

## Barnet Cophall Swimming Club Code of Conduct

### Mission Statement

**The purpose of Barnet Cophall Swimming Club is to promote elite swimming within the sport and it is the role of the committee to support this in an administrative & fundraising capacity .**

The **BCSC Committee's** Code of Conduct is to be applied in conjunction with the "ASA Code of Ethics" which it complements.

The **BCSC Committee's** Code of Conduct is a guide to the legal obligations, principles, values and behaviour that every committee member should strive to achieve. It aims to help all members attain the highest possible levels of integrity and honesty whilst serving on the **BCSC Committee**.

This code offers practical and ethical guidance for committee members and provides direction to help deal with ethical concerns that may arise. It is about an expectation of good service and of demonstrating a high degree of integrity, honesty and fairness in serving the swimming club.

It also ensures that committee members are aware of legal and moral responsibilities in discharging their official duties; that every member understands the values, principles and standards required by the **BCSC Committee**, and accepts them as an integral part of their appointment.

This Code of Conduct can only provide general guidance - it cannot prescribe the "right" behaviour for every occasion. Therefore all committee members must commit themselves to the values and principles of Barnet Cophall Swimming Club in carrying out their duties, and this must be evident in specific action, behaviour and conduct in response to ethical issues.

Committee members will act honestly and in good faith, with reasonable skill and diligence; not make improper use of information or their position; and avoid any conflicts of interest.

### Overview of Conduct and Responsibilities

There is a requirement that members conduct themselves and direct the activities of the committee in compliance with the wishes of the ASA as laid out in the ASA Handbook and the Club Constitution Guidance Notes.

A BCSC Committee member has an obligation to:

- act honestly and in good faith, always acting in the best interests of the Club;

- exercise reasonable skill and care in carrying out duties and making decisions;
- not make improper use of information, by divulging confidential information or using it for personal gain;
- avoid any conflict of interest.

The wide range of expectations and obligations identified above are summarised and embodied in this, the BCSC Committee's "Code of Conduct" and in the ASA's "Code of Ethics".

### **Undertakings Made Under this Code of Conduct**

Members of the committee agree to comply with the ASA Code of Ethics and this, the committee's own Code of Conduct.

The ASA "Code of Ethics" is based on the principles of justice, respect for persons and responsible care and the members agree to embody those principles in their day to day actions.

The committee members agree to:

#### **Act with honesty and integrity**

Be truthful and consistent, promote ethical behaviour, check actions and decisions against personal principles and corporate values.

#### **Prepare for and attend meetings**

Read all meeting papers, ask for more information or clarification if required, become familiar with relevant legislation and policies, attend as many meetings as possible.

#### **Be active and conscientious**

Take an interest in all issues before the committee; ask questions; raise objections and debate opposing views; be objective; understand enough to form an opinion on every issue before the committee.

#### **Record any dissent**

Make a point of having views recorded in the minutes if committee decisions are concerning or are opposed by members.

#### **Avoid any improper use of information or Committee position**

Not to misuse information obtained in the course of committee duties either to:

- obtain a direct or indirect gain for themselves or others; or
- do harm to other people on the committee or Barnet Cophall Swimming Club

### **Maintain confidentiality**

Not to divulge information which is confidential or sensitive. Details regarding Swimmers, Coaches and Officials are covered through the Data Protection Act and any discussion of these details outside the forum of the committee, would be in breach of this Act.

### **Disclose any personal interests**

In addition to disclosing personal interests in particular matters, abstain from discussions or voting on any issues where their judgement may be influenced, or be seen to be influenced, by personal interests.

### **Legislative compliance**

Be aware of their duty to diligently discharge their obligations in compliance with relevant ASA guidelines (please see the latest editions of the following), including:

- *ASA Code of Ethics*
- *ASA Handbook*
- *British Swimming Disciplinary Code*

### **Loyalty**

Recognise a duty of loyalty to the committee which must be weighed against any responsibility a member may have to represent the interest of a particular group or sector.

## **The Duties and Responsibilities of Committee Members Outlined have been Summarised for Easy Reference as follows:**

- Being scrupulously honest and exercising all due care and diligence in the performance of their duties and functions;
- Maintaining the confidentiality of information made available and of committee decisions;
- Avoiding any action which could affect their judgement when dealing with committee matters;
- Never making improper use of their position, or from the information gained through that position, to the advantage of themselves or any other person;
- Never taking any course of action that would disadvantage Barnet Copthall Swimming Club;
- Consciously avoiding any conflict of interest;
- Disclosing any material or personal interest in a committee matter, and subsequently abstaining from any discussion or vote on the issue;
- Always acting in the best interests of the club;
- Being bound by, and committed to, decisions legitimately taken by the committee;
- Providing authorised persons, fellow committee members and auditors when asked, with complete and correct information which is not misleading in any respect.

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- Committee members should work towards the aims of the club, and not in their own personal interest
- **If a committee member is absent for 3 consecutive meetings in a row, the Executive team (Chairman, Treasurer & Club Secretary) have every right to ask for the member to tender their resignation (unless a valid reason has been given).**

### Code of Ethics

To find out more about the Code of Ethics, please see attached ASA document.

### Breach of the Code of Conduct

If any member of the committee were to breach the Code of Conduct then disciplinary action will be taken according to the ASA Guidelines for handling Internal Club Disputes (“the Guidelines”) as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook.

I have read and agree to the BCSC Code of Conduct:

Signed:..... Date:.....