



**Scottish Association of Young Farmers Clubs**

**Code of Conduct**

**Standards of Behaviour**

## **Standards of Personal Behaviour within Young Farmers**

The Scottish Association of Young Farmers is an organisation for young people and run by young people between the ages of 14-30 years. National, Regional, District and Club officials are all elected annually from within the membership.

SAYFC prides itself on giving young people the opportunity to learn and develop as good citizens and responsible members of the community. SAYFC should be an enjoyable experience and promoting positive behaviour is essential to the smooth running of any activity. This provides a foundation for the running of our clubs, reduces the likelihood of negative behaviour occurring, and ensures that activities are fun, engaging and safe for everyone. Members of SAYFC have an important role in supporting one another to manage their own behaviours and to make positive choices. This policy is designed to inform our members what is expected of them as a member of SAYFC and also to support Staff and Office Bearers in addressing behaviour issues. This policy is to be applicable at all Club, District, Regional and National events whether it is a club meeting, travel, social or competition and all members and their guests are expected to abide by the policy.

### **Code of Conduct – As per signed membership contract**

1. In order that all members and the community at large may obtain maximum benefit and enjoyment from the activities of the Scottish Association of Young Farmers Clubs every member shall conform to all the Associations properly proscribed rules and bye-laws, act responsibly, be prepared to undertake a share of duties and co-operate with fellow members and duly elected or appointed Young Farmer Office Bearers.
2. Members shall not permit the interests of the Club, District Committee, Region or the Association to be adversely affected by personal feelings, prejudices or relationships and so must conduct themselves as to uphold and enhance the reputations of their Club, their District, Region and the entire Association
3. In pursuit of these objectives on all SAYFC occasions, a member shall not display unsportsmanlike behaviour, engage in rowdy or unseemly or illegal behaviour (including substance misuse), interfere with anyone's person or property or use abusive or offensive language and shall make every effort to prevent fellow members from committing such offences. Member shall follow standards of personal courtesy and conduct when using the Internet and Email.
4. A member participating in any event on behalf of SAYFC shall at all times submit to the supervision and authority of suitable mature personnel selected and duly appointed by the Club for the purpose; and such personnel shall have power to initiate disciplinary proceedings if and when they judge such a course to be appropriate.
5. Members, employees, volunteers and third parties contracted by the Association must adhere to the SAYFC Safeguarding policy at all times.

**Failure to comply with the above code of conduct will result in formal disciplinary proceedings.**

## **When members behaviour is unacceptable**

SAYFC members take part in a variety of events including club meetings, trips, social events, competitions, training and travel. It is essential when planning these events that situations that could lead to inappropriate behaviour are assessed, it is important to plan ways of managing that behaviour in advance. In order to ensure that actions taken to address unacceptable behaviour are consistent, proportionate and fair across all Clubs, Districts and Regions, both members and staff members should be consulted on the content of this policy. It is vital that members are aware of the potential consequences of their actions. The actions taken following an incident will depend on the severity of the incident in question and may take into account the behaviour history of the members involved.

### **Unacceptable Behaviour Guidance**

The following are examples of where disciplinary action is warranted:

- Physical violence against another individual.
- Goading or provocation which may lead to inappropriate behaviour, such as fighting.
- Condoning physical violence by not revealing prior knowledge or not taking action to prevent physical violence.
- Bullying
- Intimidation of other members or members of the public.
- Vandalism to any property or equipment.
- Inappropriate behaviour in and around motor vehicles, on both public roads and private land.
- Abusive language (to members of the public, including parents/supporters of other teams and SAYFC members).
- Discrimination against minority groups
- Drug and / or Alcohol Abuse – see SAYFC Substance Misuse Policy
- Theft - of articles/money belonging to SAYFC members or members of the public or equipment belonging to guests/entertainers or articles of equipment belonging to a venue.
- Offensive and anti-social behaviour.
- Any behaviour, which has or possibly will bring the Association into disrepute.
- Any behaviour, which has or possibly will jeopardise the Association booking future venues, sports facilities and services.
- Offences that are against the law.

