

Appendix

10

UCD Athletic Union Council
Code of Conduct
for Sports Club Committee Members

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The Athletic Union Council is fully committed to safeguarding the wellbeing of its members. It encourages 'best practice' in the running of UCD Sport clubs through its commitment to providing an environment that demonstrates dignity and respect and understanding for members rights, safety and welfare. The achievement of best practice is reliant upon the adoption of this Code of Conduct by the Sport Clubs Committee members.

All UCD sports clubs require a committee to run their club. Each sports club committee consists of a number of committee members whom are elected onto a range of committee positions to perform varying roles and responsibilities. The structure of each committee is outlined in the Clubs' constitution; the committee must include the following positions; A Secretary, A Captain, A Senior Treasurer, New Member/Development Officer, Ordinary Members, Junior Treasurer, Children's Officer, Safety Officer (If required by the UCD Safety Officer), Public relations Officer. The committee may include, but is not limited to, President/Chairperson, Equipment Officer, Fixtures/Referees Secretary and Entertainment/Events Officer.

This code sets out the standards of conduct and performance for all committee members to adhere to.

To be part of a sports club committee in UCD it is a requirement to read, agree to and sign this document and return it to the UCD Sports Office.

Guiding Principles for Committee Members

The following Guiding Principles outline the standards committee members are expected to adhere to:

- Committee members are required to read, implement and comply with the policies and procedures outlined in the UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement, the AUC's Code of Ethics and Conduct for Sports Coaches, the AUC Club Code of Conduct and the UCD AUC's Sport Clubs Operations manual www.ucd.ie/sport/clubs/clubforms.
- Committee members must be conscious of the fact that as a committee member of a UCD club, you are representing the respective UCD club, the UCD Athletic Union Council and the University at all times. Consequently, committee members must consistently display high standards of behaviour and appearance.
- Committee members must ensure that the club constitution is up to date, is adhered to and reflects the AUC's policies and procedures and any criteria outlined by the clubs National Governing Body.
- Committee members must demonstrate leadership by promoting and supporting the application of the clubs constitution.
- All committee members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.
- Committee members must keep and store securely all documentation with respect to meetings, correspondence, minutes of committee meeting, databases and financial reports.
- Committee members must communicate effectively with club members through e-mail, noticeboards or the clubs website.
- Committee members must ensure all complaints are dealt with appropriately.
- Committee members must always act in a financially responsible manner.
- Committee members must always act in the best interest of the club and the welfare of the members of the club.
- All committee members are obliged to abide by the decisions of the committee. From time to time, individual committee members may disagree with the decision of the committee, it is important that decisions are represented properly outside of the committee by its members.

Proceedings at Committee Meetings

- As outlined in the clubs constitution, to effectively conduct a committee meeting a quorum of the committee must be present. The chairperson of the committee calls a meeting to order once the quorum is present. In the absence of a clubs' President/Chairperson, the club Captain will chair the meeting.
- The procedures outlined in section 12 "Managing Meetings" of the UCD AUC Club Operations manual should be followed to assist the committee in managing both formal and informal meetings. These include, but are not limited to; Agenda, Formal and Informal Meetings, Motions, Action Items, Voting etc..

- Where possible meetings should start and end on time. Within this time each agenda item should be dealt with. If not, the committee must decide to hold longer or more regular meetings or defer items to sub-committees.
- The agenda, reports of the committee and minutes of the previous meeting must be circulated in advance of a meeting.
- The accuracy of the previous meetings minutes must be confirmed by those present at the meeting.
- On occasions, the committee may discuss confidential or sensitive items, the Chairperson should highlight which item they consider confidential/sensitive.
- Decisions made must always be made in the best interest of the club and its members.
- Resolutions should be put to a vote and decided upon in accordance with the club constitution or where no voting procedures are outlined the chairperson will outline what methods are adopted.
- Committee members must always behave with courtesy and respect towards other committee members.
- The clubs' Secretary must maintain minutes for each meeting.
- Committee members who have not attended a meeting cannot re-open discussion at subsequent meeting. Only people who attend can discuss the minutes of a meeting. The Club Constitution will cover when meetings (Ordinary, A.G.M and E.G.M) will take place. T will also dictate how and who can call these meetings.

