



Aghaderg GFC & Ballyvarley HC



AGHADERG GFC

&

BALLYVARLEY HC

POLICY DOCUMENTS

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CHILD PROTECTION & WELFARE POLICY

Aghaderg/Ballyvarley GAA club

1. POLICY STATEMENT

We at (Aghaderg/Ballyvarley) GAA club aim to promote the participation of children in our club by creating a culture of safety and fun.

“Children have the right to be protected from all forms of violence. They must be kept safe from harm and they must be given proper care by those looking after them”

(Article 19 : UN Convention on the Rights of the Child)

All children’s sport should be conducted in an atmosphere of fair play. Ireland and the UK have adopted, and are committed to, the European Code of Sport Ethics which defines fair play as:

“much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption.”

(European Sports Charter and Code of Ethics, Council of Europe, 1993)

The Children (Northern Ireland) Order (1995) is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedent over all other considerations.

STANDARDS SET BY (Aghaderg/Ballyvarley) WILL BE ACHIEVED THROUGH ENSURING THE FOLLOWING:-

- Awareness of the issues which lead to children being harmed
- Safe recruiting procedures for coaches/volunteers
- Provision of Ulster/Sports Council approved Child Protection awareness workshops for coaches
- Application of codes of behaviour for coaches/volunteers
- Application of codes of behaviour for children/young people
- Application of codes of behaviour for parents
- Application of good and safe working/playing practices
- Establishment of procedures for dealing with/recording of complaints/accidents.
- The club has procedures relating specifically to bullying, away trips and photography
- Identification and maintenance of parental responsibility
- Availability of information



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- Regular review and monitoring of Child Protection procedures by the Management/Executive Committee
- That all children are treated equally

The policy applies to all those involved in (Aghaderg/Ballyvarley) coaches, administrators, officials, volunteer drivers, parents and children.

DESIGNATED PERSON

The 'contact person' or Designated Person within (Aghaderg/Ballyvarley) is:

Name: Kathleen O'Meara
Address: 27 Edenderry Gardens
Banbridge
Tel no: 078 28838243

Name of designated person shall be made known to all club members. This person is the designated person to whom concerns will be addressed. If the concern is about the designated person, the concerns should be forwarded to the County Chairman.

The club should have procedures in place for dealing with concerns or allegations of abuse either within the club or externally but the first point of contact for the child, parent/guardian or coach is the designated person. However, any individual has the right to contact Social Services or PSNI directly if they have concern about a child's welfare.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident the following procedure will be followed:

Fill in 2 copies of the Accident Form for ALL accidents. One copy to incident book/folder, other to designate person for filing/further action.

For more serious accidents:

- Contact parents/guardians
- Contact emergency services/G.P. if necessary
- Record detailed facts surrounding accident, witnesses etc.
- Complete accident Form as above

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

Record all incidents reported or observed on an incident form, copy to designated person.

Ensure confidentiality – only 'need to know basis' as per confidentiality clause in Full Policy.

The designated person is responsible for report security.

Adhere to An Cumann Lúthchleas Gael's *Guidelines for Dealing with Allegations of Abuse* (2nd ed., March 2001)



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GOOD AND SAFE WORKING/PLAYING PRACTICES (Aghaderg/Ballyvarley) will ensure:

- Proper supervision of children within the club with adequate numerical and sexual coach:child ratio
- Use of safe recommended equipment including:
 - § *Hurling Helmets, Shin Pads.*
- Supervision of equipment used
- A clearly defined, fenced play area that is safe from vehicular traffic
- Public Liability insurance covering all members of the club
- Only children of similar age will train/play together
- First-aider and first aid equipment is available in case of accident, with accident/incident books documented where necessary
- N.B. All accidents will be reported to parents
- Transport will be provided and supervised by volunteers in possession of driving licences and roadworthy vehicles only. Prior parental permission is essential.
- A safe environment for members.
- Ongoing training and information for Leaders
- Implementation of policy and procedures in line with guidance from *Our Duty to Care* and *Code of Ethics and Good Practice for Children's Sport*
- Facilitation of open discussion on member protection issues
- Support to members who report allegations of abuse
- Suspected abuse information is treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The establishment and maintenance of a coaching register
- The setting of standards of good practice
- The designated officer has knowledge of statutory child protection procedures and responsibility in reporting concerns
- That parents/guardians are kept informed and have access to the club's policy guidelines for away trips/overnight stays and club use of photography/videos
- The implementation of good and safe working practice is developed to the mutual benefit of the member, local area and community

(Aghaderg/Ballyvarley) has the right to:

- Expect leaders to comply with its Code of Conduct
- Expect all children to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Code of Conduct or Child Protection Policy
- Expect all members to undertake appropriate training when advised to
- Expect leaders will not abuse children physically, emotionally or sexually
- Take appropriate action in the event of accusations
- Acquire pre-employment checks on all coaches
- Maintain records on individuals in line with advice from data protection agency, i.e. only hold records on individuals that they have justifiable reason for holding



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- Adhere to An Cumann Lúthchleas Gael's *Guidelines for Dealing with Allegations of Abuse*** (2nd ed., March 2001)
- Adhere to An Cumann Lúthchleas Gael's *Code of Best Practice for Youth Sport*** (December 2002)

Copies are available by contacting Ciaran McLaughlin OIFIGEACH na nÓG



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2. Disciplinary, Complaints and Appeals Procedure

AGHADERG GFC & BALLYVARLEY HC should ensure that it has adequate disciplinary, complaints and appeals procedures in place. It is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities will not be undertaken by the Child Protection Officer or other club Volunteers/Officials. The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by the club and adhered to by its members.

Complaints/Disciplinary Procedures

Dealing with a Complaint

All complaints should be submitted in writing to either the Chairperson or the Child Protection Officer (in the instance of a child protection issue).

If the complaint is submitted at Club Level, it is the responsibility of the Club to deal with the complaint.

If the complaint is submitted at County Board Level, the County Board must take responsibility to deal with the complaint.

If, in the opinion of the Chairperson/Child Protection Officer, there are grounds for concern, the Statutory Authorities should be contacted.

Disciplinary Committee

AGHADERG GFC & BALLYVARLEY HC:

Disciplinary Committee will consist of:

- (a) The Chairperson (Who shall be Chair)
- (b) The Secretary (Who shall be Secretary)
- (c) The Youth Officer
- (d) The Child Protection Officer



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The committee will be made aware of the issue of confidentiality.

Role of the Disciplinary Committee

- It is the responsibility of the Disciplinary Committee to resolve problems relating to the conduct of the members of **AGHADERG GFC & BALLYVARLEY HC**
- The Disciplinary Committee will deal with a complaint of any incident of suspected misconduct, including bullying.

Disciplinary Procedures

1. The Disciplinary Committee will inform the individual with details of the complaint made against him/her and afford him/her the opportunity of providing a response either verbally or in writing.
2. The Disciplinary Committee will meet with all parties involved, affording each party the same rights and opportunities.
3. The Disciplinary Committee will provide a written report outlining the following:
 - the procedure followed
 - the findings
 - the conclusions and
 - any disciplinary actions to be taken.
4. All parties will receive a copy of this report and a copy of the report will be kept on record.
5. The Disciplinary Committee will, as soon as possible, inform the Executive Committee of the progress and conclusions of the disciplinary process.



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Sanctions

Where it has been established that an incident of misconduct has taken place, the Disciplinary Committee will notify the member of any sanction being imposed. The notification will be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parents/guardians.

Appeals Process

If the member against whom the complaint was made is unhappy with the decision of the Disciplinary Committee, he/she will have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee).

AGHADERG GFC & BALLYVARLEY HC Appeals Committee will consist of:

- (a) The Deputy Chairman (Who Shall be Chair)
- (b) The Assistant Secretary (Who Shall be Secretary)
- (c) The Assistant Treasurer
- (d) The Development and Integrations Officer

Any appeal should be made in writing within 7 days after issue of the decision of the Disciplinary Committee. The Chairperson of the Appeals Committee should be a member of the Executive Committee.

The Appeals Committee have the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee.

Procedure:

- A code of conduct reflecting a child centred ethos is in operation; this code has been disseminated through the club and is applied to all Youth Coaches.
- The Club Executive Committee deals with all disciplinary problems. Clearly defined procedures are in place to resolve problems relating to the conduct of its members. This includes bullying.



