# Promoting High Standards of Personal and Business Conduct - A Volunteer's Code August 2022

WRFC's success depends on the many volunteers who give their time freely and generously to enable others to enjoy the Club facilities and activities. WRFC values this unstinting dedication and will strive to provide volunteers with the resources and support needed to help them achieve the club's objectives.

Members, players, parents and associates of WRFC rightly expect the volunteers involved in running the Club and organising activities to observe the highest standards of personal and business conduct.

All WRFC volunteers commit to:

- Promoting Club values and ethos and always acting in the interests of WRFC.
- Observing and promoting WRFC's and the RFU's policies, procedures and codes.
- Taking advantage of training and support offered and complete DBS checks where requested.
- Being honest, considerate and respectful to others.
- Putting the interests and welfare of players and others first.
- Acting promptly on and reporting concerns.
- Declaring immediately any potential conflicts of interest in business matters or sporting activities of the club.
- Not taking improper advantage of their volunteer position for themselves or others.
- Using authorised WRFC email accounts and Office 365 where allocated.
- Seeking prior approval to remove or retain equipment or make use of club facilities.
- Seeking prior approval to access and use player, member or business information for any purpose, (however obtained and stored – this includes GMS and mobile devices).

Officers and Committee Members are appointed or re-appointed annually by the members of WRFC at an Annual General Meeting.

Other volunteers are appointed or re-appointed annually by the Management Committee. In respect to Team and age groups managers, coaches and other voluntary rugby roles, appointments and the application of Code are delegated to the M/J Chair and Director of Rugby.

On the cessation of a formal or informal appointment/role WRFC equipment must be immediately returned and WRFC information held on personal devices, deleted. Access to WRFC data and accounts e.g. GMS (for other than personal information) and bank accounts and information must be terminated immediately.

All appointments and renewals are subject to acceptance of and observing the Volunteer's Code.

This code will be reviewed periodically by the Honorary Secretary, Data Manager and Treasurer and approved by the Management Committee.