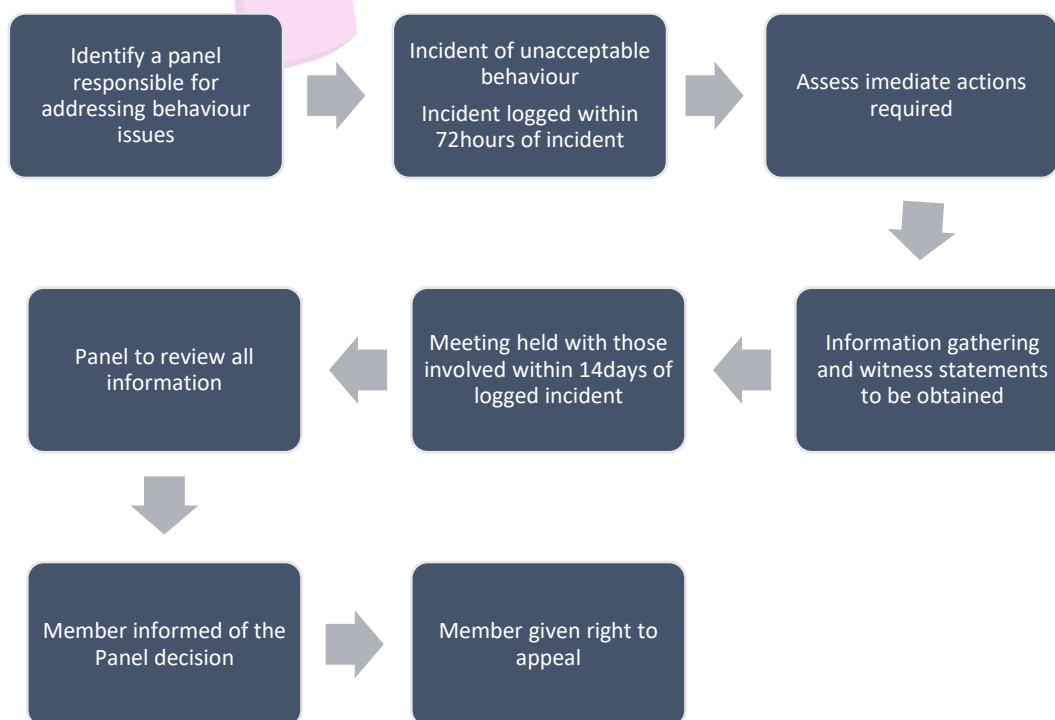
	<b>Examples of Misconduct</b>	<b>Action can be taken by</b>
Tier 3	<ul style="list-style-type: none"> <li>• Substance Misuse</li> <li>• Offences Against the Law</li> <li>• Breach of safeguarding</li> <li>• Behaviour which brings the name of SAYFC into disrepute</li> </ul>	SAYFC
Tier 2	<ul style="list-style-type: none"> <li>• Physical violence / Fighting</li> <li>• Theft</li> <li>• Vandalism (major)</li> <li>• Discrimination</li> <li>• Behaviour which brings the name of SAYFC into disrepute</li> </ul>	Clubs / Districts / SAYFC
Tier 1	<ul style="list-style-type: none"> <li>• Abusive behaviour</li> <li>• Bullying</li> <li>• Offensive &amp; Antisocial behaviour</li> <li>• Vandalism (minor)</li> <li>• Behaviour which brings the name of SAYFC into disrepute</li> </ul>	Clubs / Districts

\*Please note the tier system is for guidance, the severity of each incident will be assessed by SAYFC following submission of incident report.

### Dealing with Inappropriate Behaviour

All incidents of inappropriate behaviour should be addressed using the procedure outlined below which demonstrates the procedure for working through a behaviour issue. The supporting points below explain the flow of actions.

