

Code of Conduct for Club Committees

Committees should familiarise themselves with the Code of Ethics and with the Swim Ireland Guidelines and ensure that:

- Are familiar with the Code of Ethics, these Guidelines, Swim Ireland Rules and any Club rules and are aware of and follow the required procedures contained in such
- A club **Designated Person** is appointed
- At least one **Club Children's Officer** is appointed and preferably two
- Swim Ireland procedures are implemented and followed e.g. complaints and disciplinary including appointing a complaints committee where required, reporting, recruitment and selection, safety procedures
- Complaints including rumours are not ignored and dealt with appropriately
- Copies of all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meeting, including the Treasurers report are kept and stored securely
- Club Rules are set up, communicated to Club members and implemented
- All incidents/injuries are recorded and maintained including incident-action-outcome; ensuring parents/guardians are informed.
- Safeguarding Children: Swim Ireland Guidelines for Safeguarding Children 2008 are followed and implemented for all activities, e.g. away trips, photography, communication, attendance at sessions including parent/guardian responsibilities
- Adequate supervision for activities including another parent/guardian or leader is on duty at all times during teaching/coaching sessions involving children
- An attendance record is kept for all activities
- Parents/Guardians are informed in advance and give consent to activities outside the normal Club training sessions.
- Parents/Guardians are informed where a problem or issue arises relating to their child
- In conjunction with the Club Children's Officer changes in membership are monitored and any unusual dropout, absenteeism or club transfers by children or Leaders are followed up.
- Club Children's Officers and Coaches should not be members of the Committee however must be afforded the opportunity to report on a regular basis to the Committee.

The following is the example declaration that must be signed by all Committee members – (separate sheet is available).

Have you ever been asked to leave a sporting organisation? Yes No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes No

(If you have answered yes to either questions above we will contact you in confidence)

I have read, understood and agree to abide by the Code of Conduct for Committee members, Swim Ireland Guidelines for Safeguarding Children 2008, the Rules of Swim Ireland.

If an allegation of abuse is made against me, I agree to step aside until the outcome of any investigations are completed.

Signed _____

Date: _____

Print Name _____

Child protection number/date: _____

Club _____

Committee position: _____