



Charlestown Sarsfields GAA Handbook 2022



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The Charlestown Sarsfields Club was founded in 1888 and is now well into celebrating its 134th year in existence. The club has a long and proud history and tradition in Mayo G.A.A. circles and continues to make its presence felt and punch above its weight on the play fields.

The Club have top class facilities with Fr O'Hara Park the obvious jewel in the crown as it remains one of the finest playing surfaces in Mayo and beyond. Fr O'Hara Park was officially opened in 1953 and was named after Fr Eddie O'Hara a man who spread the gospel of G.A.A. in the community at the time and who was instrumental in the purchase and subsequent development of the land together with a core of dedicated and committed club members. The time and who was instrumental in the purchase and subsequent development of the land together with a core of dedicated and committed club members.

Fr. Eddie left a rich legacy and the field has been developed and improved down through the decades thanks in no small measure to the work and vision of some truly great club people. The club have four top class dressing rooms which were unveiled in 2004, replacing the previous ones which served the club so well but had fallen into a state of disrepair.

The club have a great executive in place at the moment who have really driven the club forward in the last number of years. Led by Chairman Liam Breheny, they have provided wonderful leadership and continued the fine tradition of moving club on and in the process have emulated and enhanced the work of their predecessors who dragged the club up from the ground and provided the building blocks and template which has so marked our progress over last century and more.

We as a club are extremely lucky to have access to some wonderful people over the years. It would be remiss of me to mention names as there are too many in number but suffice to say the club and its structures have been all the better for their involvement. On the playing fields, the Sarsfields have always contended for top honours. The club has won several County Junior and Intermediate Championships in its stellar history. They also managed to win two county senior leagues in 1995 and 2009 which were great achievements in themselves but the undoubted highlight have been the three county senior championships won in 1902, 2001 and 2009 with the latter two victories in 01 and 09 still very vivid in our memories. The lift these victories gave the club and community in general cannot be overstated as it paved the way for the next generation of Sarsfields stars with our club in a very healthy state and continuing to compete with honour, distinction and no little success at the highest levels in the county.

We have a very successful Bord na nÓg committee in place who look after all the underage needs and activities in the club with close to 300 children participating in underage football from under-5 up to minor. We have enjoyed some wonderful successes at underage level over the years. The county minor league and championship double of 1988 stands out as do the county under 21 successes of 1975, 1991, 1998 and 1999 respectively. The under-16 teams of 1974 and 1997 also captured county titles with a number of teams at the different age grades also coming close and losing a number of finals over a long period. The ladies LGFA club has been a huge growth in our club in the last decade and we have a very vibrant and active ladies wing who field teams from under-8 up to senior. This is the fastest growing area of interest in the club at the moment with interest in the club and membership continuing to rocket and its exciting to see what the future holds for all our teams

Senior Executive Committee 2022

Name	Position
Kitty Walsh	Honorary President
Liam Breheny	Chairman
Michael Doherty	Vice-Chairman
Kevin Deignan	Secretary
Tom McLoughlin	Treasurer
Stephen Healy	PRO
Kiefer Craig	Coaching Officer
Declan Casey	County Board Delegate

Bord na nÓg Executive Committee 2022

Name	Position
Donal Healy	Chairman & Designated Liaison Person (087) 4165612
Ryan O'Connor	Secretary & Children's Officer (087) 780 5390
Neil O' Connor	Vice Secretary
Siobhan Horkan	Treasurer
Michael Doherty	Vice Treasurer
Brian McDermott	Schools Liaison Officer

Disciplinary Hearings Committee

Name	Position
Liam Breheny	Chairman, Charlestown Sarsfields GAA
Noel Gallagher	Chairman, Charlestown Sarsfields LGFA
Donal Healy	Chairman bord na nÓg

3.1 Code of Conduct

The value of providing a joint Code for our members enables us to jointly promote the legislative, organisational and statutory guidance that governs our work with young people and children. This will assist and direct our members in our work and provide a platform and support for those working with young people and children at all levels in the club. Our club, in common with others who work with young people and children, will continue to abide by and integrate child welfare legislation and statutory guidance into our work. In upholding this principle, the welfare of the child shall always be our paramount consideration, whether it is on the playing fields, in the training of our underage players, the recruitment of our coaches, the active involvement of parents in our work on a daily and weekly basis. Young people will spend some of the most enjoyable days of their lives playing our games and socialising with their friends, they will do so during some of the most important developmental years of their lives. Our role and our responsibility is to ensure that they benefit from and participate in our Gaelic Games in a safe and enjoyable environment where our games are conducted in a spirit of fair play with everyone who works on our behalf emphasising respect, equality, safety and non-discrimination in all aspects of our work with children and young people. Each member of our club has a responsibility to accept and implement this Code as it directs us in such work. Breaches of the Code may be enquired into and if required sanctions may be applied in accordance with other provisions of the Code. For the purpose of ease of access, this Code will be distributed amongst our members, parents and volunteers and where appropriate the players themselves and will form part of our joint Safeguarding Training. In the interest of clarity and accuracy, any amendments to the Code shall appear in our Code of Behaviour (Underage) document available on our club website

www.charlestowngaa.com

3.2 Child Safeguarding

On an annual basis the club are obliged to adopt and put on display what is termed a Child Safeguarding Statement. This is a legislative requirement in many jurisdictions and is now enshrined in the Code of Behaviour (Underage). Prior to agreeing a Child Safeguarding Statement the club is required to carry out a risk assessment, i.e. a risk assessment as to the risk of harm that could come to a child in the clubs care, following which the club can then put their Child Safeguarding Statement on display. By putting the Child Safeguarding Statement on display, prominently at Fr. O'Hara Park, it draws positive attention to the procedures, policies and practices we have in place to safeguard children, as far as practicable, from risk when they are attending our games or training activities. It identifies that as a basic right, that we recognise that all children have the right to be protected from harm. The club, is required to complete this procedure at Club Executive level and must record, sign and date when this took place and furnish a copy of the completed document to the County Children's Officer. The appendices (section 5.1) of this document contains our 2022 Child Safeguarding Statement which may be adopted in full or amended and subsequently put on display following the completion of the risk assessment process. Charlestown Sarsfield's are committed to creating and maintaining the safest possible environment for all young people who participate in our Gaelic Games. We shall take all practicable steps to protect them from discernable forms of abuse, from harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings and the Risk Assessment and Child Safeguarding process contributes to this aim. **Please see a copy of our child safeguarding statement in the Appendices section 5.1.**

3.3 Maintaining Appropriate Behaviour

Young Players can benefit greatly from sports in terms of personal development and enjoyment. Players representing Charlestown Sarsfield's are encouraged to realise that as a result of their participation in our Gaelic Games that they also have a responsibility to treat other players and officials with fairness and respect. With rights there will always be responsibilities. The term 'young players' also refers to children i.e. any person who is under 18 years of age, regardless of what team or age group they play with.

Young Players, and those who work with them in our club are required to 'sign up' and abide by this Code of Behaviour and to any other policies or codes in our Club.

YOUNG PLAYERS SHOULD BE ENTITLED TO:

- Be safe and feel safe.
- Have fun and experience a sense of enjoyment and fulfilment.
- Be treated with respect, dignity and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Participate in games and competitions at levels with which they feel comfortable.
- Be afforded adequate and meaningful playing time to assist in the development of their playing skills, within their own age group and in accordance with Rules.
- Make their concerns known and have them dealt with in an appropriate manner.
- Be protected from abuse.
- Be listened to.

YOUNG PLAYERS SHOULD ALWAYS:

- Play fairly, do their best and enjoy themselves.
- Respect fellow team members regardless of ability, cultural or ethnic origin, gender, sexual orientation or religion beliefs.
- Support fellow team members regardless of whether they do well or not.
- Represent their team, their Club and their family with pride and dignity.
- Respect all Coaches, Officials and their opponents.
- Be gracious in defeat and modest in victory.
- Shake hands before and after a game as part of the Give Respect Get Respect initiative, irrespective of the result.
- Inform their Coach/Mentor/Manager in advance if they are unavailable for training and games.
- Take due care of Club equipment.
- Know that it is acceptable to talk to the Club Children's Officer with any concerns or questions they may have.
- Adhere to acceptable standards of behaviour and their Club's Code of Discipline.
- Tell somebody else if they or others have been harmed in any way.

YOUNG PLAYERS SHOULD ENGAGE IN GOOD PRACTICE:

- Never cheat –always play by the rules.
- Never shout at or argue with a game's official, with their Coach, their team mates or opponents and should never use violence.
- Accept the decisions of referees and other officials.
- Never use unfair or Bullying tactics to gain advantage or isolate other players.