Figure 1 – SAYFC procedure for addressing behaviour incidents



- **Action 1 - identify a panel** – Identify a panel in advance of an incident of inappropriate behaviour. SAYFC would advise recruiting more people than required and have a pool of people from which to select a panel to cover cases of conflict of interest and availability. It is essential that the panel members are given the role description for a panel member and fully understand the importance of confidentiality of information. Panel members should declare any conflicts of interest upon discovering the names of those members involved in an incident.

All members of SAYFC must respect that the panel is established to deal with difficult and emotional decisions, members who attempt to interfere with panel members will be subject to disciplinary measures.

*It is Strongly recommended that Club office bearers are **not** panel members as it is important that they remain impartial and retain strong relationships with all clubs and members.*

- **Action 2 – Unacceptable Behaviour Incident** - In the unfortunate event of an SAYFC member(s) behaving inappropriately, it will be the responsibility of the club or event organiser in charge to ascertain, as calmly and constructively as possible, the nature of and details relating to the incident. This should be recorded in writing at the earliest opportunity. Dependent on the nature of the incident external services such as the Police.

An incident report should be submitted to Penny@sayfc.org within 72 hours. Dependent on the severity of the incident and the risk the member poses to others they may require suspension until the panel invite them to a disciplinary meeting.

During this suspension time they should be allocated a point of contact within the organisation who they can contact to receive updates on the situation. A letter should be sent to them informing them of the allegation and their suspension until a meeting is held to discuss the issue. This meeting should be arranged within 14 days of the incident.

- **Action 3 – Information gathering**- an account of the event may need to be sought from other members who witnessed the incident detailing the things they saw and heard. These statements should then be circulated to the panel; this will allow the panel members to have a full picture of the incident before the meeting and will speed up proceedings. Evidence gathered as part of the case should be kept confidential and shared only within the panel to support the decision-making process. This can include CCTV, pictures, messages or social media screen shots.

- **Action 4 – Meeting** - Before proceeding any further, it is essential that the person or persons involved in the incident are given the opportunity to explain his / her or their version of events to the panel. The SAYFC Member has a right to be accompanied by another or if under 18 years of age, by parent, guardian or carer. Details of this person should be conveyed less than two working days before the meeting.

The companion may address the meeting to put and sum up the SAYFC Members' case, respond on behalf of the SAYFC Member to any views expressed at the meeting and confer with the SAYFC Member during the hearing. The companion does not, however, have the right to answer questions on the SAYFC Members

behalf or address the meeting if the SAYFC Member does not wish it. During this meeting it is not appropriate to name the witnesses that provided information but you should share the information obtained. It is acceptable to share evidence gathered with the 'accused' in order to demonstrate that the panel have evidence to make an informed decision. **ALL notes of this meeting should be recorded.**

The panel should be aware that on occasion they may receive malicious reports that could influence their decision and they should not be afraid to challenge the validity of evidence presented to them. Where a report or statement is found to be malicious disciplinary action will be taken against the person.

- **Action 5 – Consideration of Information** - Following the contributions of those involved the panel should consider this information and the information gathered in the witness statements in order to make a decision on membership sanctions.

Each behaviour incident should be judged in its own right and although members may have a record of previous misbehaviours this should be addressed once the initial incident is addressed. Any previous behaviour incidents may or may not impact the sanctions applied to a member.

During this process you may find that elements of the incident fall into the category of safeguarding, anti bullying or were due in part to the consumption of alcohol or drugs – where this is the case you should refer to the relevant policy for information and guidance.

- **Action 6 – Inform the member** - It is imperative that any sanctions or bans imposed are conveyed to the individual (and parents if under 18) in writing and are recorded in the minutes of the meeting at which the decision was made.
- **Action 7 – Right to Appeal** – To be included in the correspondence informing the member of the result of the disciplinary the member should always be given the right to appeal. (see appeals process below).

