

CODE OF CONDUCT - COMMITTEE [CONT'D]:

G.S.C. COMMITTEE MEMBERS SHALL FAMILIARISE THEMSELVES WITH THE CODE OF ETHICS AND GOOD PRACTICE FOR CHILDREN'S SPORT AND WITH THE SWIM IRELAND CODES OF CONDUCT GUIDELINES AS SET OUT BELOW: [CONT'D]

CODE OF CONDUCT FOR GALWAY SWIMMING CLUB: COMMITTEE MEMBERS:

**GALWAY SWIMMING CLUB
CODE OF CONDUCT FOR:
MANAGEMENT, COMPLAINT & DISCIPLINARY AND SUB-COMMITTEE MEMBERS 2018/19**

- *I have read, understood and agree to abide by the GSC Code of Conduct and I agree to*
- Comply with Swim Ireland's Code of Ethics, Rules and Regulations
- Complete Garda Vetting
- Complete Safeguarding Children Training to Level 1 or higher
- Support the Officers of the Club in the efficient running of the Club
- Ensure that items discussed at Committee are treated in strict confidence
- Ensure communication on Club matters is conducted through the Officers of the Club
- *If an allegation of abuse is made against me, I agree to step aside until the results of the investigation are completed.*

Please provide the following information:

Swim Ireland Number: _____

Garda Vetted Y / N Date of current Vetting: _____

Safeguarding Children in Sport Level 1 Completed: Y / N

Cert Number: _____ Date L1 was obtained: _____

SIGNED: _____ DATE: _____

PRINT NAME: _____



Please submit completed signed forms to the G.S.C. Club Secretary or Membership Secretary at the beginning of each new season, thank you.

GSC COMMITTEE MEMBERS SHALL FAMILIARISE THEMSELVES WITH THE *CODE OF ETHICS AND GOOD PRACTICE FOR CHILDREN'S SPORT* AND WITH SWIM IRELAND'S CODES OF CONDUCT GUIDELINES AS SET OUT BELOW:

- Be familiar with the Code of Ethics, this document, Swim Ireland Rules and any Regional and/or GSC Club rules.
- Ensure and approve the appointments of GSC Club Children's Officers (non-committee) and a Designated Person (on committee).
- Carry out your required duties for Swim Ireland, Region or GSC understanding that the welfare of children is paramount.
- Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:
 - Create safe environment for young people
 - Ensure the codes of conduct are in place for all involved
 - Provide adequate supervision for training sessions with attendance record being kept
 - Recruit volunteers/employees including vetting and training is completed
 - Understand and implement the complaints and disciplinary procedures
 - Ensure safe induction and supervision of volunteers/employees
 - Ensure other activities follow procedures e.g. away trips
 - All required procedures contained in this document are adopted
- Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including
 - Recording all incidents
 - Reporting the incident/accident or injury
 - Informing the parent or guardian (if child involved)
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of Swim Ireland, the Region or Club. Rules should not contravene any Swim Ireland rules and any changes to Club rules must be communicated to the members.
- Ensure effective communications with members through the Officers of the Club utilising recognised means e.g. e-mail, web posting, use of noticeboards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child
- Monitor with the Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Children's Officers and Coaches may not be appointed/elected members of the committee