- Never spread rumours.
- Never tell lies about adults or other young people.
- Never play or train if they feel unwell or are injured.
- Never use unacceptable language or racial and/or sectarian references to an opponent, a fellow player or official by words, deeds or gesture.
- Never consume non-prescribed drugs or performance enhancing supplements.
- Never use social media to discuss team mates, opponents, coaches, match officials or other individuals.

COACHES, MENTORS AND TRAINERS

All Coaches, Mentors and Trainers involved with the club should ensure that young people and children benefit significantly from our games by promoting a positive, healthy and participatory approach in our work with underage players. In developing the skills levels of every player, Coaches should always encourage enjoyment and fun while ensuring meaningful participation in our games and activities. Coaches should always remember that they are role models for the players in their care.

RECRUITMENT OF COACHES

All Coaches in the Charlestown Sarsfields Club, working with young people and children are required to be suitable for their chosen role(s), and will be appropriately trained, qualified and supported to fulfil such roles. All persons working or volunteering for such roles are required to:

- Undertake agreed vetting and background Garda checks within the jurisdiction(s) in which they operate

- Attend relevant Gaelic Games child safeguarding training
- Possess a coaching qualification relevant to their role as recognised by the GAA
- Coaches of adult teams, which includes any player under 18 years of age, must also undertake the vetting, child safeguarding training and coaching requirements as outlined above.

COACHES SHOULD MAINTAIN A CHILD CENTRED APPROACH

- Respect the rights, dignity and worth of every person.
- Treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion
- Be positive during coaching sessions, games and other activities so that underage players always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all underage players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition when working with underage players.
- Ensure all those eligible to participate in any team within the club are provided with an opportunity to do so with preference given to their own age group.
- Develop an understanding of relevant coaching methods and ensure that they have the appropriate level of coaching accreditation.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by underage players is the best indicator of effective coaching.

COACHES SHOULD LEAD BY EXAMPLE

- Never use foul language or provocative language/gestures to a player, opponent or match official.
- Only enter the field of play with the Referee's permission.
- Do not question a Referee's decisions or integrity.
- Encourage players to respect and accept the judgement of match officials.
- Promote Fair Play and encourage all players and fellow officials to always play by the rules of the game.
- Do not encourage or threaten a player by deed or gesture to act in any unacceptable manner towards an opponent, fellow player or official.
- Promote the RESPECT campaign amongst your players, fellow coaches, parents and supporters.
- Do not smoke while working with underage players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while underage players are in your care.
- Encourage parents to become involved in your team and Club activities wherever possible.

CONDUCT OF COACHES WHEN WORKING WITH YOUNG PEOPLE

- Develop an appropriate working relationship with children based on mutual trust and respect.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, coach, parent/guardian, spectator or match official.

- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake. Children learn best through trial and error. Children and young people should not be afraid to risk error so as to learn.
- The use of any form of physical punishment is prohibited as is any form of physical response to mis-behaviour, unless it is by way of restraint
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Never undertake any form of therapy or hypnosis, in the training of children.
- Never encourage players to consume non-prescribed drugs or take performance enhancing supplements.
- Do not make energy enhancing products available to children.

AVOID COMPROMISING YOUR ROLE AS A COACH

Some activities may require coaches to come into physical contact with underage players in the course of their duties. However, coaches should;

- Avoid taking coaching sessions on your own.
- Only deliver one to one coaching, if deemed necessary, within a group setting.
- Avoid unnecessary physical contact with an underage player and never engage in inappropriate touching of a player.
- Be aware that any necessary contact should be determined by the age and development of the player and should only take place with the permission and understanding of the player and in an open environment in the context of developing a player's skills and abilities.

- Where a team consist of both boys and girls, and for the avoidance of doubt, the coaching team must also consist of both male and female personnel while male only teams must include at least one male coach and female only teams must include at least one female coach.

BEST PRACTICE

- Ensure that all of our players are suitably and safely attired to play their chosen sport. e.g., gum shields (Football)
- As a coach always be punctual and properly attired.
- Be accompanied by at least one other adult at coaching sessions, games and in underage team dressing rooms.
- Abide by supervision ratios that recommend a ratio of one adult for 8 children under 12 years of age teams and a ratio of 1:10 for children over 12 years of age. While abiding by such ratios a coach must always be accompanied by at least one other suitably qualified adult at all times.
- Set realistic –stretching but achievable –performance goals for your players and teams.
- Keep a record of attendance at training and at games by both players and coaches.
- Rotate the team captaincy and the method used for selecting teams so that the same children are not always selected to the exclusion of others.
- Afford meaningful playing time to young players so as to assist in the development of their playing skills, within their own age groups.

- Keep a record of any injuries and actions subsequently taken. Ensure that another official referee/team mentor is present when a player is being attended to and can corroborate the relevant details.
- Make adequate provision for First Aid services.
- Do not encourage or permit players to play while injured.
- Always inform parents/guardians if their child has been injured or becomes unwell at games or training
- Be aware of any special medical or dietary requirements of players as indicated on the medical consent/registration forms or as informed by parents/guardians.
- Be willing to keep the necessary and emergency medication of players in a safe and accessible place in accordance with the wishes and permission of the parents/guardians.
- Do not administer medication or medical aid unless you are willing to do so and have received the necessary training to administer such aid.
- Use mobile phones, if deemed appropriate, only via a group text or email system for communicating with the parents/guardians of players. Any exception to this form of group texting can only be proceeded with following permission from parents/guardians.
- Do not communicate individually by text, email or via social network sites and or apps with underage players.
- Do not engage in communications with underage players via social network sites.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and your Club.

- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened and that all drivers are adequately insured.
- With the exception of their own child a coach should not transport a child alone, except in emergency or exceptional circumstances.
- Ensure that all dressing rooms and the general areas that are occupied by your players and other Club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- Should you be aware of or have concerns regarding the possible abuse of a child you should report this to the relevant statutory authority or may seek the assistance of the clubs Children's Officer and where necessary the Designated Liaison Person (DLP) so that they may assist you in forwarding the concern to the relevant statutory authority. All such reports must also be forwarded to the Association's Mandated Person, without delay.

PARENTS/GUARDIANS

Parents/Guardians have an influential role to play in assisting and encouraging their children to fully participate in Gaelic Games, whether by playing games or attending training or coaching sessions. Our club constantly seek the active participation of all parents and guardians, particularly where the ethos of volunteerism forms the basis of our club.

In common with Coaches and Club personnel the Parents/Guardians of underage players should act as role models for their children as they participate in Gaelic Games.

PARENTS/GUARDIANS SHOULD ENCOURAGE THEIR CHILD TO:

- Always play by the rules.

- Improve their skills levels.
- Appreciate everybody on their team, regardless of ability.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play.

Advice may be sought if necessary from Club officials on this issue.

PARENTS/GUARDIANS SHOULD LEAD BY EXAMPLE:

- Adopt a positive attitude to their children's participation in our games.
- Respect officials' decisions and encourage children to do likewise.
- Do not exert undue pressure on your child.
- Never admonish your own child or any other child for their standard of play.
- Be realistic in their expectations.
- Show approval for effort, not just results.
- Avoid asking a child or young person, 'How much did you score today' or 'What did you win by' or 'What did you lose by.' Ask them 'Did they enjoy themselves.'
- Never embarrass a child or use sarcastic remarks towards a player.
- Applaud good play from all teams.
- Do not criticise playing performances. Identify how improvements may be made.
- Do not seek to unfairly affect a game or player.
- Do not enter the field of play unless specifically invited to do so by an official in charge.

PARENTS/GUARDIANS SHOULD:

- Complete the annual online registration/permission and medical consent forms for their child's participation in the Club.

- Inform the Coaches, and any other relevant Club personnel, of any changes in their child's medical or dietary requirements prior to coaching sessions, games or other activities.
- Ensure that their child punctually attends coaching sessions/games or other activities.
- Provide their child with adequate clothing and equipment as may be required for the playing of our games including for example gum shields etc.
- Ensure that the nutrition/hydration and hygiene needs of their child are met.
- Never encourage your child(ren) to consume non-prescribed drugs or take performance enhancing supplements.
- Listen to what their child may have to say.
- Show approval whether the team wins, loses or draws a game.
- Never attempt to meet their own needs and aspirations for success and achievement through their children's participation in games.
- If a parent has any issues to raise regarding their child's participation or performance in a team they may raise this with the team coach(es) but should do so in a constructive and non-confrontational manner and not in the company or vicinity of young players or other parents.
- Complaints about the conduct or practice of a coach should be brought to the attention of the relevant Club or County Children's Officer.
- Support your Club by becoming an active member and by participating in Club activities.

PARENTS/GUARDIANS SHOULD ASSIST THE CLUB BY:

- Showing appreciation to volunteers, coaches and Club officials.
- Attending training and games on a regular basis.

