



# Portrane Hockey Club

## Code of Conduct : Hockey Club Committee

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## 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 PHC 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 and contact numbers for parents/guardians being kept and available for coaches.
- Recruit volunteers /employees including vetting and ensure safeguarding 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, travel etc.
- All required procedures contained in this document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including:

- Recording all incidents.
- 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 and taking into consideration the best interest of the Portrane Hockey Club. Rules should not contravene any Irish/Leinster Hockey Club 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 within the aquatic disciplines 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.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Role: \_\_\_\_\_

Date: \_\_\_\_\_