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- The Executive Committee will initiate establish a standing sub-committee to conduct an investigation following a complaint into any incident of suspect misconduct that does not relate to child abuse. The sub-committee will report to the Executive Committee of progress of the disciplinary procedures.
- Written confidential records of all complaints are safely and confidentially kept and club procedures are defined for the possession of such records in event of the election of new officers.
- The sub-committee will furnish the individual details of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing.
- Where it is established that an incident of misconduct has taken place the sub-committee will notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parents/guardian.
- If the member against whom the complaint has been made is unhappy with the decision of the disciplinary committee, s/he should have the right to appeal the decision to the Executive Committee. Any appeal must be in writing and must be received by the Secretary at the latest three days after the appeal.
- The Executive Committee will have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If any party is not satisfied with the outcome, the matter can be referred to the DOWN County Board. However, efforts to resolve the issue will be exhausted before the Governing body is engaged in attempts to resolve the matter.

This document represents the working disciplinary procedures of **AGHADERG GFC & BALLYVARLEY HC**:

Signed _____

Chairman

Signed _____

Secretary

Aghaderg GFC & Ballyvarley HC

Safeguarding Children And Vulnerable Adults



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SPORT NORTHERN IRELAND

EQUALITY STATEMENT

We the members of Aghaderg GFC & Ballyvarley HC aim to promote the sport of football, hurling and camogie for all people who live in Aghaderg parish and surrounding areas and will be mindful of the need to carry out our functions in a manner which promotes equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation.*
- Between men and women generally.*
- Between persons with a disability and persons without.*
- Between persons with dependents and persons without.*

Signed: _____ (Chairman)

Date: _____

Signed: _____ (Secretary)

Date: _____



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3. Equal Opportunities Policy

1. Policy Statement

AGHADERG GFC & BALLYVARLEY HC recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential members.

AGHADERG GFC & BALLYVARLEY HC aims to ensure that all people irrespective of their age, gender, ability, disability, race, religion, ethnic, origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Gaelic Games at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach. Official, referee, manager, administrator or spectator.

It is the aim of the club in its relationships with its members, employees, job applicants and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements, which cannot be justified. Failure to comply may result in disciplinary action being taken.

Direct discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.

Indirect discrimination occurs when a requirement or condition is applied which whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex, marital status than another and cannot be justified on grounds other than race, sex or marital status.



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2. Objectives

AGHADERG GFC & BALLYVARLEY HC's Equality policy has the following objectives:

2.1.

2.1 To adopt a planned approach to eliminating perceived barriers which discriminate against particular groups. This will include widening the traditional approach and include communities experiencing disadvantage, poverty and health inequalities.

2.2 To ensure that no-one working or wishing to work for or on behalf of the club receives less favourable treatment on the ground outlined in the Policy Statement above.

2.3 To give clear guidance to individuals working within the club, either employed or as volunteers, on the commitment to equal opportunities.

2.4 To ensure that all those who participate in Gaelic Games, at all levels and in roles receive fair and equitable treatment.

2.5 To ensure that the format and content of all competitions, regulations and assessments provide equality for all, except where specific situations and conditions properly of reasonably prevent this.

2.6 To ensure that all materials prepared, produced and distributed by or on behalf of the club promote a clear image of the profile of all those who involved in the games.

3. Responsibility

AGHADERG GFC & BALLYVARLEY HC expects all those acting on behalf of the association to adhere to this policy. In pursuance of this policy the Club Executive Committee, reserve the right to discipline any of its members or employees who



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practice any form of discrimination on the grounds of a person's age, gender, ability, race, religion ethnic origin, creed, nationality, social status or sexual orientation

Declaration

This document has been approved by the Club Executive Committee and serves as the working equal opportunities document of **AGHADERG GFC & BALLYVARLEY HC**

Signed _____

Secretary

Signed _____

Chairman



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4. Recruitment Policy

To ensure that **AGHADERG GFC & BALLYVARLEY HC** is following the best practice we shall work closely with the DOWN County Board and the Ulster Council in order to promote the best practice in Children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport.

It is recommended that all adults taking responsibly for children in the Club should undergo a recruitment process. The following procedures for recruitment of volunteers will assist in placing them in the position to which they are suited and help in the protection of children and volunteers alike.

- List all tasks that volunteers need to perform and the skills needed for those tasks.
- Make all vacancies within the club openly available to interested and qualified applications.
- Each applicant should complete an application form.
- There may be the need for new coaches who have substantial access to children regardless to whether they paid or not, to have their background checked out.
- References should be verified by the Club Executive Committee and should be kept of file as a matter of record.
- The Clubs Executive Committee should ratify all recommendations for member appointment. The decision to appoint team managers is the responsibly for the Club Committee not any one individual within in it.
- Once recruited into the club, all Volunteers should be adequately managed and supported.
- Any statutory guidelines should be adhered to.

This document has been approved by the Club Executive Committee and serves as the working recruitment policy document of **AGHADERG GFC & BALLYVARLEY HC**

Signed _____
Secretary

Signed _____
Chairman



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5. Club Database Guidelines -Data Protection Policy

AGHADERG GFC & BALLYVARLEY HC complies with the requirements of the Data Protection Act 1998 with regard to the collection, storage, processing and disclosure of personal information and it is committed to upholding the Act's Core Data Protection Principles.

The club strives to ensure that it keeps a comprehensive data of all its members either on computer or otherwise. The club should ensure that it stores information on the following groups within the club:

Non-Playing Members

The information that should be stored on all non-playing members is as follows:

1. Names
2. Address
3. DOB
4. Occupation
5. Home Tel Number
6. Work Tel Number
7. Mobile Number
8. Special Medical Conditions

Players Members

There are separate tables set up for each of the different age groups within the club for both the male and female sections of the club (from U8 to Senior Level). This should be done for all codes player within the club (Male and Female Football, Hurling and Camogie).

This information that should be stored on all members is as follows:

1. Names
2. Address
3. DOB
4. School (if applicable)



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5. Occupation (if applicable)
6. Home Tel Number
7. Mobile Number
8. Emergency Contact
9. Special Medical Conditions
10. Previous Sports Injuries
11. Parents/Guardian name (if underage) (See Appendix 1 For Relevant Forms)

Club Officials

Information is stored on all club officials, both Executive Committee and all sub-committee members. The information stored is followed:

1. Name
2. Address
3. DOB
4. Occupation
5. Role within club
6. Home Tel Number
7. Work Tel Number
8. Mobile Number
9. Special Medical Conditions
10. Administration Courses Attended

Club Coaches

There is information stored on all coaches and volunteers, both actively coaching and no longer coaching within the club.

The information that should be stored on club coaches/volunteers is as follows:

1. Name
2. Address
3. DOB
4. Occupation
5. Home Tel Number



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6. Work Tel Number
7. Mobile Number
8. Special Medical Conditions
9. Actively Coaching?
10. Team Coached
11. Coaching Qualifications and Dates Achieved.
12. Ulster Council and CPD Qualifications
13. Child Protection Qualifications
14. First Aid Qualifications
15. Other relevant qualifications (and dates)

6. Parents and Spectators Code of Conduct

AGHADERG GFC & BALLYVARLEY HC adapts a child centred approach and philosophy in the running of the club to ensure that those working with children and young people are at all times provided a quality sporting and social programme, by working to an agreed philosophy and set of standards. Enforcement of this conduct is the responsibility of every member and any queries about this code should be referred to the Child Protection Officer or the Club Chairperson

Parents/guardians have an influential role to play in assisting their offspring to adopt positive attitudes and encouraging them to maintain an involvement in sport. Parents should not attempt to meet their own needs for success and achievement through their children's participation in Gaelic Games. The following guidelines will be assistance in their regard:

Parents/Spectators within the Club must:

- 1.1 Attend games on a regular basis assist in their organisation of club activities.
- 1.2 Remember that children participate in sport for their enjoyment not yours.
- 1.3 Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.



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- 1.4 Never ridicule or yell at a child for making a mistake or not winning.
- 1.5 Respect officials' decisions and encourage children to do likewise.
- 1.6 Show appreciation for volunteer coaches, officials and administrators.
- 1.7 Applaud good performance and efforts from all individuals and teams.
- 1.8 Congratulate all participations regardless of the game's outcome

- 1.9 Condemn the use of violence, verbal abuse or vilification in any form, whether it is by spectators, coaches, officials or players.
- 1.10 Support policy and practices (and lead by example) in relation to responsible use of alcohol, to child protection issues and to issues involving recreational and performance enhancing drugs.
- 1.11 Support involvement in modified rules games and other junior development programmes
- 1.12 Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

I understand and agree to abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct will result in disciplinary action by the Club Executive Committee.

