



CODE OF CONDUCT

GENERAL PRINCIPLES

Committee members should observe the highest standards of honesty and integrity. To ensure this they should adhere to the following principles:

1. Integrity

Committee members should:

- Be objective, honest and open in all their dealings
- Disclose outside employment/business interests in conflict or in potential conflict with Rowing Ireland business.
- Not participate in discussion or decisions involving conflicts of interest whether or not such conflicts have previously been disclosed.
- Avoid giving or receiving corporate gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the recipient to make independent judgments on business transactions.
- Avoid the use of the Rowing Ireland resources or time for personal gain or for the benefit of persons/organisations unconnected with Rowing Ireland or its activities.
- Not acquire information or business secrets by improper means.

2. Information/Confidentiality

Committee members should:

- Support the provision of access of Rowing Ireland to general information relating to Rowing Ireland activities in a way that is open and that enhances its accountability to its membership.
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm or concern Irish rowing or Rowing Ireland business.
- Use the RI Ireland IT systems with the utmost of respect and in line with RI email and electronic policy.
- Return committee/confidential information and any electronic emails or files to Rowing Ireland when they are no longer on Rowing Ireland's committee.
- Respect the confidentiality of sensitive information held by Rowing Ireland. This would constitute such material as:

Commercially sensitive information (including but not limited to future plans).

Personal information.

Information received in confidence by Rowing Ireland.

Compliance with relevant statutory provisions relating to access to information (e.g. Data Protection).





3. Work as a Team

Committee members should:

- Create an environment at meetings where all members can express their views freely and openly without fear of reprisal.
- Share corporate responsibility for decisions taken.
- Avoid distancing themselves from committee or relevant board decisions.
- Be aware that at all times when writing or speaking on any matter within the committee's remit they may be perceived as representing the committee.
- Prepare in advance of committee meetings by reading relevant papers etc. and contribute to the decision making process.

4. Obligations

Committee Members should

- Fulfill any regulatory and statutory obligations imposed on Rowing Ireland.
- Ensure that there are adequate controls in place to prevent fraud including controls to ensure compliance with prescribed procedures in relation to claiming of expenses for business travel or other travel.
- Use all reasonable endeavors to ensure that they attend the Rowing Ireland committee meetings.
- Where you can't attend a meeting, provide an apology and catch up on minutes.

5. Loyalty

Committee members should:

- Acknowledge the responsibility to be loyal to Rowing Ireland and to be fully committed in all its business activities while mindful that the organisation itself must at all times take into account the interests of its stakeholders and members.
- Acknowledge the duty of all to conform to the highest standards of business ethics.
- Be loyal at all times to the committee, fellow members and the management team.
- Avoid publicly criticising colleagues or staff.

6. Fairness

Committee members should:

- Value members/stakeholders and treat all members/stakeholders equally

7. General

Committee members should:

- Place highest priority on promoting and preserving the health and safety of committee's and employees



- Review this Code on a regular basis
- At all times conduct themselves appropriately in whatever capacity either when acting as a committee member or in any other capacity.



SOCIAL MEDIA POLICY

Social Media Policy and Scope

The term social media is used in relation to social networking sites that allow users to create personal profiles, share photos and videos, and communicate with others. Used correctly, social media enriches the value and perception of Rowing Ireland in the rowing community. Other messaging platforms, including SMS or emails used for similar purposes, can also be interpreted as social media.

Rowing Ireland will only have one account with FB, Twitter etc. The logo and Rowing Ireland brand will only be used on the official Rowing Ireland Facebook/Twitter etc pages. Authorisation to use the Rowing Ireland logo on a media medium must be given in advance by the CEO.

Rowing Ireland recognises key challenges with the use of social media amongst the rowing community:

- When members or volunteers share opinions online they may reflect positively or negatively on our organisation, individual staff, volunteers or members, and/or its stakeholders.
- In some cases, individuals or organisations outside of Rowing Ireland may use digital and social media to challenge Rowing Ireland's actions, rules and regulations. If necessary, Rowing Ireland will defend its position in such circumstances. This defense should follow consultation with the Rowing Ireland Communications Officer(s) and CEO.
- Rowing topics are widely discussed throughout all social media platforms. It is important that we can use these same, or similar, platforms to promote and outline official Rowing Ireland policies approved by the Rowing Ireland Board.

Rowing Ireland Staff members and Board and committee members

Rowing Ireland staff, board and committee members must be conscious of their online activity, as there can be a blurred line between personal and professional online profiles. At all times Rowing Ireland staff, board and committee members must be aware that their posts can be deemed to reflect the opinion and views of Rowing Ireland.

Staff Members /Board members/ Committee's/Athletes using Personal Social Media Accounts:

- should be conscious of any personal content or activities that could be seen to be damaging to the reputation of Rowing Ireland or by association to its stakeholders; Sport Ireland, Sport NI or other sponsors,
- should at all times respect the brand, trademark, and copyrighted information and imagery of Rowing Ireland. Should consider comments they post relating to not only Rowing Ireland itself but also all key stakeholders linked to the organisation.
- may be privy to confidential information that is not intended for the general public. They should be careful to not disclose information to others or online if it is not already



available to the public.

- Data Protection Rules, Laws of Defamation and Libel Laws should be considered at all times. Recent court awards have confirmed that the Irish Libel Law extends to Social Media and what is posted online may render the individual liable to pay compensation if a case is lost.



- At all times online posts should be respectful of all individuals, races, religions and cultures and the fact that Rowing Ireland like many sports is an all-island sport. Disrespectful or discriminatory posts and/or comments on personal social media outlets not only reflect poorly on the individual commenting but also reflects negatively on Rowing Ireland, Sport Ireland and Sport NI.

Rowing Ireland Team Members (Rowers and Officials):

Having an active presence on social media is an everyday reality for most athletes and sportspeople, and indeed it presents a great opportunity; the chance to tell your own story, in your own words, but common sense and sound judgment must always be to the forefront when telling that story.

- Team Members and board/committee members must obey the Code of Conduct, and adhere to the Social Media Policy.
- Most sports in Ireland are funded by Sport Ireland and/or Sport NI, and Sponsors who also require their governance codes to be met i.e. they expect a minimum level of etiquette in all communications (like social media).
- While representing Rowing Ireland be conscious that there is a division between personal comment and official duty. When in doubt of whether a post is personal or official – don't post. When in doubt, leave it out.
- Rowers should not announce selection or non-selection until this information has been officially released by Rowing Ireland.
- Rowers should be conscious of a general confidentiality clause and be careful to not disclose information to others or online if it is not already available in the public.
- Data Protection Rules, Laws of Defamation and Libel Laws should be considered at all times. Recent court awards have confirmed that the Irish Libel Law extends to Social Media and what is posted online may render the individual liable to pay compensation if a case is lost. This remains a personal liability in most cases.
- For the duration of events, team members should not post information pertaining directly to team activities, team plans, or post contentious photos of other team members not only for privacy but also for security reasons.

Team Members should never post any negative comments online about:

- ❖ Fellow squad members
 - ❖ Competitors
 - ❖ Event organisers or sponsors
 - ❖ Support staff
- Team Members should not use bad language in postings and should note that journalists may quote anything controversial that is posted and use it as a news story.
 - Team Members should be appreciative on social media of those who support them e.g. family, coaches, support staff, sponsors and funders.



The golden rule is - 'if you have nothing good to say, say nothing'. Younger athletes in particular could damage career prospects through ill-advised social media posts or unconsidered emails/texts etc.



Branches/Committees or groups within Rowing Ireland

Rowing Ireland has a full complement and range of social media platforms. These platforms should be used in all cases to promote the Rowing Ireland brand and the sport of rowing so that we leave it in a better place.

Administrators and editors of these applications can only be given the following authorisation from the CEO and in the agreement of the above-mentioned policy.

Compliance with the above policy will ensure that Rowing Ireland is represented positively online and that the organisation makes best practice use of social media to engage a wider audience and build the entire rowing community.



COMMITTEE MEMBERS DECLARATION OF UNDERSTANDING

I have read, understood and noted the Rowing Ireland Code of Conduct for Committee members.

By applying for membership of Rowing Ireland (RI), committee, through a RI registered club I confirm the following:

I understand and agree to abide by the constitution, rules and policies of Rowing Ireland, including data protection policies, which can be viewed via the RI website via [Rowing Ireland GDPR policy November 2022](#)

I understand and agree to the responsibilities which I have regarding these policies

I have read and understand the privacy notice which can be viewed via the RI website via . This details how RI will treat the personal data I have provided to RI and forms part of RI's data protection policies which are designed to ensure my data is processed in accordance with data protection legislation.

I agree to allow RI and my member club to contact me in relation to the promotion of the sport of Rowing and RI member services

Signed

Name

Position

Email address

Phone number

Size for RI kit for committee member

Agreed on behalf of Rowing Ireland



Date

March 2022