



**EMERALDTM
WARRIORS**
RFC

CODE OF CONDUCT FOR COMMITTEE MEMBERS

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Introduction

This document serves to outline the standards to which the Committee of the Emerald Warriors RFC are to hold themselves to when conducting club business and overseeing the overall operation of the Club, and outlines the procedures in place for when a committee member is negligent of their duties or in violation of the codes of conduct as established. The principles outlined within are in addition to the expectation of members as outlined in the Club Member Code of Conduct and the Club Discipline Code of Practice, and it is expected that all committee members will hold themselves to the best standards of all three codes.

The Club is on a journey toward holding itself to the best-established organisational practice, and therefore committee members are encouraged to acquaint themselves with best practice of governance and oversight. The [Governance Code](#) contains further guidelines and principles that the club and its committee may familiarise themselves with towards this aim of robust stewardship of the club and its mission

Role of a Committee Member

The Committee of the Emerald Warriors RFC have ultimate responsibility for directing the activity of the club, managing its affairs, and ensuring it is well run and delivering the outcomes for which it has been set up. Key underlying principles of the role of Committee Member are Effective Leadership, Exercising Control over the Club, Transparency and Accountability, Integrity, and Effectiveness.

- **Effective Leadership:** This relates to ensuring that the committee works together to reach shared goals, empower club members, ensure the continued growth and sustainability of the club and make sound decisions that will benefit the Emerald Warriors RFC. As a member of the committee, there is a clear expectation that:
 - i. Committee members will ensure that the vision, purpose, mission and values of the club reflect those of the membership and are relevant. The committee will then ensure that their actions and decision are within the scope of the vision, purpose, mission and values of the club along with the club's constitution and policies.
 - ii. Develop, resource, monitor, implement, review and evaluate a plan so that the club achieves its stated purpose and objectives.
 - iii. Manage, support and hold accountable volunteers who act on behalf of the club by ensuring that realistic goals are set; dividing work in an appropriate manner; tracking the completion of actions; providing an opportunity for committee members to report to the committee; and providing a clear description of individual roles.

- **Exercising Control Over the Club:** As a member of the committee, there is a responsibility to ensure that the club complies with internal policies and the club constitution; local and national policies, procedures, protocols and guidelines issued by Leinster Rugby and the IRFU; Legislation; good practice relating to financial practices etc. As a member of the committee, there is a clear expectation that:
 - i. Comply with the relevant requirements of the legal form of the club e.g. sports club, company, friendly society, registered charity etc.
 - ii. Ensure compliance with all legal, regulatory and contractual obligations.
 - iii. Consider the health and safety aspects of nativities and put a plan in place to address any concerns arising.
 - iv. Ensure the club complies with data protection legislation.
 - v. Ensure good governance and management arrangements are in place.
 - vi. Ensure that there are appropriate internal financial and management controls in place.

- vii. Identify major risks for the club and decide ways of managing these risks.
- **Transparency and Accountability:** This relates to the need for committee members to act in an honest and open manner in their role and understanding the need to accept responsibility for the duties, tasks undertaken. As a member of the committee, there is a clear expectation that:
 - i. There is effective and regular communication with stakeholders about the club and its affairs.
 - ii. An annual report would be produced each year and circulated to all members in advance of the annual general meeting.
 - iii. Appoint a committee member who has responsibility for communications.
 - iv. Questions or views of members or other stakeholders would be considered and responded to in a timely manner.
 - v. Create a mechanism to facilitate feedback or suggestions from members and actively seek feedback from this group.
 - vi. There will be encouraging and enabling engagement with those who benefit from the club in the planning and decision-making processes.
- **Integrity:** As a member of the committee you are a steward of the Club and accountable for its activities. As part of your leadership role, you set a standard for conduct which can be mirrored by all members. Failure to act with integrity can have major, damaging implications for the reputation of the club.
 - i. Committee members must not misrepresent their interests in the decisions they undertake, and must not let personal interests dictate their decision making.
 - ii. Committee members must act with transparency and honesty. It is critical that all representations made to the committee and the broader membership are an accurate representation of fact.
 - iii. Committee members must respect the confidentiality and privacy of its members, as well as the privileged nature of certain discussions at committee level. Committee members are expected to familiarise themselves with their duties under the relevant data protection regulations that may apply.
- **Effectiveness:** To ensure the commitment and enthusiasm of club members and other stakeholders, the committee must be effective in conducting its duties. Effectiveness is ensured by:
 - i. Clearly assigning duties, setting timeframe for the completion of activities, and providing reports on these duties regularly to the committee members. If at any point there is a reason why duties cannot be carried out in a timely manner, it is your duty to inform the committee in advance so others are able to step in. If you become aware that you will routinely not be in a position to carry out your duties, then you must discuss this with your fellow committee members and reach a satisfactory arrangement going forward. This may involve reassignment of duties or potentially stepping down from the committee if necessary.

Executive Roles

The Club President, Vice President, Hon. Secretary and Hon. Treasurer occupy positions that have additional duties and levels of responsibility and therefore must conduct themselves accordingly. These roles have heightened expectation around transparency and accuracy, particularly in relation to club finance, club compliance with various standards, representation of the club to external parties (including partners and stakeholders), and to providing information to the club membership itself.

Those occupying executive roles are expected to familiarise themselves with the duties and time

commitment involved as laid out in the AGM Handbook and ensure that within their reasonable expectation they will be able to commit themselves to the role.

If at any point they find themselves unable to conduct themselves fully within the role, it is their responsibility to inform the Committee regarding this and to find a satisfactory solution through sharing/reassigning of duties, reassignment of overall role, or resignation from the committee.

Failure of Duties/Responsibilities

If it is deemed that a committee member is negligent in their duties or responsibilities, or has violated other aspects of their commitment under this code, then the issue may be escalated. The issue must first be escalated within the committee itself. If it is a committee member raising the complaint, it can be raised as an agenda item. If a member or other stakeholder wishes to raise the issue, it can be brought to committee discussion through the Complaints Procedure as outlined on the EWRFC website.

If the matter is not resolved, within a timely manner, at committee level, then the failure of duty/responsibility can be escalated to the Discipline Committee of the EWRFC. The Discipline Committee will assess its composition and any conflict of interests in line with the policy set out in the Club Discipline Code of Practice. Depending on the severity of the complaint, the Discipline Committee may issue a caution, warning, suspension of membership, or expulsion from the club, in line with the Discipline Code of Practice. The Discipline Committee may also issue a suspension from Committee Duties for an appropriate period of time. Finally, if required, a concern relating to a committee member or committee activity can be raised as a motion at an AGM or EGM as outlined in the club's constitution.