

Code of Conduct for Trustees, Officials and Volunteers

As a member at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of the club's child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a member at the club we expect you to:

- Adhere to and implement the club safeguarding procedures.
- Adhere to the club Equality and Diversity Policy.
- Adhere to the charities Code of Ethics, constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child/adult safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities and work within your remit, experience, training and competence at all times.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child/vulnerable adult safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.

- Treat all personal information about members or their families on a confidential “need-to-know” basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will not speak as a trustee/official/volunteer of this organisation to the media or in public forum without the prior knowledge and approval of the Chair and / or Vice Chair.
- If I am a trustee, I am aware of my responsibilities under Section 178 of the Charities Act 2011 and confirm I will notify The Board Of Trustees should I become disqualified from acting as a trustee, eg through unspent convictions, undischarged bankrupt or failing to make payments under a County Court Administration Order for instance.¹
- Work within the Nolan Principles.

Breaches of the Code of Conduct may result in action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

Signature of the member

Printed name

Position in the club

Date

^{1 1} Note: The Board of Trustees can use its discretion, based on mitigating circumstances, apply to the Charity Commission for a waiver under section 181 of the Charities Act 2011 to enable you to continue in your role. However, extra safeguarding may need to be put in place and / or you may be required to change roles to allow this is happen. For more information, see The Charity Commission’s website.

Nolan Principles:

◆**Selflessness** – You should act solely in terms of the public interest.

◆**Integrity** – You must always act with integrity and avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. You should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. Volunteers must also declare and resolve any interests and relationships.

◆**Objectivity** – Any decisions that are made in the course of your time with SDSG, including for example, making appointments, awarding contracts or recommending individuals for rewards or benefits, must be made impartially, fairly and on merit, using the best evidence and without discrimination or bias.

◆**Accountability** – You are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

◆**Openness** – You should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

◆**Honesty** – You should be truthful.

◆**Respect** – You must respect other personnel including Trustees and the role they play, treating them with courtesy at all times.

◆**Leadership** – You should exhibit these principles in their own behaviour. You should also actively promote and robustly support the principles and be willing to challenge poor behaviours wherever it occurs.