- Assisting in the organising of Club activities and events as requested.
- Respecting the rights, dignity and worth of every person and by treating each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Not entering team dressing rooms unless deemed necessary by the team coach(es) so as to protect the privacy of other underage players.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- Know their child is safe and to make a complaint if they believe that their child's safety is in any way compromised.
- Be informed of problems/concerns relating to their child.
- Be informed if their child gets injured or becomes unwell.
- Complain to the relevant persons if they have concerns about the standard of coaching
- Have, as a member, a say in relation to decisions being made within the Club

SUPPORTERS

Young Players are eager to enjoy and benefit from the support they receive from supporters parents, guardians, friends and other members of the Club who attend our games. Active, loyal and well behaved supporters are always welcome to attend and support our teams but should be aware that their conduct will reflect upon the team and players that they support and represent.

Fellow supporters have a responsibility to ensure that all spectators conduct themselves in an acceptable and well behaved manner at all times, when attending our games and competitions.

Unacceptable conduct by supporters should be reported to stewards or officials in charge (if appropriate) or at Club level to the Children's Officer.

Supporters should realise and consider that Young Players are encouraged to participate in Gaelic Games so that they may enjoy themselves while also improving their skills levels.

SUPPORTERS ADD TO THE ENJOYMENT OF OUR GAMES BY:

- Applauding good performance and efforts from our players and from their opponents, regardless of the result.
- Condemning the use of violence in any form, be it by fellow spectators, coaches, officials or players.
- Demonstrating appropriate behaviour by not using foul language or harassing players, opposition supporters, coaches or officials.
- Not entering the field of play, before, during or after a game.
- Respecting the decisions of all officials.
- Never ridiculing or scolding a player for making a mistake during games or competitions.
- Showing respect to our teams opponents. Without them there would be no games or competitions.
- Upholding the principles of FAIR PLAY and RESPECT for all.

REFEREES

Throughout this Code of Behaviour emphasis has been placed on the need to co-operate with and facilitate those that organise and deliver our games and activities. Referees are key people in the delivery of our games and should be respected and assisted in their roles.

Referees are conscious of the fact that they are instrumental in ensuring our games are played in a sporting manner in accordance with the rules of the game.

Players, Coaches, Mentors, Parents/Guardians and other Club personnel have a key role to play in the delivery of this aspect of our Gaelic Games particularly when working with underage players. The manner in which we accept the role, authority and decisions of a Referee will naturally be scrutinised very closely by our underage players.

IN THEIR CAPACITY AS REFEREES OF UNDERAGE GAMES WE EXPECT OUR REFEREES TO:

- Apply the playing rules on an impartial and consistent basis.
- Act with integrity and objectivity in all games.
- Communicate decisions to players and team officials in an effective and constructive manner in consideration of the age groups playing our games.
- Deal with dissent firmly and fairly.
- Work as a team with other match officials.
- Maintain composure regardless of the circumstances.
- Avail of assessments and supports to improve performance.
- Uphold and implement the Give Respect –Get Respect initiative at all levels.
- Report any misconduct of players, team officials or supporters conscious of the fact that such matters may be followed up by Club or County Children’s Officers.
- Undertake agreed vetting and background Police checks within the jurisdiction in which they work and attend relevant child safeguarding training.

Players, Coaches, Supporters, Parents/Guardians and other Club personnel should recognise the pivotal role that Referees play in our underage games and should support them at all times when fulfilling their roles.

GIVE RESPECT – GET RESPECT

Give Respect –Get Respect is an awareness campaign that seeks to ensure that Gaelic Games are promoted and played in a positive, fair and enjoyable manner and where Players, Coaches, Spectators and Referees Give Respect –Get Respect from each other.

The RESPECT campaign applies at all levels and amongst all players regardless of age, competition or ability. The key participants in the Give Respect –Get Respect campaign are not just the Players themselves but Coaches, Clubs, Parents, Referees and Supporters.

The Give Respect –Get Respect initiative is supported by the GAA, Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and the Rounders Council of Ireland.

THE RESPECT CAMPAIGN HIGHLIGHTS THE FOLLOWING GOOD PRACTICES:

- All players and coaches shake hands with their opponents and the referee before and after each game
- Mark out a designated spectators' area around the playing area.
- At relevant underage categories teams should strive to achieve the maximum participation of all players in accordance with agreed playing models.
- The host Club should welcome referees and opposing team to all games.
- A merit award, based on sporting endeavour and fair play, shall be awarded to players and teams who have upheld the RESPECT principles.

- Adopt and implement the Code of Behaviour when working with underage players as the minimum level of agreement between the Club and Players, Coaches, Parents, Guardians and Supporters at underage level.
- Organise half time exhibition games during Club and inter County League and Championship Games that promote the principles of the RESPECT campaign in association with schools, other Clubs and Cumann na mBunscol.
- Clubs should ensure that the coaches of underage teams are aware of and also implement the Give Respect –Get Respect initiative.

RESPECT

- Responsible
- Encouraging
- Supportive
- Positive
- Enabling
- Considerate
- Tolerant

THE CLUB

Charlestown Sarsfields adapts a child centred approach and philosophy that recognises that the welfare of the child is paramount. We will ensure that those chosen to work on our behalf with underage players have been selected following a thorough recruitment, selection, training and

coaching procedure which includes relevant vetting in accordance with the jurisdiction requirements in which we operate.

A number of non-coaching roles with children, carried out on behalf of the Club, may also require that the chosen individuals should be vetted via the required e-vetting procedures.

We will also strive to provide those that work on our behalf with the necessary supports so as to enable them fulfil their roles. We will ensure that those chosen to work with children and young people are at all times competent and confident in their roles and have received relevant child welfare and sports related training, as provided or instructed by the GAA's Governing Body to enable them fulfil such roles.

CHARLESTOWN SARSFIELDS PROMOTE QUALITY PARTICIPATION BY:

- Adopting the Code of Behaviour as a basic level of agreement between the Club and our players, their coaches, parents/guardians and supporters.
- Leading by example and ensuring that a user friendly and child centred approach is adopted in our work with young people and that equal opportunities are available for all to participate in our games and activities, regardless of an individual's ability.
- Developing effective procedures for responding to and recording all attendances, incidents, accidents and injuries.
- Accessing relevant information on Alcohol and Substance Abuse Prevention Programmes and promoting relevant training in this area of health awareness for relevant Club personnel.

- Distributing information on Anti-Bullying strategies in our work with young people and by adopting and implementing an Anti-Bullying statement in the Club.

CHARLESTOWN SARSFIELDS ENCOURAGE THE PARTICIPATION OF THEIR MEMBERS BY:

- Agreeing the role of each and every coach or mentor working with young people.
- Ensuring that relevant Child Protection Training is undertaken by all persons working in an official capacity with children and young people in the Club.
- Adopting and implementing clearly defined recruitment and selection procedures when choosing coaches and other relevant personnel to work with children and young people.

ENCOURAGE THE PARTICIPATION OF YOUNG PLAYERS BY:

- Ensuring that training schedules, playing rules, use of equipment and length of games are structured to facilitate greater participation by all young players, and are suitable to all age categories, and to the ability and maturity level of players.
- Not imposing responsibilities or roles on young people that may be inappropriate to their age.
- Respecting the rights, dignity and worth of all players and treating them equally regardless of their age, gender, ability, ethnic origin, cultural background or religion.
- Creating pathways for young people to participate in our games not just as players but by affording them other developmental opportunities including training to become referees, coaches etc. **(Please see the Charlestown Sarsfields Player Pathway Document for more information on www.charlestowngaa.com/bord-na-nog/)**

- Ensuring that when teams may travel away and stay overnight that separate sleeping facilities are provided for all adults and for young people. Similarly, for mixed groups, separate sleeping quarters for males and females shall be required.
- When a group consists of both males and females, that an adequate adult to member ratio of male and female coaches is present.

ENCOURAGE THE PARTICIPATION OF PARENTS/GUARDIANS BY:

- Encouraging parents/guardians to become members of our Club and to make themselves aware as to the running of juvenile games and activities and to the rules and codes that direct us in our work.
- Encouraging the participation of parents and guardians in all aspects of the Club's activities and events and in the organising and delivery of our games.
- Welcoming all parents/guardians to attend the games and training sessions that relate to their children. Information relating to such events will be made known to them at all times.
- Informing parents/guardians as to the identity of their Children's Officer. This person should be available to assist with any concerns or enquiries that parents/guardians may have regarding the welfare and safety of children and young people in the Club.

DEVELOP BEST PRACTICE IN CLUB STRUCTURES AND ADMINISTRATION BY:

- Ensuring that the Juvenile Section of the Club is structured in accordance with good practice guidelines and that young people are afforded a role in decision making at an appropriate level.

- Ensuring all those eligible to participate in any team within the club are provided with an opportunity to do so.
- Ensuring that all Club members are aware as to their responsibilities to all children and young people.
- Appointing a Children's Officer whose role shall include the monitoring of the child centred ethos of the Club and compliance with any policies and guidelines as issued by the Club, by their National Governing Bodies, or by statutory authorities and agencies in their jurisdiction.
- Appointing a Designated Liaison Person whose role shall include liaising with Statutory Authorities and assisting members in relation to the reporting of allegations, concerns and/or suspicions of child abuse.
- Ensuring that all players are covered by their relevant Injury Scheme and that all premises etc. in use by our Club and players are equally covered for property/liability insurance as deemed necessary.
- Adopting procedures that facilitate the privacy and safety of all young people in the Club and that all such procedures are maintained and regularly reviewed so as to ensure that young people feel safe and are safe in the Club.
- Seeking the agreement of parents/guardians when their sons/daughters under 18 years of age are invited into adult squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to underage teams and squads.
- Appointing a Club Code of Behaviour (Underage) Hearings Committee, comprising of three people. This Committee shall be appointed and mandated by the Club Executive to

hear any alleged breaches of the Code of Behaviour (Underage) and to reach a determination following their enquiries as to what sanction, if any, may apply in the event of a breach of the Code of Behaviour (Underage)

- Adopting, on an annual basis, the Club Child Safeguarding Statement which will be made known to Club members and put on prominent display in the Club premises.
- Ensure that Club members are aware of our Child Safeguarding procedures including the policy documents Code of Behaviour (Underage) and the Guidance for Dealing and Reporting Allegations or Concerns of Abuse and of our responsibilities to report concerns and allegations of abuse to the relevant statutory authorities and to the Association's Mandated Person, as required.

SAFEGUARDING CHILDREN – GAELIC GAMES ASSOCIATIONS' AGREED PROCEDURES

The Gaelic Athletics Associations have agreed a number of joint Child Safeguarding initiatives and policies so as to ensure, in so far as is, practicably possible, the safety of children from the risk of harm while playing our games and participating in our activities.

The adoption of such agreed documents alone will not achieve this aim. However, the continuous commitment and implementation of such good practices by dedicated volunteers at our club with the cooperation and support of an equally dedicated cohort of staff, will assist us as we seek to create a safe environment for young people in which to grow and develop. Equally so the role of parents in supporting our work and the vigilance of our members as we jointly pursue this aim. In particular agreed procedures now require that all coaches of underage teams or teams that include any person under 18 years of age must fulfil the following criteria;

- Undertake agreed vetting and background Police checks within the jurisdiction(s) in which they operate.
- Attend relevant Gaelic Games child safeguarding training.
- Possess a coaching qualification relevant to their role as recognised by their Association.

Our agreed policies and procedures are in accordance with current legislative requirements and include:

- The publication of a Child Safeguarding Statement.
- Carrying out an annual Risk Assessment procedure at the club.
- A Code of Behaviour (Underage) which includes:
 - Recruitment policy for those working with children
 - Child safeguarding training requirements
 - Anti-Bullying statement
 - Social Media policy
 - Guidance for Dealing with and Reporting Allegations or Concerns of Abuse
 - Appointing Designated Liaison Persons at the club
 - Appointing Children’s Officer at the Club who shall be the Association’s relevant persons or first point of contact in respect of this statement

MANDATED PERSONS MAY BE CONTACTED AT: GAAmandatedperson@gaa.ie

3.4 Anti- Bullying Policy

While sports organisations are recognised for the overall developmental opportunities they give to young people we are not immune to instances of poor or unacceptable behaviour that would be deemed as unacceptable and may in fact be deemed by us as breaches of our Code of Behaviour. A notable example of unacceptable behaviour that occurs in many walks of life is that of Bullying. Unfortunately, bullying may occur in schools settings, in communities, in the work place, via social media interaction or within our sports associations where a small cohort of people may choose or even direct others to engage in Bullying behaviour.

Charlestown Sarsfields “aims to create a supportive environment where any form of Bullying in line with our NGB, and the clubs unacceptability of discrimination on the grounds of a person’s gender, ethnicity, sexual orientation, disability, or religion. We adopt ‘a whole organisational approach’ to addressing Bullying and are committed to implementing structures and relevant training to deal with allegations of Bullying. Incidents of Bullying are regarded as serious breaches of our Code of Behaviour (Underage). We are committed to achieving an ethos of respect so as to maximise the potential of all our members when playing or participating in our Gaelic Games”.

Our Club Anti-Bullying Statement is outlined in the club dressing rooms and a copy can be found here in the Appendices

IT IS WIDELY ACCEPTED THAT BULLYING CONTAINS SEVEN KEY FEATURES:

- An intention to be hurtful
- This intention is carried out

- The behaviour harms the target
- The bully overwhelms the target with his/her power
- There is often no justification for the action
- The behaviour repeats itself again and again
- The bully derives a sense of satisfaction from hurting the target
- Bullying can happen from any one person to another and from a young person to an adult or from an adult to a young person, from adults to adults and from a young person to a young person.

PROCEDURES FOR DEALING WITH BULLYING INVOLVING YOUNG PEOPLE/ADULTS

Incident should be dealt with as a breach of the Code of Behaviour as follows:

- Report the matter to the Club's Children's Officer
- Confidentiality will be maintained at all times
- Initial assessment by the Club Children's Officer
- Children's Officer collates relevant information
- Club Children's Officer uses the acid test to determine whether this is an incident of bullying
- Club Children's Officer informs the alleged bully and target as to what procedures will follow
- Bullying is considered a breach of the Code of Behaviour (Underage) and is dealt

3.5 Dealing with Breaches of Behaviour

Unfortunately, breaches of the Code of Behaviour (Underage) may occur from time to time, some of which may be minor breaches and some of which may be major breaches. Breaches may happen for a number of reasons including, but not limited to, carelessness, poor practice, and a lack of understanding or there may be, in some instances, deliberate or calculated breaches of the Code of Behaviour (Underage).

The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made. The welfare of the child shall always be paramount. Charlestown Sarsfields follows the procedures and guidelines for dealing with breaches of the code of behaviour as published in the GAA code of behaviour booklet (section 4) which is published on <https://charlestowngaa.com/bord-na-nog/child-safeguarding/>

Should any member of the club, parent/guardian, player, coach, mentor, supporter or volunteer become aware of any child protection concerns these should be reported to the club's children officer who will advise of the process and procedures involved. Any informal queries about any concerns for child abuse or welfare concerns can also be discussed with the Children's Officer.

Charlestown Sarsfields are committed to creating and maintaining a safe and enjoyable environment for all young people and children who participate in our games. In upholding this principle, the club will continue to abide by and integrate child welfare legislation and statutory guidance into our work in all jurisdictions in which we operate. The welfare of the child shall always be our paramount consideration, whether it is on the playing fields, in the training of our

underage players, in the recruitment of our coaches or the many other developmental and social opportunities that we offer our underage players on a regular basis.

3.6 Disciplinary Procedures

The Clubs Disciplinary Procedure is in accordance with the GAA's Code of Best Practice and the following rules in the GAA Club Constitution; 5.11.1, 5.11.2 & 5.11.3.

5.11.1 The Executive Committee shall have the power to investigate any matter, and to expel, suspend, warn, fine or disqualify Members from Club activities for breach of this Constitution and Rules or the Official Guide or for conduct considered to have discredited or harmed the Club or the G.A.A.

5.11.2 Such persons, if Full Members (including Honorary Members) or Youth Members, shall have the right to appeal to the Hearings Committee of the County Committee of the G.A.A., within seven days of being notified of such decision.

5.11.3 Unless the offence is brought to the notice of the County Committee of the G.A.A. by the Club, and that body, having considered the merits of the case and having regard to the rights of the player or member, confirms the penalty imposed, the member continues to be a legal member of the Association and is suspended from Club activities only.

Role of the Hearings Committee

- It is their responsibility to investigate any complaints that have been passed on to it by the Executive Committee using the procedure outlined in this document.
- It will be their responsibility to afford all individuals a fair and unbiased investigation.

- It will be their responsibility to recommend to the Executive if a sanction is warranted.
- It will not be their responsibility to impose any sanction, this will be the sole responsibility of the Club Executive Committee.

Hearings Committee

Will comprise the following:

- The Club Chairperson (who will be Chair) or Vice-Chairperson (who will be Chair)
- The Club Secretary (who will be Secretary) or Assistant Secretary (who will be Secretary)
- One other Club Officer, which will be either the Vice-Chairperson, Treasurer, Registrar or Assistant Secretary
- Club Children's Officer (if the matter involves a person u18 years of age)

Procedure

The disciplinary procedure will be defined in 3 categories; Player, Mentor and Parent.

