

# Roles & Responsibilities

## Qualifications

- Excellent communication skills
- Impartial
- Fair
- Understanding of complaints and disciplinary process

## Commitment

- The complaints and disciplinary is only active when a complaint or disciplinary matter has been received.
- The time to deal with any matter can vary.

## Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- The complaints and disciplinary committee (CDC) must consist of a minimum of three persons over 18 years of age.
- It is recommended that clubs have a panel of 5 to 7 individuals to call from.
- The club (CDC) decides on how a complaint or disciplinary matter is dealt with
- The CDC is the only committee that can issue a non-immediate sanction
- To investigate a complaint, disciplinary report or an appeal to an immediate sanction as relevant
- Where appropriate the CDC should consider an informal resolution to a complaint, disciplinary report or an appeal to an immediate sanction
- To consider a formal resolution a complaint, disciplinary report or an appeal to an immediate sanction

## Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to ensure due process is followed in a complaint or disciplinary matter
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## Requirements

### Basic

- Safeguarding 1 workshop (Ireland)/ Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland club membership
- Signed Code of Conduct

### Recommended - All Clubs

- Managing people, situations and conflict workshop
- Online module - Complaints & Disciplinary Procedures (from Sept 2020)