Signed: _____

Date: _____

Countersigned _____

Parent/Guardian



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7. Coaches Code of Conduct

AGHADERG GFC & BALLYVARLEY HC adapts a child centred approach and philosophy in the running of the club to ensure that those working with children and young people are at all times provided a quality sporting and social programme, by working to an agreed philosophy and set of standards. Enforcement of this conduct is the responsibility of every member and any queries about the code should be referred to the Child Protection Officer or Coaching Coordinator

All Members must:

- Respect the rights, dignity and worth of all and treat everyone equitably.
- Not exert influence to obtain personal benefit or reward

Coaches within AGHADERG GFC & BALLYVARLEY HC must:

Remember that young people participate for the pleasure and winning is only part of the fun. Place the well-being and safety of any juvenile above the development of performance and adhere to all guidelines laid down by the club and the GAA in general.

- Give young people the chance to try out different playing positions.
- Create opportunities for participants to learn appropriate sports behaviour as well as basic skills.
- Give priority to free play activities, skill learning and small-sided games over highly structured competitions.
- Ensure that activities are appropriate to the age, maturity and ability of the young player.



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- Keep up to date with the coaching practices and qualifications and the principles of physical growth and development. Take responsibility for ensuring training is kept up to date and keep abreast of any developments within the association.
- Ensure that you are working at a level commensurate with your coaching qualifications
- Promote a culturally tolerant environment.
- Help young people understand that playing by the rules is their responsibly.
- Always promote positive aspects of sport and never condone or participate in rules violation, bad sportsmanship, the use of foul and abusive language, the use of sectarian language and banter, the use of prohibited substances, the use of gestures or emblems, which could be interpreted as provocative.
- Encourage young people to participate in administration, coaching and referring as well as playing.
- Operate within the rules and sport of the sports and teach your players to do the same.
- Relate to officials in a courteous and polite way.
- Ensure that any physical contact with a young person is appropriate to the situation and necessary for the player's skill development.
- Implement relevant sport safety policies and practices.
- Arrive on time for all coaching sessions, competitions, social occasions and coaches must inform an appropriate person if they are unable to attend.



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- Encourage and guide young people to accept responsibility for their own behaviour and performance and encourage to young people to feel confident and comfortable in making person choices.
- Ensure attendances records are kept of all recognised club sessions with the attendance of each participant noted appropriately. A club incident form must be used to record any accidents, injuries or untoward event.
- Implement policy practices (and lead by example) in relation to responsible use of alcohol and in relations to recreational and performance enhancing drugs.
- Listen to your players and ensure that the time they spend with you is a positive experience.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Declaration

I understand and agree to abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct will result in disciplinary action by the club committee.

Signed: _____

Date: _____

Signed _____

Coaching Officer

Signed _____

Child Protection Officer
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Safeguarding Children And Vulnerable Adults



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8. Administrators Code of Conduct

AGHADERG GFC & BALLYVARLEY HC adapts a child centred approach and philosophy in the running of the club to ensure that those working with children and young people are at all times provided a quality sporting and social programme, by working to an agreed philosophy and set of standards. Enforcement of this conduct is the responsibility of every member and any queries about this code should be referred to the Child Protection Officer or the Club Chairperson

All parents must:

- Respect the rights, dignity and worth of all and treated everyone equably.
- Not exert undue influence to obtain personal benefit or reward.

Administrators within the club must:

- 1.1 Make your club environment more user friendly by providing equal opportunities for all to participate.
- 1.2 Create pathways for young people to participate in Gaelic Games not just as a player, e.g. as a referee coach administrator etc.
- 1.3 Ensure that the types of programmes, rules, equipment length of games and training schedules are modified to suit the age ability and maturity level of young players.
- 1.4 Provide quality supervision and instruction for junior players and ensure volunteers are adequately trained.
- 1.5 Direct coaches and officials to highlight behaviour and skill development.
- 1.6 Ensure that everyone emphasises fair play, not winning at all costs.
- 1.7 Give a code of behaviour sheet to spectators, parents, coaches, and player and encourage them to follow it.
- 1.8 Remember you set an example. Your behaviour and comments should be positive and supportive.
- 1.9 Maximise child safety by conducting volunteer screening and other child protection strategies.



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- 1.10 Implement Policy and practices (and lead by example) in relation to responsible use of alcohols and in relation to recreational and performance enhancing drugs.
- 1.11 Adopt and implement relevant sports safety policies and practices.
- 1.12 Promote a culturally tolerant environment.
- 1.13 Listen to your players and involve them in the decision leadership and planning and evaluation relation to the club.
- 1.14 Respect the rights, dignity and worth of all participants regardless of their gender, ability and cultural background or religion.

