

Sample Code of Conduct form for Club Committee Members



Code of Conduct for Committees Members

CLUB: _____

Committees should follow the points as below:

- Be familiar with the National Governing Bodies/ Organisation and any Club rules.
- Within a Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.
- Carry out your required duties for sports club/organisation understanding that the welfare of children is paramount.

Follow the sports club/organisation policies & 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 the IABA rules and safeguarding documents 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). Additional Information:
- 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 young people. Rules should not contravene any (club/organisations name) rules and must be communicated to the relevant members.
- Ensure effective communications with members through 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 e.g. fun day out, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.

- Monitor with the Club 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.
- Club Children’s Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Club Children’s Officers and Coaches/Teachers may not be appointed/elected members of the committee.

***I confirm that I will fulfil my duties as a committee member of this club to the best of my ability and in conjunction with the rules, polices & procedures of the Irish Athletic Boxing Association.**

Name of Committee Member:

Signed:

Date:
