

The Code for Committee Members

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 Swim Ireland/Region/Club with the understanding that the welfare of young people is paramount

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 clubs and regions

As a committee member your responsibilities are to:

- Keep and store securely all documentation i.e. member details, minutes of meetings and correspondence etc.
- Set up, revise and implement rules in the best interests of Swim Ireland/Region/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
- Inform parents/carers where a problem arises in relation to their child
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern Irish swimming, Swim Ireland, the Region or Club
- Respect the confidentiality of sensitive information discussed and/or held by Swim Ireland/Region/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
 - Comply with relevant 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
- 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

As a Swim Ireland committee member, you should:

- Be properly recruited and supported in your role
- Have access to and attend required training for your role

By signing below, you are committing to abide by the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the club, regional and Swim Ireland complaints and/or disciplinary process.

Print Name

Club

Signed

Date