

West End Sports and Social Club Committee Code of Conduct

1) Introduction

- a) The Club recognises the huge contribution made by volunteers. The purpose of this Code is to maintain high standards of conduct, assist individuals in their voluntary role and to protect the best interests of our club. Conduct within the Club is driven by our club values.
- b) This Code of Conduct for Club Committee members is part of our overall set of club codes.
- c) Committee members should hold their position primarily for their knowledge, skill set and experience and their ability to actively contribute to the running of the club.

2) As a Club Committee Member I will:

- a) promote the values, aims, rules and regulations of our club by acting as its ambassador and advocate always presenting it and its members in a positive light
- b) act only in the interests of the club not individuals or small groups
- c) listen and respect the views of others and always use appropriate and respectful language and behaviour
- d) help establish and maintain a comprehensive set of club rules, regulations and code of conduct that are regularly reviewed including a club risk register to understand and limit any potential threats to the club
- e) aim to maximise value for money in all club financial dealings
- f) champion equality and respect the rights, dignity and worth of all people involved in the club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion, or political opinion
- g) actively contribute to the effective work of the Club Committee by:
 - i) good preparation for meetings by reading all papers which have been circulated prior to meetings
 - ii) regular attendance, participation and contribution at meetings including constructive challenge when appropriate
 - iii) dealing with issues of agenda clarification before meetings and maintaining a sharp focus on agenda items in meetings so that time is used effectively
 - iv) respecting the office of the “Chair of the meeting” to ensure the orderly conduct of meetings and any management of conflict
 - v) attempting to reach decisions by consensus and always publicly support group decisions even if my personal opinion is different
 - vi) ensuring timely response to, and completion of, agreed actions
 - vii) supporting fellow Committee members in their leadership of the club
 - viii) attending the Club AGM and any other meeting as and when required

3) I will not

- a) attempt to exercise individual authority over the club or its volunteers except as explicitly set forth in agreed policies or my assigned lead responsibility areas
- b) become inflexibly caught up in promoting my own views at meetings
- c) gossip or act with bias or prejudice towards others
- d) use offensive or discriminatory language or behaviour
- e) keep quiet if I have concerns about the club
- f) fail to deliver on my commitments as a committee member
- g) publicly disagree with decisions that the committee takes as a group, even if I have a different personal view

4) Confidentiality

Committee members should not pass any confidential information gained through their involvement with the club to a third party without the approval of the Chair.

5) Outside Activities

Committee members should always consider themselves as being potentially regarded as ambassadors of the club and should, therefore, ensure that none of their other activities has the effect of bringing the club into disrepute.

6) Misconduct

- a) Committee members' conduct may be unsatisfactory when a breach of the club rules, regulations, this Code or any legal obligation has occurred.
- b) In cases where there is concern that a Committee member's conduct may be considered unsatisfactory, the following procedure will be adopted:
 - i) The Chair will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts
 - ii) The Chair will invite two other members of the Committee to form a Committee Misconduct Panel (the Panel) with him/her to consider the facts and to determine what action should be taken; if the complaint concerns the Chair then the Vice Chair (or other equivalent Committee official e.g. Treasurer) will convene the Panel
 - iii) The Panel will determine what action should be taken
 - iv) The action taken will depend upon the seriousness of the misconduct and any previous misconduct
 - v) In cases of serious misconduct, the Panel will seek the Committee member's voluntary resignation from the Committee and if such resignation is not forthcoming, formal procedures will be taken in accordance with the club regulations to remove the Committee member.
- c) A Committee member has the right to appeal against any decision made and may make an appeal by writing to the Chair within 14 days of being notified of the decision by the Panel setting out the grounds on of the appeal.
- d) The full Committee (excluding the original Panel members and appellant Committee member) will hear any such appeal. The Chair may request up to two additional members of the club, with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the

Committee do not have a quorum. A Committee member will act as Chair of the appeal panel discussion and the appeal panel's decision will be final.

- e) In cases where the Chair feels it is necessary, the relevant Committee member may be suspended from attendance at meetings of the Committee while the matter is being investigated.

7) Committee Member Grievances

- a) This procedure for individual grievances covers those matters which are specific to the individual Committee member in relation to his/her service as a Committee member not to any general grievances.
- b) If the Chair has a grievance about another Committee member, he/she should raise the matter directly with the Committee member in question. If no resolution is found, the Chair will raise the matter in writing, to the Vice Chairman (or other named Committee official), who will investigate and determine the appropriate course of action in consultation with the club Secretary [or other named post e.g. Treasurer if Secretary used above].
- c) If a Committee member wishes to raise a grievance, he/she should write to the club Chair setting out the reasons for the Grievance.
- d) If the grievance relates to another Committee member the Chair should investigate and determine the appropriate course of action. If the grievance relates to the Chair, then the Vice Chair (or other named Committee official) should receive the grievance in writing, investigate and determine the appropriate course of action.
- e) If the Committee member is not satisfied with the reply which would normally be sent within 21 days of the original grievance, he/she may appeal to the Chair (or other named official if the Chair has not been dealing with the grievance), in writing outlining the grounds for the appeal.
- f) The appeal will be referred to a Committee Grievance Appeals Panel; the composition of this panel will be determined by the Chair or Vice Chair (or other named official as above) if the original grievance was concerning the Chair, and will comprise of three members of the Committee who are not included in any way with the grievance.
- g) Appeals will normally be heard within 28 days of lodging the appeal. The decision of the panel is final; there is no further appeal under any circumstances.

8) Committee Member Agreement to abide by this Code

I confirm that I have read and understand this Committee Code of Conduct document:-

Signed..... Date.....

Signatory Print Name.....

This agreement reflects the hopes and intentions of the club and the volunteer agreeing to take on this role.

Please print and sign two copies of this code, one to be retained by the signatory the other to be held by the Club Secretary/Chair.