Procedure for Player indiscipline

1. When dealing with a minor breach of discipline team mentors are responsible for dealing with disciplinary matters within their own group. They can do this by speaking directly to the player.
2. If there is a continuous breach of discipline the mentor should advise the parent(s)/ Guardian to have the issue resolved.
3. If the matter still cannot be resolved, or there is a serious breach of discipline, the mentor should report the matter to the relevant person, as outlined below in the section 'Making a

Complaint'. The Hearings Committee, as outlined above, will investigate the matter and revert back to the Club Executive with their findings and recommendations.

Procedure for Mentor indiscipline

1. If a player, parent(s)/ Guardian, co-mentor, or a club member feels a minor breach of discipline has taken place they should speak directly to the mentor in question. A juvenile player should do this in the presence of a parent/ guardian.
2. If there is an alleged serious breach of discipline or a continuous breach of discipline, the player, parent(s)/ Guardian, co-mentor or member should make a complaint as outlined in the section below called 'Making a Complaint'. The Hearings Committee, as outlined above, will investigate the matter and revert back to the Club Executive with their findings and recommendations.

Procedure for Parents indiscipline

1. When dealing with a minor breach of discipline team mentors are responsible for dealing with disciplinary matters within their own group. They can do this by speaking directly to the parent.
2. If there is an alleged serious breach of discipline or a continuous breach of discipline, the mentor, player or member should make a complaint as outlined in the section below called 'Making a Complaint'. The Hearings Committee, as outlined above, will investigate the matter and revert back to the Club Executive with their findings and recommendations.

Sanctions

1. If it has been established that a breach of discipline has occurred, the Executive Committee, through the Club Secretary, will notify the person of any sanction being imposed on them. In the case of a juvenile player, the correspondence will be through their parent(s)/ guardian.
2. The person will also be informed of their right to appeal any sanction within a given timeframe.

Appeals

1. If a player, mentor or parent(s)/ Guardian is unhappy with the outcome of the investigation a personal hearing will be granted if a request is made in writing to the Club Secretary. A request can be either sent electronically to the secretary at Secretary.charlestown.mayo@gaa.ie . In the case of a juvenile player the request should be made through their parent(s)/ guardian.

Making a Complaint

All complaints should be submitted in writing or verbally. In the case of a written complaint, it must be submitted to one of the following Club Officers using their official Club/ GAA email address.

- The Club Secretary at Secretary.charlestown.mayo@gaa.ie
- The Club Juvenile Secretary at charlestownbordnanog@gmail.com
- The Children's Officers at charlestownbordnanog@gmail.com

If a complaint is to be made verbally, contact either the Club Secretary or Club Juvenile Secretary for details on who to contact.

3.7 Recruitment of Coaches, Mentors and Volunteers

From their early years to their late teens young people continue to gain from the knowledge, experience and skills that adults, acting in a coaching role, bring in the promotion of our Gaelic Games. Such supports presents these children with a sense of achievement, with an opportunity to develop their individual and team skills and promotes a sense of fun and fair play in our underage games. This support, led primarily by adults who work in a voluntary capacity, must always be delivered in accordance with Association child safeguarding guidance and acceptable standards of coaching. We greatly rely on the support of adults, whether it is parents or coaches, who give freely of their time to our juvenile structures and underage membership, but equally recognise that their contribution must, at all times, be in accordance with our own guidance and statutory requirements.

Those that promote our games primarily at club level have a responsibility to young people and to their parents and guardians to ensure that our coaches and mentors, who have been chosen to work in a supervisory and supportive capacity with children and young people, are selected supported and trained to fulfil their roles in a careful, sensible and effective manner.

This unique bond in sport is based on a trusting and mutually respectful relationship and can be enhanced by the recruitment, selection and up-skilling of adults who are suitable to such roles. While the role of the adult may vary from team to team and from age group to age group it is however essential that regardless of such variations in role that adults are fully aware at the

outset as to what is expected of them, what supports they will receive and what levels of responsibility they themselves have on behalf of the team, the club, the parents and the young people in their care. This we can achieve by adopting good practice procedures and adhering to our Code of Behaviour when we recruit our managers, coaches and other personnel who work with children and young people on our behalf. Statutory guidance and legislative requirements are now more stringent when recruiting adults to work with children.

These requirements apply to our club as they do to all sports bodies or to youth clubs or other recreational or educational services. Our club are duty bound to ensure that all adults who work with children and young people in our club are carefully chosen to carry out whatever tasks we ask of them.

This Code of Behaviour (Underage) affirms the policy position that all coaches who work with children and young people must:

- Undergo vetting or police background checks
- Must attend relevant child safeguarding training as approved by the GAA
- Must obtain a minimum coaching qualification

The following recruitment and selection guidelines are put in place as a support mechanism so as to ensure that those recruited adhere to the best possible standards that we have adopted in ensuring that our Games are played and promoted in an enjoyable, safe and developmental environment.

RECRUITMENT AND SELECTION

All adults who have undertaken a role of responsibility with children and young people, whether in a paid or unpaid capacity, undergo a recruitment and selection procedure prior to commencing their role. The recruitment of adults to work with underage teams is co-ordinated by the bord na nog clubs Executive Committee, with the advice or involvement of the Children's Officer. All such recruitment is done confidentially. The following procedures assists the club when choosing to place coaches and other personnel in the position to which that are best suited.

ROLE CLARIFICATION

The role and responsibilities envisaged e.g. manager, coach, and the team's age group are clearly known and stated at the outset. Any specific levels of experience or qualifications required are also clarified at the outset.

ROLE ASSISTANCE

The various supports available via the club, e.g. Foundation Level Coaching, Child Safeguarding Training are basic good practice coaching requirements for adults who wish to work with underage teams in the promotion of our Gaelic Games.

APPLICATION FORM

Applicants should complete an application form prior to commencing any coaching role.

REFERENCES

Applicants should submit references. These may refer to the person's character and if applicable to their previous background in sports and in Gaelic Games. References should be verified.

3.7.1 Vetting and Safeguarding

All applicants are required to complete Garda Vetting and/or Police Checks, as appropriate, prior to the commencement of their role(s) with young people in the club.

CHILD SAFEGUARDING TRAINING AND COACHING QUALIFICATION

All persons working with underage players are required to undertake recognised Child Safeguarding Training as promoted by the Gaelic Games Associations and must also possess a coaching qualification.

MEET THE APPLICANT

Club representatives meet with applicants to ensure that they are aware of the role(s) allocated to them and they may use the occasion to clarify any issues that may arise and identify any coaching or up-skilling needs as appropriate.

CODE OF BEHAVIOUR (UNDERAGE)

All persons who work with young people will be required to sign the Code of Behaviour

SUPPORT AND REVIEW

Continuous supports are available to all coaches etc. so as to enable them fulfil their roles as requested. The role of the Club 'Coiste na nÓg' and of the Club Children's Officer co-ordinate such supports. The club reviews the role of all coaches annually.

VETTING IN THE GAELIC GAMES ASSOCIATIONS

The Gaelic Games Associations comprising of the GAA, LGFA, Camogie, Rounders and Handball Associations, have a long established principle of vetting any person who, on our

behalf, works with children or vulnerable adults in any of our Associations. This principle is enshrined in rule through our Code of Behaviour (Underage) and has become part of the overall recruitment and selection process for those who wish to work with children in our Associations whether it be in a voluntary or paid role. For the purpose of clarification the GAA administers vetting for GAA Clubs and members.

The GAA does not provide a vetting service for members of the public but where a non-member has been invited to provide a coaching or training role to under 18 yr. olds they may, for that purpose, avail of the GAA's vetting services. Vetting services for the Association are currently overseen by their Offices in Croke Park.

LEGISLATION

The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 commenced on 29th April 2016 and from that date a statutory obligation was placed upon our Associations to ensure that all persons who on our behalf undertake 'relevant work' with children are vetted prior to taking up that role in Ireland. The Act also established the National Vetting Bureau (NVB) to oversee the e-vetting services previously administered by the Garda Central Vetting Unit.

WHO NEEDS TO BE VETTED?

In the Gaelic Games Associations any person who carries out a role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 yrs. of age must be vetted. This requirement also applies to organising underage activities or refereeing underage games, to bus drivers employed by a club or a team and to physios working with our underage players. Thereafter, each club shall decide if other

specific roles merit a person being vetted.

IS IT AN OFFENCE TO WORK WITH CHILDREN IF YOU ARE NOT VETTED?

It is a criminal offence, for a person acting on behalf of the Gaelic Games Associations, to permit any person to commence working with children on our behalf without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited. It is also a breach of Association rule if you are working with children or vulnerable adults on behalf of any of our Associations and have not been vetted.

WHAT IF THE VETTING APPLICANT IS UNDER 18 YRS. OF AGE?

Gaelic Games Associations vetting is available to any person over 16 yrs. of age fulfilling a role of responsibility with children or vulnerable adults. A parental consent form, NVB Parent/Guardian Consent Form, must be completed in advance of submitting an application for persons aged between 16 and 18 yrs. of age.

E-VETTING IN THE GAELIC GAMES ASSOCIATIONS

The following outlines the vetting process carried out by the National Vetting Bureau in collaboration with the GAA via what is termed and on-line or E-Vetting system. Since the Vetting Acts came into being on 29 April 2016 our Associations have replaced previous 'paper vetting applications' with the new on line or E –Vetting system.

HOW CAN A MEMBER AVAIL OF THE GAA E-VETTING SERVICES?

Please contact the Charlestown Sarsfields boird na nOg for more information

charlestownbordnanog@gmail.com

RECOGNITION OF VETTING BETWEEN EACH OF THE GAELIC GAMES ASSOCIATIONS

As a result of a long standing agreement between each of the Gaelic Games Associations, any person vetted by for example by the GAA shall have their vetting outcome recognised by the LGFA, Camogie, Rounders and Handball and do not have to undertake additional vetting by either of these Associations. A reciprocal arrangement exists between each of the Associations.

RE-VETTING

The Vetting Act provides for the re-vetting of all applicants. The Gaelic Games Associations' Vetting Policy stipulates that as part of our good practice procedures members shall be re-vetted at a minimum within a five year time period. A vetting acceptance letter issued by the GAA shall cease to be valid five years after the date of issue.

3.7.2 Club Children's Officer

The appointment of a Children's Officers is an essential element in the creation of a quality atmosphere and in establishing a child and youth centered ethos within the Charlestown Sarsfields Club. The role of Children's Officer has continued to evolve as we observe greater diligence in our work with children, as we oversee the implementation of mandatory requirements for coaches and Clubs and as legislation and statutory guidance guides us in our roles.

The Children's Officer has now become a central and key figure in ensuring that the club County implements our legal responsibilities when working with children. The appointment of a Children's Officer while deemed essential is also a mandatory requirement. These Officers fulfil a key role at Club level and are members of the relevant Club Executive.

Charlestown Sarsfields are committed to creating and maintaining the safest possible environment for all young people who participate in our Games and activities. In our work with young people and with adults a number of national policy documents and requirements act as a resource and govern our commitments. The Children's Officer has a responsibility in ensuring that each of these policy requirements are made known to our membership, are adhered to and implemented.

- **Code of Behaviour (Underage)** – developed as a joint policy document by the Gaelic Athletic Association, the Camogie Association, the Ladies Football Association, the GAA Rounders and GAA Handball Ireland. The Code of Behaviour (Underage) is a major reference and policy publication covering many aspects of good practice procedures required in running the local Club and also outlines each Associations responsibilities and procedures for dealing with the welfare and safety of underage players when playing our games and participating in our activities. This Code outlines the minimum level of good practice behaviour and practice that we require of our underage players, their parents/guardians, our Clubs, our coaches and supporters Please visit <https://charlestowngaa.com/bord-na-nog/child-safeguarding/> to review the GAA Code of Behaviour Booklet
- **Safeguarding Training Workshops** – The Gaelic Games Associations have developed three levels of child safeguarding training for our members based on and reflective of similar training programmes initiated by Sport Ireland.
 - **Safeguarding 1** The Child Protection in Sport Awareness workshop for coaches and others who work with children.

- **Safeguarding 2** is the workshop for Club Children's Officers.
- **Safeguarding 3** is the Designated Liaison Person workshop.

The Club Children's Officer Duties

- The Club Children's Officers assists in promoting a child and youth centered ethos in the Club.
- The Club Children's Officer is the link between the children/young people and the adults within the Club and shall be the primary protagonist of the Code of Behaviour (Underage) in the Club.

In taking up this role the Club Children's Officer will:

- Have good communication skills, be approachable and open minded
- Have knowledge with and be familiar with our Child Welfare and Protection Codes and

Guidelines

- Have an understanding of relevant child welfare/protection legislation
- Have undertaken a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have attended the relevant awareness training on child welfare and protection and availed of Children's Officer training

Children's Officer Role

- The key role of the Club Children's Officer is to ensure the implementation and promotion of the relevant Child Welfare and Protection Codes and Guidelines for good practice in their Club so as to ensure that young people can participate, enjoy and benefit from our Gaelic Games in safe and enjoyable surroundings.
- The Code of Behaviour (Underage) is the agreed good practice reference and policy document that is central to guiding the Children's Officers in their roles.

Responsibilities

- Promote awareness of the joint Code of Behaviour (Underage) within the Club
- Ensure that all persons, in accordance with their allocated roles, fulfil their vetting, child safeguarding and coach educational requirements as appropriate
- Identify the need and facilitate the delivery of Child Protection in Sport Awareness Workshops and other relevant Child Protection and Welfare training within the Club
- Distribute and oversee the implementation of the Code of Behaviour – when working with underage players and ensure in so far as possible, that all Players, Coaches, Team Mentors, Parents, Guardians, Officials and Spectators adhere to the Code
- Promote an Anti-Bullying ethos in the Club and deal with instances or allegations of Bullying in a fair, impartial and constructive manner and in collaboration with others as appropriate
- Display the Association's Anti Bullying Statement and ensure it is adopted at Club level
- Ensure that each under age member signs and submits an annual membership form, a parental consent form as required (away trips etc) and that the necessary medical information of an underage player, as deemed relevant, is made known to the Club and/or the team coaches
- Support the implementation of the RESPECT initiative at Club level in co-operation with team personnel, underage members, referees, spectators, parents/ guardians and the Club Executive
- Influence policy and practice in the Club in order to prioritise the needs of our underage players and make an annual report to the Club AGM
- Promote greater consultation with under age players and participation by them in Club activities and planning and that young people are afforded the opportunity to express concerns about their sports activities/experiences within the Club

- Encourage the involvement of parents/guardians in organising Club activities
- Develop good practice procedures in the recruitment and selection of persons working with young people in the Club
- Retain Vetting ID documentation of Club members as part of the vetting process if required
- Oversee the implementation of Garda Vetting/Access NI/CRB checks, as appropriate and for relevant personnel, within the Club
- Monitor, in association with team coaches, any significant trends or developments relating to the participation of young people in Gaelic Games and report accordingly to the Club Executive or Management Committee
- Maintain on-going contact with the County Board Children's Officer and with other Club Children's Officers and as required with the National Children's Officer
- Report regularly to the Club Executive as required
- Deal with breaches of the Code of Behaviour (Underage) as per relevant guidelines
- Make referrals of alleged allegations of abuse to the Club Designated Person
- Oversee the carrying out of the annual risk assessment procedure and thereafter putting an agreed Child Safeguarding Statement on display in the Club.

Whatever a person's role in our club, they are where applicable, required to attend the relevant training as provided. Training developed and delivered by the Gaelic Games Associations also reflects the statutory legislation and guidance for the jurisdiction in which it is delivered.

- **Child Safeguarding Statement and Risk Assessment** – Each year our club shall be obliged to carry out a risk assessment procedure and thereafter put on display and agreed

- Child Safeguarding Statement. Much of this work shall be overseen or directed by the relevant Children's Officer in cooperation with the Club Executive.
- **Recruitment criteria for coaches** – The relevant Children's Officer shall ensure that all coaches fulfil the following requirements:
 - Have undertaken Vetting (Garda/Police) checks as directed by their Association within the jurisdiction in which they operate
 - Attend relevant child safeguarding training
 - Possess a coaching qualification relevant to their role as recognised by their Association
 - Have signed the Joint Code of Behaviour
- **Relationship with Designated Liaison Person** – The Children's Officer should develop an understanding of roles and a good working relationship with their Club or County Designated Liaison Person. While both roles are part of the Association's child safeguarding strategies they may be issue or area of work that could overlap at any time.

For details on the appointed Children's Officer in the Charlestown Sarsfields Club visit <https://charlestowngaa.com/bord-na-nog/board-na-nog-committee/>

3.7.3 Designated Liaison Person

The Designated Liaison Person at Club level, appointed by the Club Executive Committee, and is responsible for dealing with concerns relating to the possible abuse of children. The appointed person must complete the Gaelic Games Designated Liaison Persons Safeguarding Training workshop, regardless of any external prior training or additional qualifications, and have the ability to approach child welfare and protection matters in a sensible, balanced, facilitative and nonthreatening manner and should be aware of the responsibilities that they are required to fulfil on behalf of the Club and their Association.

