



Code of Conduct for Committee Members, Officials and Volunteers

1. At all times, adhere to the ASA Code of Ethics, Rules and Laws.
2. At all times, adhere to Wavepower.
3. At all times, adhere to the ASA Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the organisation and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
11. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower 2016-19.

Signed:

Date:

This code is an extension to the ASA Code of Ethics. Both should be followed.





Kingston upon Hull Swimming Club Elected & Co-opt Committee Member - CODE OF CONDUCT

1. Introduction and Interpretation

- 1.1 This Code of Conduct applies to you as a Member of Kingston upon Hull Swimming Club (KUHSC) Committee, either Elected or Co-opted, when you act in your role as a Member. It's your responsibility to comply with the provisions of this Code.
- 1.2 You are a representative of KUHSC and the public and club members will view you as such. Therefore, your actions impact on how KUHSC as a whole is viewed and your actions can have both a positive and negative impact on KUHSC.
- 1.3 The club members of KUHSC expect Committee members to act in an open and transparent manner, which reinforces parental confidence in KUHSC.

2. Who does this Code of Conduct apply to and when does it apply?

- 2.1 This Code applies to all Members of KUHSC Committee, including Co-opted members.
- 2.2 This Code applies whenever you:
 - 2.2.1 conduct the business of KUHSC or
 - 2.2.2 act. Claim to act or give the impression you are acting as a representative of KUHSC, and references to your official capacity are construed accordingly.
- 2.3 Subject to paragraphs 2.4 and 2.5 this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- 2.4 In addition to having effect in relation to conduct in your official capacity, this Code also applies at any time, when your conduct constitutes a criminal offence for which you have been convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- 2.5 Where you act as a representative of KUHSC.

3. What specific standards of conduct are KUHSC Committee Members expected to observe?

- 3.1 You must treat others with respect and courtesy.
- 3.2 You must not bully or intimidate any person.
- 3.3 You must not do anything which may cause KUHSC to breach any bye laws.
- 3.4 You must not conduct yourself in a manner which could reasonably be regarded as bringing KUHSC into disrepute.
- 3.5 You must not knowingly prevent or attempt to prevent another person from gaining access to information to which they are entitled to be law.
- 3.6 You must act solely in the interest of KUHSC and not use or attempt to use your position as a Committee Member improperly to confer or secure for yourself or another person an advantage or disadvantage.

- 3.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of KUHSC.
- 3.8 You must not disclose information which is given to you in confidence or information which you believe or ought to be aware is of a confidential nature, except when:
 - 3.8.1 You have the consent of the person authorised to give it.
 - 3.8.2 You are required to do so by law.
 - 3.8.3 The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees and not to disclose the information to any other person.
 - 3.8.4 The disclosure is reasonable in the interest of KUHSC, made in good faith and you have consulted the Committee Members.

4. General principles of Conduct that Elected and Co-opted Committee members are expected to observe

- 4.1 In Carrying out your duties as a Committee Member of KUHSC, you are expected to observe the following general principles of conduct:

Selflessness

Committee Members should take decisions solely in terms of the interest of the KUHSC. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Committee Members should not place themselves under financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out Committee business, including making public appointments, awards contracts or recommending to outside individuals or organisations that might influence them in the performance of their official duties.

Accountability

Committee Members are accountable for their decisions and actions to KUHSC Members and must submit themselves to whatever scrutiny is appropriate to their position.

Openness

Committee Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider KUHSC interest clearly demands.

Honesty

Committee Members have a duty to declare any private interests to the Committee and to take steps to resolve any conflicts arising in a way that protects KUHSC.

Leadership

Committee Members should promote and support these principles by leadership and example.

I have read and understood the provisions of the Committee Member Code of Conduct. I the undersigned agree to adhere to the above Code of Conduct and understand that by not adhering to the code accept that the Committee have the right to impose sanctions deemed necessary to the level of resignation/formal dismissal from the Committee, the club or parts thereof.

Full Name:

Signed:

Date: