



Scottish Association of Young Farmers  
Clubs

**Code of Conduct**  
**Standards of Behaviour**

## Code of Conduct

### Standards of Personal Behaviour within Young Farmers

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.
1. 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
2. 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.

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3. 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.
4. 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.
- Goaded 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

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- 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 any vulnerable group as specified in the Equality Act 2010.
- 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.

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

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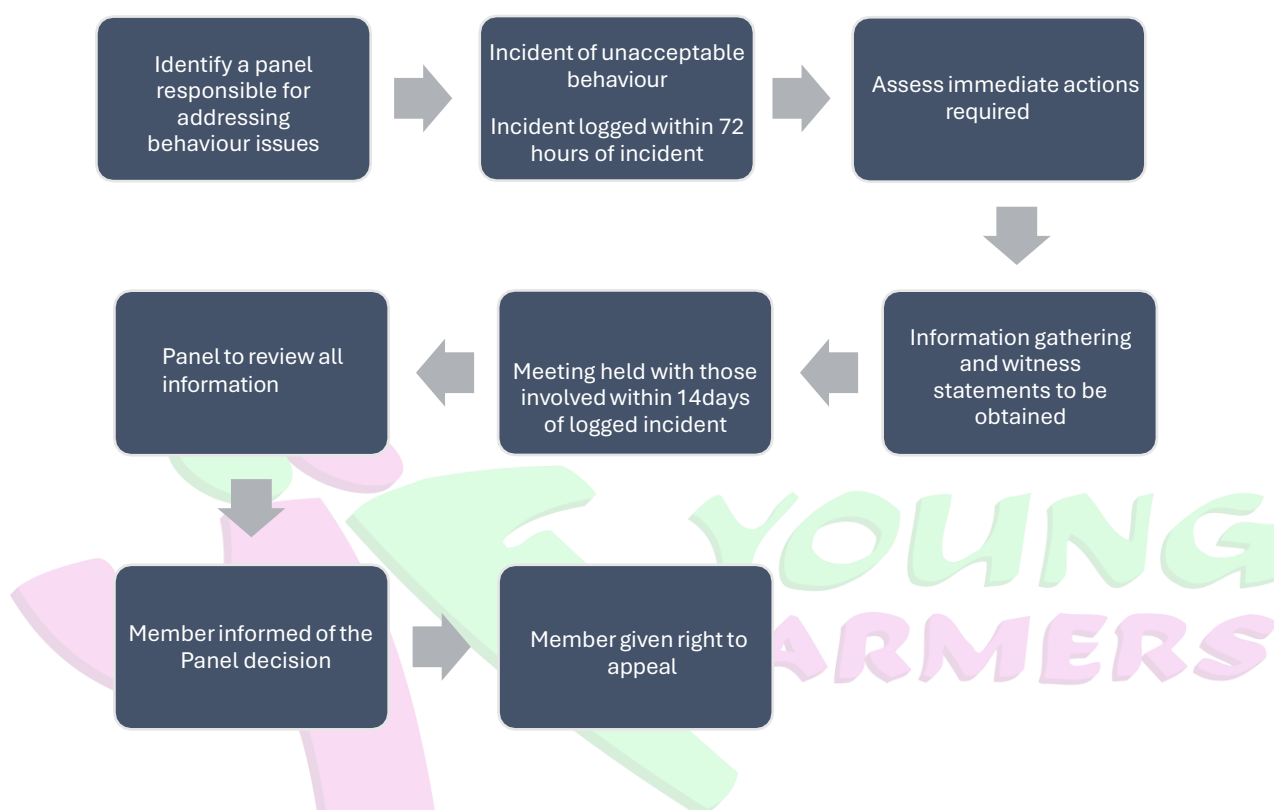
	<ul style="list-style-type: none"> <li>• Vandalism (minor)</li> <li>• Behavior which brings the name of SAYFC into disrepute</li> </ul>	
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\* Please note the tier system is for guidance, the severity of each incident will be assessed by SAYFC following 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

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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

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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

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