The DLP must be familiar with the safeguarding and child welfare roles and responsibilities of statutory authorities and agencies within their jurisdiction and with the role of the National Designated Person and Mandated Persons. It is important to note that the Designated Liaison Person does not have a counselling or therapeutic role or a responsibility for investigating or validating child protection concerns within the Club or County. If the Club DLP is conflicted in relation to the parties to, or the subject matter of an allegation/concern, the matter should be referred to the Deputy DLP. If for whatever reason the Deputy DLP may also be conflicted then the matter should be notified to the Chairperson of the Club and a temporary DLP should be appointed to address the matter or it may be referred to the National DLP for their consideration.

The Club Designated Liaison Person is responsible for ensuring the reporting of allegations or suspicions of child abuse to Tusla and/or An Garda Síochána, having established reasonable grounds for concern.

THE CLUB DESIGNATED LIAISON PERSON SHALL:

- Be aware and committed to the Association's Guidance for Dealing with & Reporting Allegations or concerns of Abuse and our Code of Behaviour (Underage)
- Have knowledge of relevant child protection and safeguarding legislation in the jurisdiction in which they operate
- Have a knowledge of categories and indicators of abuse
- Undertake relevant child safeguarding training (Safeguarding 1 & 3)
- Be aware of local contacts and services in relation to child protection i.e., principal and duty social workers and their contact details, Gardai/Tusla/Gateway teams
- Consult informally with statutory authorities on child abuse concerns or allegations, if deemed necessary
- Communicate with parents and/or Statutory Agencies as and when appropriate
- Follow reporting procedures and inform Statutory Agencies and their Association's DLP/Mandated Person of any concerns or allegations as a matter of urgency
- Maintain regular contact with their National DLP/Mandated Person and seek their advice whenever required
- When reasonable grounds for concern exist where a child may have been, is being or is at risk of being abused, a report should be made without delay to Tusla and/or An Garda Síochána, or to the relevant Gateway Team
- A report may be made by the Club DLP or the County DLP, as appropriate, or as a joint report with a Mandated Person (ROI) and must be done without delay
- Always forward a copy of reported concerns and allegations received, whether reported to statutory authorities or not, to your Association's DLP/Mandated Person
- Advise club administrators on issues of confidentiality, record keeping & data protection
- Inform the National DLP/Mandated Person if you are aware that a member of the Association in the Club, is or has been subject to a statutory investigation, a prosecution or a conviction in relation to the abuse of a child or an adult
- Be aware of and maintain regular contact with their National DLP/Mandated Person and always inform the National DLP/Mandated Person of any concerns or reports made and seek advice from the National DLP/Mandated Person as appropriate

- Make themselves known to the general membership of the Club and in particular to team mentors, managers and to parents

For details on the appointed DLP in the Charlestown Sarsfields Club visit

<https://charlestowngaa.com/bord-na-nog/board-na-nog-committee/>

3.8 Additional Club Policies

In addition to our standard club policies there are further additional policies which are applicable

3.8.1 Players Injury Scheme & Insurance

The Gaelic Games Associations provide injury benefit funds or schemes in the case of members of the GAA and Ladies Gaelic Football Associations.

GAA INJURY BENEFIT FUND

WHAT IS THE GAA INJURY BENEFIT FUND?

The mandatory benefit fund provides benefits to registered members playing the national games of Hurling, Gaelic Football, Handball and Rounders' whose Clubs are registered with the fund. The GAA Injury Benefit Fund is a Selffunded benefit fund funded entirely from GAA funds with no outside involvement. The GAA Injury Benefit Fund does not seek to compensate fully for Injuries sustained but to supplement other Schemes such as Personal Accident or Health Insurance. The playing of our national games involves the risk of Injury and it is each individual registered player's responsibility to familiarise themselves with the terms and benefits of the GAA Injury Benefit Fund. The Injury Benefit Fund only provides cover for

unrecoverable losses up to the limits specified. The responsibility to ensure that adequate cover is in place lies with the individual member and members should not use the fund as their only recourse or be dependent on the fund to compensate them fully for any losses associated with the injury sustained.

WHO IS COVERED UNDER THE GAA INJURY BENEFIT FUND?

The GAA Injury Benefit Fund only applies to:

1. Registered Players as per the Official Guide who play on a team registered with the GAA Injury Benefit Fund who incur accidental bodily injury* while playing Hurling, Gaelic Football, Handball or Rounders' only, either in the course of an official competitive Fixture or an Official Sanctioned challenge match or the course of an official supervised training session.
2. Match officials' i.e. referees, linesmen or umpires injured while officiating at an official competitive fixture of Hurling, Handball, Gaelic Football or Rounders' as specified in 1.1 above.
3. Voluntary coaches, team managers, selectors and members of official team parties injured during games or training as specified in point 1 above

The GAA Injury Benefit Fund covers Adult and Youth members of the GAA. Please note that the GAA Membership Year runs from January 1st – December 31st annually and it is a requirement as per the official guide that all members are registered via the Membership system annually. Playing Members should not be permitted to participate in training or fixtures until they have been registered for the current playing year.

FUNDING & SUBSCRIPTIONS

The GAA Injury Benefit Fund is funded in its entirety by annual team subscriptions together with six per cent of Gross Gate Receipts from Championships and National Leagues alongside a significant Central Council contribution. The amount of team subscriptions shall be:

- a) Adult - €1000.00 per team – no maximum per Club or Unit
- b) U21 - €200.00 per team – no maximum per club or unit
- c) Youth - €200.00 per team to a maximum of €1200.00 per Club or Unit

panel is accounted for in the calculation of the annual subscriptions due.

BENEFITS AVAILABLE

- Medical expenses – maximum of €4500 with the first €100 not covered
- Dental expenses – maximum of €4500 with the first €100 not covered
- Loss of wages – week 1 – no payment
- Weeks 2 – 26 – net loss of basic wages covered up to a maximum of €300 per week
- Capital Benefits – cover is available upon direct application to Croke Park once any entitlement to the above benefits has been paid in full.

CLAIMS PROCESS

Please contact Secretary.charlestown.mayo@gaa.ie for more information

3.8.2 Alcohol & Substance Abuse Policy

The use of drugs and tobacco and misuse of alcohol is not permitted by any members, players coaches or volunteers whilst representing teams associated with Charlestown Sarsfields GAA club. Charlestown Sarsfields GAA club believe that we need to work towards creating a safe, healthy club environment where we can develop the skills and attitudes necessary to cope with drug and alcohol related issues. All Club members, officials, coaches and volunteers as part of this club shall follow the law when it comes to illegal drugs, alcohol and tobacco and shall display leadership and good example, particularly when dealing with underage members. This policy shall apply to all users of the club buildings and grounds.

Aims and Objectives

The aim of this policy is to ensure that all GAA members in our club are kept safe from substance-related harm when involved in club activities.

Our objectives are:

- To promote the health and wellbeing of all club members.
- To develop a consistent approach to drug-related issues to be adopted by all club members.
- To develop procedures and protocols that address drug-related issues in the club.
- To establish clear procedures for managing specific incidents of suspected drug misuse.
- To provide onward referral to specialist services for members presenting with substance related issues.

Scope & Limitations

Cumann Lúthchleas Gael is committed to discouraging the use of drugs and tobacco and the misuse of alcohol on the basis that such activity is incompatible with a healthy approach to sporting activity. It understands that such behaviours can have detrimental social and health consequences on the individuals involved, and on those to whom they are connected.

Charlestown Sarsfields GAA club believe that we need to work towards creating a safe, healthy club environment where we can develop the skills and attitudes necessary to enjoy our health to the fullest. All club members, officials, coaches and volunteers as part of this club shall follow the law when it comes to illegal substances, tobacco and alcohol and shall display leadership and good example, particularly when dealing with underage members. This policy applies to all members as well as all users of the club's buildings and grounds.

For practical purposes this policy has been kept as succinct as possible. It has been developed from a template provided by the GAA's Community & Health department (see www.gaa.ie/community for more information on the topic of substance use).

Definition of Drugs

For the purpose of this policy the term 'substance' shall be used to cover any chemical which alters how the body works, or how the person behaves or feels and may include all mood-altering substances, both legal and illegal. Examples include:

- Alcohol and Tobacco
- Over the counter' medicines that may be misused such as those containing codeine (e.g. Solpadeine), paracodal, cough medicines, antihistamines, laxatives, paracetamol.

