



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.