Dignity and Respect

- Committee members must respect the rights, dignity and worth of each person in their right to self-determination. Specifically, committee members must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.
- Committee members should respect one another and expect respect for their worth regardless of role within the committee.
- Committee members must act in a professional and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Employment Equality Act 1998-2015 and/or Equal Status Act 2000-2018 (as amended or replaced) (Protected areas covered are: gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community).
- Committee members will need to be cognisant of UCD's Dignity and Respect Policy which is available from: [www.ucd.ie/equality/policies/Dignity and Respect](http://www.ucd.ie/equality/policies/Dignity%20and%20Respect)

Commitment

- Committee members must become familiar with and committed to the responsibilities of the committee.
- Committee members must devote sufficient time preparing for and attending meetings. They should attend meetings in a punctual manner and stay present until they conclude.
- Committee members must actively participate in committee meetings and projects.
- Committee members should identify and promptly explicit any actual, potential or perceived conflicts of interests affecting them.
- Where a conflict of interest arises the committee member must withdraw themselves from any discussion.

Confidentiality

- In the course of, or for the purpose of this agreement the committee member will acquire or have access to and will be entrusted with information which will be confidential to the club. It is the committee member's duty to observe such confidentiality. The restriction shall continue to apply after the termination of this agreement.
- Committee members must reach agreement about what is to be regarded as confidential information.
- Committee members must only apply information gained as a member of a committee to proper purposes and keep this information confidential. The AUC shall in any circumstance of doubt or dispute be the final arbiter to the confidentiality of a matter.
- Committee members must make themselves aware of the Universities Security Policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.
- Committee members must make themselves aware of the Data Protection Act (2018) and the Freedom of Information Act (2014) as may be amended or replaced.
- Committee members who have access to, or are required to process, personal data as part of their role as a

committee member, shall process the personal data lawfully, fairly and in a transparent manner in compliance with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, UCD's Data Protection Policy and any guidance issued by the Data Protection Commissioner or the UCD Data Protection Officer from time to time.

Abuse of Privilege

- Committee members should avoid the use of their position as a member of the committee to seek any undue advantage for themselves, family member or associates.
- Committee members will have access to contact information and must only use this to contact the player / participant with information relating to club activities.

Transition Between Committees

- A good handover from the outgoing committee to the incoming is essential for the successful running of your club.
- It is the responsibility of the outgoing committee members to plan how best to handover to incoming committee members in a timely manner.
- UCD AUC has provided a resource to assist committees in achieving a successful handover to a new committee, this document is located at www.ucd.ie/t4cms/Why%20Organise%20a%20Handover.pdf.

Breaches of the Code

- Committee members who fail to abide by the Code of Conduct for Sports Clubs Committee Members may face disciplinary action which will be dealt in accordance with the AUC Disciplinary Procedures. Penalties may include possible suspension or exclusion from the club committee.
- Ignorance of the content of the UCD Sport, UCD Sport and Fitness and UCD Student Centre Child Safeguarding Statement, the AUC's Code of Ethics and Conduct for Sports Coaches, the AUC's Club Code of Conduct, the UCD AUC Club Operations Manual and the Clubs Constitution will not be considered a reasonable excuse..



Acceptance of the University College Dublin/ UCD Athletic Union Council Code of Conduct for Sports Club Committee Members

I have read the University College Dublin/ UCD Athletic Union Council Code of Conduct for Sports Club Committee Members and agree to abide by its contents.

Signed: _____ Date: _____

Print Name: _____ Position: _____

Club: _____

This form must be retained by the UCD Sports Office.