****

**Volunteer Code of Conduct / Confidentiality Agreement**

Volunteers should adhere at all times to standards of personal behavior that reflect well on the Codiac Vikings Aquatic Club in particular, and competitive swimming in general.

It is impossible to specify in precise terms all those actions that could be deemed to be prejudicial to volunteerism within CVAC. The following provides an indication of the standards of behavior that, if ignored, are likely to be considered breaches of this Code:

Volunteers are responsible for treating all other CVAC members with respect within the context of their activity regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability.

They should abstain from discouraging other swimmers from doing well, making false claims about swimmers or parents, or showing an air of power over swimmers that could change their performance ( specifically as an official at meets).

Volunteers should abstain from the use of tobacco products while in the presence of swimmers and discourage their use by swimmers.

Volunteers should refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties.

Volunteers should abstain from using intoxicants while working at CVAC, Swim NB or SNC sanctioned events and activities.

Volunteers should refrain from criticism of coaches, swimmers, parents, and fellow officials particularly to and through the media or to other parents/volunteers/coaches.

When public comments are made, volunteers have an obligation to ensure such comments are made judiciously, reflective of the facts, supportable and sensitive to the situation(s). Differences of opinion should be dealt with on a personal or club basis. Serious disputes may be referred to the Board.

Volunteers should ensure that they do not in any way misrepresent their qualifications, affiliations, or professional competence to any client or prospective client, or any publication, broadcast, lecture or seminar. Misrepresentation, after due consideration by CVAC, could be regarded as a breach of this Code.

Any concerns with a CVAC volunteer should be brought to the attention of the team manager , or hr manager immediately .

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Confidentiality.**

This is to certify that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a volunteer or Parent of CVAC, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about swimmers, families, coaches, or other associate organizations, as well as any other information otherwise marked or known to be confidential written or verbal.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of confidentiality could be grounds for immediate dismissal from volunteer duties and/or possible liability in any legal action arising from such breach.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree with the CVAC Code of Conduct / Confidentiality Agreement, and understand that failure to comply with the above expectations will result in an incident/discipline report being written and possible disciplinary action being taken.

Volunteer Signature: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swimmer’s ( related to volunteer) Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(day-month-year)