## Membership Sanctions

When deciding upon a course of action the panel should examine all evidence available to them at the time of the meeting. In order to support the panel with a decision a list of typical SAYFC offences should be categorised into different levels of severity

SAYFC may wish to consider taking the following courses of action:

- *Verbal warning – recorded on the members behaviour log, stored confidentially*
- *A written warning to the member acknowledging unacceptable behaviour, also logged on file*
  - *A strike behaviour system where a strike would be given for both of the above stages and on the third strike a membership sanction would apply.*
- *A timed ban from one particular or all social events – generally used if the incident occurred at a social event*

- A timed ban from one or all competitions - generally used if the incident occurred at a competitions event
- A timed ban from both social events and competitions
- A timed ban from all SAYFC activities for an agreed time, the length of time to be determined by the offence committed – common terms are 3 months, 6 months, 12 months and 24 months. A life ban should be avoided as SAYFC is an organisation for the development of young people and in being so everybody deserves the right to a second chance once any existing bans have been served.

*\*Where the situation is of a serious safeguarding nature a life ban may be legally imposed by the Police to protect other members of SAYFC and reduce risks to the organisation.*

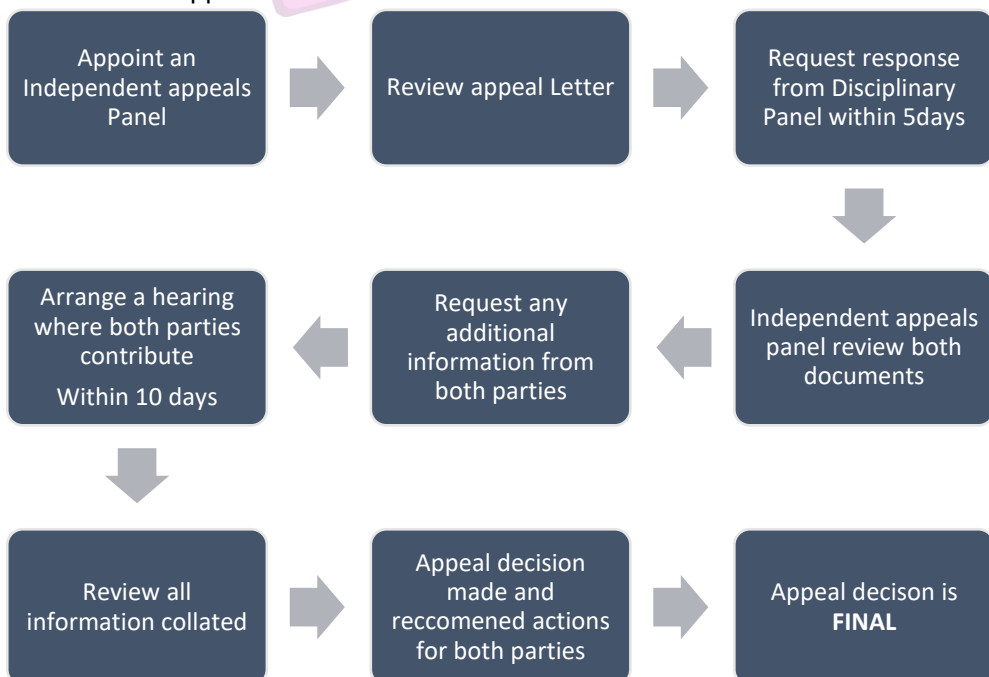
Following the decision to apply a membership sanction the member should be made fully aware of the situation and the events he or she may or may not attend. If the member is banned from all SAYFC activities for a period of time the member should have their membership on Database deactivated.

If a banned member attempts to attend events they are not permitted to attend during in the course of their ban this should be addressed with them and their case reviewed by the panel. Persistent attempts to break the terms of their membership ban may lead to a more severe punishment being applied to the member.

### Right to Appeal

All members have the right to appeal to membership sanctions applied to them, they should do this within 14 days of receiving the letter informing them of the decision of the panel. SAYFC will be responsible for appeal panel individuals.