I understand and agree to abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct will result in disciplinary action by the Club Executive Committee.

Signed: _____

Date: _____

Countersigned _____

Child Protection Officer



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9. Players Code of Conduct

AGHADERG GFC & BALLYVARLEY HC is fully committed to the safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club must, at all times show respect and understanding for the safety and welfare of everybody. Therefore, all members are encouraged to be open at all times and share any concerns or complaints that may have with their respective Team Manager.

Players must:

- Respect the rights, dignity and worth of all and treat everyone equitably.
- Not exert undue influence to obtain person benefit or reward.

Players within AGHADERG GFC & BALLYVARLEY HC must:

- 1.1 Play by the rules
- 1.2 Never argue with an official. If you need clarification, have your captain, coach or manager approach the official during a break or after the competition.
- 1.3 Work equally hard for yourself and your team. Your team's performance will benefit –so will you.
- 1.4 Be a good sport. Applaud all good plays whether your team or the opposition makes them.
- 1.5 Show respect to and acknowledge opponents and officials (e.g. shake hands before and after the game and say things like “good luck”, “thanks for the game” etc.)
- 1.6 Cooperate with your coach, teammates and opponents without them there would be no competition.
- 1.7 Be on time for training sessions, matches and competitions so as not to disrupt the smooth running of their team.
- 1.8 Participate for your own enjoyment and benefit not just to please parents and coaches.
- 1.9 Play fair-no verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.



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1.10 Respect the rights dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Declaration

I understand and agree to abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct will result in disciplinary action by the club committee.

Signed: _____

Date: _____

Countersigned _____ (Parent/Guardian)



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APPENDIX 1

CHILD INFORMATION

DATA COLLECTION FORMS



Aghaderg GFC & Ballyvarley HC



It is recommended that for each child in your team you have an evolving filing system containing evidence of the child's

1. Age
2. Date of birth
3. Address
4. Parent/guardian name
5. Address
6. Home telephone number
7. Mobile telephone number
8. Signed parental consent form
9. Signed medical consent form
10. Signed code of conduct



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Child Protection Officer

*While we try to teach our children all about life,
Our children teach us what life is all about.*
~Angela Schwindt

While the role of Child Protection Officer is not accommodated in association rule, it is vital that all clubs have a designated person who commands the trust and respect of the entire club membership to assume the role of the designated Child Protection Officer. The Officer should sit as a member of the club management committee and be vetted through the Garda or Access NI

Required Skills

- Approachable with friendly manner
- Good listener
- Well organised
- Motivated
- Prepared to pass on concerns to the Provincial Council/Central Council and professional agencies if necessary

Main Duties

- Ensure that the child protection procedures are understood and adhered to by all members.
- Establish and maintain the complaints procedures.
- Attend the GAA workshop 'Good Practice & Child Protection' renewable every three years
- Be familiar with current child protection legislation and The Children Act 1989.
- Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
- In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
- If unable to attend any executive committee meeting, a report/ apologies should be sent to the secretary.



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- Attend meetings of the County Youth Board as appropriate
- Attending meetings of club youth committee as appropriate

In an ideal situation each club would also have, a deputy designed Child Protection Officer.

If the Child Protection Officer is male it would be good practice to have a female deputy Child Protection Officer, this could be the Club Chairperson, Secretary or another Club Management Committee member.



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ACCIDENT REPORT FORM

COACH IN ATTENDANCE:	
INJURED PARTY	
Name:	
Age/DOB	
Address	
ACCIDENT DETAILS	
§ Date:	
§ Time:	
§ Exact location:	
§ Injury:	
§ How happened	
SEVERITY:	
• Minor	<input type="checkbox"/>
• Considerable	<input type="checkbox"/>
• Severe	<input type="checkbox"/>
FIRST AID INVOLVED?	YES / NO
MEDICAL ATTENTION REQUIRED?	YES / NO
PARENTS INFORMED?	YES / NO
BY WHOM :	
FORM COMPLETED BY:	



Aghaderg GFC & Ballyvarley HC



INSTRUCTIONS – ACCIDENT FORM

The Accident Report Form must be completed as follows:

- Coach of Team / Individual
- Injured Party's Name
- Injured Party's Date – of – Birth and Address
- FULL details of time, location, nature of injury etc
- Severity of Injury
- First Aid and Medical Attention provided
- Parents / Guardians informed
- Form MUST be signed by Coach AND Individual completing form

ALL forms must be forwarded to the relevant Designated Officer (Male INSERT NAME –& Female INSERT NAME–) as soon as possible on completion. The purpose of this is that all records can be kept should there be the need to complete Injury Claim Forms for the individual(s) concerned.

