

Part 1: Code of Conduct

FORM DESCRIPTION:

All team members are required to review and acknowledge this Code of Conduct to participate in practices and races.

Please read each section carefully, check each box to confirm your agreement, and digitally sign at the end.

SECTION 1 – Member Information

(Use “Short answer” fields)

- **Full Name** *(Required)*
- **Email Address** *(Required)*
- **Phone Number** *(Optional)*

SECTION 2 – Respect & Sportsmanship

(Use “Checkboxes” question type)

I agree to the following:

- ☐ I will treat teammates, coaches, officials, and competitors with respect and fairness.
- ☐ I will avoid harassment, bullying, or discriminatory behaviour of any kind.
- ☐ I will support my teammates and represent the team positively in all settings.

SECTION 3 – Team Commitment

(Checkboxes)

- ☐ I will, to the best of my ability, arrive on time, prepared, and ready to participate in all practices, races, and meetings.
- ☐ I will inform the coach or captain promptly if I cannot attend.
- ☐ I will contribute positively to team morale and support team decisions.

SECTION 4 – Safety & Conduct on the Water

(Checkboxes)

- ☐ I will follow all safety rules and directions from the coach, steersperson, and safety officers.
- ☐ I will always wear a properly fitted PFD (personal flotation device).
- ☐ I will not use alcohol or substances that impair judgment before or during practices or races.
- ☐ I will report any unsafe conditions or incidents immediately.

SECTION 5 – Communication & Conflict Resolution

(Checkboxes)

- ☐ I will communicate respectfully and address conflicts directly and constructively.
- ☐ I will not post negative or harmful comments about teammates or the team on social media.
- ☐ I will respect confidentiality when sensitive team issues arise.

SECTION 6 – Representation & Integrity

(Checkboxes)

- ☐ I will act with honesty and integrity at all times.
- ☐ I will respect equipment, facilities, and property.
- ☐ I will uphold fair play and good sportsmanship in all races and events.

SECTION 7 – Inclusivity & Community

(Checkboxes)

- ☐ I will help foster an inclusive, welcoming team culture.
- ☐ I will encourage and support new or less experienced teammates.
- ☐ I will contribute to the team's community spirit by volunteering or participating in events when possible.

SECTION 8 – Accountability

(Checkboxes)

- ☐ I will take responsibility for my actions and help maintain a positive and respectful environment.
- ☐ I understand that violation of this Code of Conduct may result in disciplinary action, including warnings, suspension, or removal from the team. Any such action will be determined by the team Executive.

SECTION 9 – Acknowledgement & Digital Signature

Acknowledgement:

By signing below, I confirm that I have read, understood, and agree to abide by the Grandragon Dragon Boat Team Code of Conduct.

- **Digital Signature (type your full name):**
- **Date:**

Thank you for completing the Code of Conduct.

Your signed acknowledgment has been recorded. Welcome aboard, paddler! 



Grandragons Team Communication Guidelines

Purpose

To create consistent, respectful, and transparent communication among paddlers, coaches, captains, and the executive committee.

Good communication supports safety, teamwork, and a positive club culture.

1. Communication Channels

- **Official Channels:**
 - Primary: Team email list or WhatsApp group.
 - Secondary: In-person announcements at practice or race events.
- **Unofficial Channels:** ◦ Social media, personal texts, What's App, GD Social or direct messages may be used for casual communication only.

2. Communication from the Executive Committee

The **Team Executive** (Captain, Vice-Captain, Past Captain, Secretary, Treasurer, and two members at large) is responsible for communicating key information to members in a timely and transparent manner. This includes:

- Upcoming season and registration details
- Practice and race schedules
- Safety updates, policies, and code-of-conduct information
- Club meetings, volunteer opportunities, and social events
- Any changes to fees, membership rules, or governance decisions

Executive Communication Guidelines:

1. All official announcements will be made **in writing** via email or the team's designated platform.
2. When appropriate, the executive will summarize decisions and updates at practices or meetings.
3. Executive members will aim to respond to member inquiries within **3–5 business days**.
4. Sensitive or confidential matters (such as member conduct or health issues) will be discussed privately, not in group channels.
5. All communication from the executive will model the team's values — respectful, inclusive, and transparent.

3.Communication to the Executive

Team members are encouraged to:

- Direct all formal questions or concerns to the appropriate executive contact (e.g., Treasurer for payments, Coach for training, Captain for policy matters).
- Use email for formal issues, not group chats.
- Allow reasonable time for volunteers to reply (within 3–5 days).
- Keep messages constructive and specific.

4.Internal Team Communication

- Use team chats primarily for updates, reminders, and coordination.
- Keep tone positive and inclusive; avoid gossip or criticism.
- Refrain from posting sensitive or confidential information.
- Confirm attendance or RSVPs promptly when requested.

5. Feedback and Dispute Resolution

- Team members will raise matters of concern with other team members directly with respect and courtesy.
- Team members will raise matters of leadership decisions or communication privately with the team captain or relevant executive member.
- If unresolved, submit a written concern to all members of the Executive
- Respect confidentiality throughout the process.

6. Review

- These guidelines will be reviewed annually by the Executive Committee and updated as needed. Feedback from members is welcome to improve communication processes.