Figure 2 - The SAYFC Appeals Procedure



The Appeal procedure is conducted in the following way following receipt of the appeal letter, including the relief requested, along with any supporting documents or information – Appeals procedure explained –

- **Step 1** – SAYFC will appoint an appeals panel (within 5days)
- **Step 2** – Members of the panel are given the appeal letter and any supporting evidence to consider.
- **Step 3** – SAYFC to contact the Disciplinary panel to obtain a response to the appeal. This is the point where any evidence relating to the situation is shared, this may include witness statements, meeting minutes, photographic evidence and recommendations from external organisations such as the police.
- **Step 4** - This information is then copied and sent to panel members.
- **Step 5** – Review of the information - After the reading the information the panel will have the opportunity to request any additional information from the both parties involved.
- **Step 6** – Arrange an Appeal Hearing – SAYFC will set a date and invite the member making an appeal. No new documentation can be brought to this meeting for consideration. (within 10days of appeal)
- **Step 7** – This usually takes place on the day of the hearing following contributions from both parties whilst the panel are together
- **Step 8** - The panel reach and agreed decision and course of action for both parties. The appeal will go ‘in favour’ of one of the parties and this will be communicated to both at the earliest opportunity. Along with the appeal decision the panel may decide to make summarising statements and recommendations going forward there may be action points for all parties involved including SAYFC in order to avoid a situation occurring in the future and to develop our procedures around dealing with situations and appeals.
- **Step 9** – The decision of the appeals panel will be **FINAL** and cannot be questioned by either party.

### **Promoting consistency across SAYFC**

It would be extremely difficult for SAYFC to provide a list of unsuitable behaviours and the punishments that should be applied in each instance. Each incident should be judged on its own individual factors including the nature of the incident, where it took place, the consequences of actions, the victims, any damage caused and the impact on the club and Association. In order to ensure that all SAYFC members follow the same standards of behaviour for our organisation our clubs, Districts and Regions must work together to ensure that similar offences result in similar consequences.

### **Storage of Behaviour records**

It is vital that records of behaviour incidents are filed confidentially by SAYFC in the way that safeguarding incidents are. When a report is made they should document the situation, date/time and the actions completed on addressing the situation, this record should not be closed until the situation is resolved. This file should include a record of all conversations had with those involved, copies of any witness statements and any letters sent out. We recommend that all club issues addressed are recorded and a copy is sent SAYFC to ensure that secondary records are held to avoid this information being lost during changes in club leadership.



Scottish Association of Young Farmers Clubs



- Incident Reporting Form

Date report was made:	
Time report was made:	
Name of the person making the report:	

**1. Incident Details**

Date of Incident:
Time of Incident:
Location of Incident:

**2. Incident Description**

What happened? (Please provide as much information as possible)

**3. Witnesses**

Did anyone see what happened? (If yes provide their Statements (name and contact details may be requested))
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**4. Emergency Services Involvement**

Were the police called?    Yes <input type="radio"/> No <input type="radio"/>
Was an ambulance called?    Yes <input type="radio"/> No <input type="radio"/>



**5. Incidents**

Any previous incident involvement    Yes <input type="radio"/> No <input type="radio"/>
If yes, please provide further detail

**6. Signatures**

Signature of the person/s writing the report:
Date Report was written:

REPORT SHOULD BE SUBMITTED TO [Penny@Sayfc.org](mailto:Penny@Sayfc.org)

Section below to be completed by SAYFC

<b>Follow up</b>
Please detail further actions taken in response to this incident.

<b>Date :</b>	<b>Time :</b>
<b>Description:</b>	
<b>Signed :</b>	<b>Date:</b>

<b>Date :</b>	<b>Time :</b>
<b>Description:</b>	
<b>Signed :</b>	<b>Date:</b>

<b>Date :</b>	<b>Time :</b>
<b>Description:</b>	
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