Signed: _____

(Runai) (Secretary)



Aghaderg GFC & Ballyvarley HC



MEDICAL CONSENT FORM

This form should be completed by a parent/guardian before your child can participate in an over night trip away from home. One form should be completed for each child/young person.

Name:

Date of Birth: _____

Address:

Post Code: _____

Telephone Number: _____

Mobile Number: _____

School: _____

Name of Doctor: _____

Doctor's Address: _____

Doctor's Telephone No: _____

Child's Medical Number: _____

Any specific medical conditions requiring medical treatment and/or medication?

Yes If Yes, give details:

No

Any allergies?

Yes If Yes, give details:



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No

Any contact with contagious or infectious diseases within the last four weeks?

Yes If Yes, give details:

No

Please provide any special dietary requirements and the type of pain medication that may be given.

Parental Consent (to be signed for competitors under 18 years)

I, _____ being parent/guardian of the above named child hereby give permission for the Team Manager to give the immediate necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be

contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Name: _____

Signature _____ (consent by parent/guardian)

Date _____

NB. Please note that a young person can give their own consent for medical treatment if they are over 16.



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Information to be added to consent forms for away trips:

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the trip. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.



Aghaderg GFC & Ballyvarley HC



DAY TRIP PERMISSION FORM

Dear Parent/Guardian,

The U-12, U-10 and U-8 teams will visit on Saturday 30th of October.
The programme for the day is below:

- 9.30am Meet at the clubhouse
- 11am Arrive in
- 5.00pm Leave
- 5.30/6.00pm Arrive back to the clubhouse

Children will be charged £5.00.
The 2nd child in a family will be charged £4 and the 3rd £3. This includes meal and entry to bowling alley.

PARENTS WELCOME TO ATTEND

Name: _____ DOB: _____

Medical Conditions: _____

School: _____

I give permission for my child to attend the day trip to organised by
Aghaderg GFC & Ballyvarley HC

Parent/Guardians Signature: _____

Tel number (in case of an emergency): _____

DATE _____

I will/will not be attending



Aghaderg GFC & Ballyvarley HC



PHOTOGRAPH CONSENT FORM

AGHADERG GFC & BALLYVARLEY HC we feel it is important to recognise the achievements and successes of our youth and of the club as a whole. One of the ways to do this is to publish photographs and details of achievements in our local press. As a club, we would like to use pictures of our youth members in the local press and at times, on the club website.

We take the issue of child safety very seriously and this includes the images of the children in our care. Our duty to our young members is paramount and this form of publicity must be carefully monitored to ensure that it is consistent with our Child Protection Policy and the Data Protection Legislation.

For this reason, we have put the following guidelines into place:

- We ask parental consent for the club to take and use photographs of their children and for permission to use the press and media to promote the youth programme.
- Photographs and interviews will at all times take place in the presence of a coach.
- We will only use team photographs and action photographs on our website.
- Action and individual photographs will only be used, with individual parental consent, prior to the inclusion on the club website or in the local press.

I have read the conditions of use and consent to my child/children's photograph being used. If there is any change to my decision, I will inform the club.

Name of child/children: _____

Name of parent/guardian: _____

Signature: _____ Date: _____

Queries regarding this form should be addressed to: Kathleen O'Meara

Child Protection Officer

Aghaderg GFC & Ballyvarley HC

Safeguarding Children And Vulnerable Adults



Aghaderg GFC & Ballyvarley HC



VIDEO CONSENT FORM

Due to issues with Child Protection, we would be grateful if you could give Aghaderg GFC & Ballyvarley HC permission to video your son/daughter during club matches/training.

I _____ Parent/Guardian, give Aghaderg GFC & Ballyvarley HC permission to video my son/daughter (delete)

(Full Name) _____ during Club matches/training.

SIGNED: _____ DATE: _____

Queries regarding this form should be addressed to: Kathleen O'Meara
Child Protection Officer

PLEASE RETURN THIS FORM IMMEDIATELY to ensure that your child is a full member of the club.