



## **Committee Code of Conduct**

**Updated August 2020**

**As a committee member you have a responsibility to provide a safe and secure environment within the club. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct.**

### **The Code of Conduct for Committee Members:**

#### **You should**

- Be familiar with and follow the Swim Ireland Safeguarding Policies (latest update), Swim Ireland Rules and any operating procedure of the Swim Ireland/Region/Club
- Appoint suitable qualified and recruited individuals to roles/positions ensuring all requirements are met
- Ensure all roles undertake a safe induction and supervision is in place for all
- Carry out your required duties for Club with the understanding that the welfare of young people is paramount
- Respect and support the roles of other committee members, coaches and teachers of the club

#### **Committee members must:**

- Create a safe environment for young people
- Provide adequate supervision for training sessions with an attendance record being kept
- Understand and implement the complaints and disciplinary procedures, ensuring complaints (including rumours) are not ignored and dealt with appropriately.
- Ensure any activities, including away trips, are run appropriately and parent/carers consent is sought where required and for activities outside the aquatic disciplines
- Ensure all required procedures contained in the Swim Ireland Safeguarding Policies (latest update) are adopted
- Ensure all relevant legislation is adhered to and implemented
- Comply with all additional Swim Ireland policies and protocols as introduced for the club and regions to limit the spread of transmissible viruses

#### **As a committee member your responsibilities are to:**

- Work to create and be part of an environment where members can express their views freely and openly without fear of reprisal
- Declare any conflict of interest prior to any discussion on a relevant topic
- Share joint responsibility for decisions taken and avoid distancing oneself from decisions of the committee
- Keep and store securely all documentation i.e. member details, minutes of meetings and correspondence etc.
- Revise and implement rules in the best interests of the Club. Rules should not contravene any Swim Ireland Rules and must be communicated to the relevant members
- Ensure effective communications with members through recognised means
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern the Club, Swim Ireland, or the Region



- Respect the confidentiality of sensitive information discussed and/or held by the Club. This would constitute:
  - Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring)
  - Personal information
  - Information received in confidence
  - statutory provisions relating to access to information (e.g. Data Protection legislation)
  - Confidential information discussed by committee members e.g. within committee meetings, phone calls and emails

Note agreement to your Code of Conduct is mandatory as a member of the ESB Swimming Club. Breaking this code of conduct may result in a complaint or disciplinary action through the Club complaints and disciplinary process in line with Swim Ireland regulations.