issue arises on the agenda or in the discussions of a meeting which falls into the categories described in para 2 above, then any member of the committee who has a conflict of interest must declare it to the meeting dealing with that issue and must not take part in the discussion or decision making on the particular issue. Otherwise, irrespective of the decision on the issue, the committee could be accused of being influenced by one of its members having an interest which competes with the interest of others affected by the decision.
4. The Management Committee therefore requests that the following be observed by committees:
 - 4.1 If any member of a committee (including the Chairperson) has a conflict of interest (whether direct or indirect) on any issue raised for discussion by that committee, he or she should declare that conflict of interest to the committee and absent themselves from any discussion on the issue.
 - 4.2 Members of committees should not attempt to influence the decision of a committee on issues where they have a conflict of interest. Chairpersons may have to seek information from members having a conflict of interest who have information relevant to the issue but should take into account the conflict in forming a view so that there is objectivity and impartiality in the decision making process.
 - 4.3 If a member of a committee has what might be a conflict of interest but is uncertain about it, they should err on the side of caution and comply with 4.1 and 4.2.
 - 4.4 If after a decision is taken by a committee any complaint is received about a perceived conflict of interest, the decision of the committee on the particular issue should immediately be referred to the Management Committee for review who will report the outcome of the review to the Council of RYA Scotland.
 - 4.5 All matters discussed and decisions taken at meetings are confidential and should not be disclosed by any member of a committee to a third party irrespective of their interest in the matter or decision except to the extent that the matter is already public knowledge or the committee has specifically decided that it should become public knowledge.