- Volatile substances such as aerosols, glues, petrol, cigarette lighter fuels etc.
- Products and substances sold online and in “headshops” that cause intoxication.
- Controlled drugs such as cannabis, ecstasy, amphetamines, magic mushrooms, cocaine, etc.
- Performance enhancing sports related drugs as outlined by the World Anti-Doping Agency, and covered under Rule 1.16 of the Official Guide Book (for more information, see <https://www.gaa.ie/my-gaa/players/anti-doping>)

List of actions (these are recommended and others can be inserted as required)

The Chairperson and Executive of the club shall adopt and discharge actions from the following list in line with available resources and supports.

Charlestown Sarsfields GAA club shall take the following actions:

- Adhere to GAA Rules 1.18 (l) (i) & (ii) prohibiting the sponsorship of teams catering exclusively for young players under 18 years of age by alcohol companies, including the branding of any gear and equipment.
- Club members, officials, coaches and volunteers shall not present themselves at official club activities while under the influence of alcohol or any other substances (unless previously declared and prescribed by a medical professional). Where alcohol is being served at an official club function it must be consumed responsibly.
- Coaches and Club Officials shall not smoke/vape, drink alcohol, or use any other substances (unless previously declared and prescribed by a medical professional) while representing their club at matches or training sessions.

- All efforts shall be made to ensure Under 18 players/members are not brought to public houses following matches, outings, or training sessions.
- Alcohol shall not be served at functions exclusively for players aged under 18 years of age.
- Every effort will be made to ensure juvenile medal ceremonies and other juvenile events are not held in public houses.
- Illegal substances, tobacco and alcohol will not be permitted in changing rooms or at pitch-sides.

All persons associated with our club can help prevent substance-related harm from occurring during club activities.

Recommended roles within the Charlestown Sarsfields GAA club

Club Members

- Will be aware of the details of and adhere to club Substance Use Policy

Parents and Guardians

- Will support the club in the development and implementation of this policy including procedures for handling incidents of suspected substance use.

Coaches & Mentors

- Will be aware of the possibility of substance use among players and work with the Club Chairperson, and Executives with the aim of preventing harm.

Club Chairperson and Executive

- All relevant information pertaining to a potential breach of this policy should be brought to the attention of the Club Chairperson who shall consult with the necessary parties, and, informed by this policy, decide on the appropriate action, if any. In the event of the Chairperson not being available to discharge these duties this responsibility will then fall to the Vice Chairperson or Secretary.

Education programme about drugs and alcohol

- The Club Chairperson and Executive shall make arrangements with local drug, alcohol, youth or health promotion services to provide drug education for interested youths and adults associated with the club. More information can be found at www.gaa.ie/community

Protocol for dealing with incidents:

Charlestown Sarsfields GAA club shall endeavour to respond to all substance-related incidents in a firm but fair manner, with due respect for the safety and welfare of individuals involved, other members of the club and the wider community and shall also fulfil any legal obligations that might apply. The points below offer guidance to the club in handling incidents involving illicit drugs both during club activities and relating to members in a wider societal context.

- The use of illicit drugs is viewed as unacceptable by Charlestown Sarsfields GAA club and may be dealt with by way of warnings, suspensions and expulsions as deemed appropriate by decision of the County Executive, on a case by case basis, with proportionality considered. It is also unacceptable for members or officials to present

themselves for county duties while under the influence of a drug. (Suspension, if issued, will mean that the member involved cannot represent the club in any way during their term of suspension.) Considerations may be made for incidents involving members that occur outside official county activities of events.

- In a case where a club becomes aware that a member has been charged with the illegal supply of drugs the Club Executive will ask this individual to stand aside from club activities until the matter has been dealt with in the court of law, notwithstanding the individual's right of a presumption of innocence until proven guilty. (Where it is known that a club member is being charged with the illegal supply of drugs the matter must be brought to the attention the Community & Health Department in Croke Park, who can give guidance on the appropriate response on a case by case basis.)
- Members of the Club Executive should arrange to meet with those involved in an incident with which this policy is concerned. Details recorded in critical incident forms should be discussed and appropriate support should be offered to those involved. The same members of the executive should also consider a separate meeting with the club member who has negatively impacted the club in relation to drug, alcohol or tobacco use. Consideration should be given to the health and wellbeing of the person, with signposting to appropriate drug, alcohol and psychological supports. (See contacts at end of policy). It should be made clear to all parties involved that media requests should be handled by Croke Park Head Quarters.

Appeal and Review process

A suspended member will have the right of appeal to the Hearings Committee of the County Executive where a member of the Club Executive and the suspended member will have the right to be heard. Normal Standing orders will apply to such a meeting.

Reporting of Incidents

Alleged or confirmed incidents in breach of this policy shall be referred to the Club Chairperson and if applies to Children under 18 to the Childrens Officer of bord na nOg. Matters relating to the supply of drugs MUST also be brought to the attention of the chair of the County Health & Wellbeing Committee, who can give guidance on the appropriate response on a case by case basis.

Recording of Information

Information regarding alleged or confirmed incidents in breach of this policy shall be recorded in writing. The recording of factual information only is recommended, and all opinions shall be stated as such. Responses to cases shall also be recorded in this way. Only in confirmed cases shall names of individuals be recorded.

Confidentiality

While it is not possible to guarantee, every effort shall be made to respect confidentiality.

Involving Parents/Guardians

Incidents involving any person under 18 years of age will require their parents/guardians to be informed. Parents/guardians shall be invited to discuss what has happened and shall be

informed of any course of action to be taken by the club. The Club Chairperson shall nominate a person to inform parents/guardians in each case.

Garda Síochána

Incidents that involve the illegal supply of drugs shall require Garda Síochána involvement. In all other drug-related incidents, each case shall be considered on an individual basis and the decision shall rest with the Club Chairperson as to whether or not the Garda Síochána is involved.

Media guidelines

Any incident that attracts or has the potential to attract media interest or attention should be reported to Croke Park. The club will not engage in any discourse with the media, rather should signpost them to the Communications Department in Croke Park. Email: communications@gaa.ie

Search

The Club Chairperson retains the right to direct a search of any part of club property if there is reasonable cause to believe a substance in breach of this policy is contained therein. Two officials of the club shall conduct the search. Club officials are not allowed to search an individual or their personal property. Where there is reasonable cause to believe a person has in their possession a substance in breach of this policy, they shall be asked to volunteer the substance. If they refuse, the Garda Síochána may be called in to conduct a search.

Disposing of suspected illegal substances

If a suspected illegal substance is found on club property it should be brought to the attention of the Club Chairperson. The substance should be stored securely, and the Chairperson shall contact Garda Síochána to have it collected or to inform them who from the club will deliver it to them and when. Any movement of suspected illegal substances shall be recorded and witnessed by two club officials. At no time should a suspected illegal substance be removed from club property without the knowledge of the Garda Síochána.

Dealing with drug litter/paraphernalia

Drug paraphernalia, when it is not disposed of properly, is known as drug litter. Drug paraphernalia is any equipment or material that is used for making, using or carrying drugs. Some such materials can pose considerable health risks (especially syringes). To find out more about the proper disposal of such materials see: <http://www.drugs.ie/resources/dealing-with-drug-litter/safe-disposal-ofdrug-litter-and-paraphernalia/>

Availability, use and storage of solvents and gases

Many solvent based products have the potential to be abused (e.g. deodorants, paints, thinners, cleaning fluids etc). All solvent based materials and gases shall be stored securely and safely away from public access.

Monitoring and Evaluation

This policy is in force at all times and during all activities conducted under the aegis of Cumann

Lúthchleas Gael. This policy shall be evaluated annually and after every drug-related incident.

This policy shall come into effect on ____ \ ____ \ ____ and shall be reviewed annually thereafter by the Club Executive Committee

Signed _____ Club Chairperson

Date ____ \ ____ \ ____

Signed _____ Club Childrens Officer

Date ____ \ ____ \ ____

3.8.3 Away Trips, Hosting & Transport

Many teams and Clubs participate in trips away from home throughout the year. These trips are seen as additional to the regular games that take place as part of a County fixtures schedule or during inter Club blitzes. Trips away from home are often viewed as a means by which young teams and players may be rewarded for their endeavours at the end of their season or as a means by which greater team morale and camaraderie can be developed, regardless of age. An example of rewarding a team or organising a trip is to invite the team or a number of teams to attend intercounty matches. This is a popular means by which young people may see and attend games where their chosen code is played at a high level of skill and competitiveness. Visiting other Clubs and playing matches against teams of a similar age group in other areas or counties will also give younger players an insight into the broad geographical nature and community ethos attached to our Games while creating greater camaraderie with their colleagues and within their own Clubs. The pre-planning and detailed organising of such trips for younger players will require a high degree of care and preparation

and adults should always remember the key roles of responsibilities they have during such trips on behalf of their Club, on behalf of parents and on behalf of the young people themselves.

PRE-TRIP PREPARATIONS

- A detailed programme of activity should be approved in advance at Club level following agreement with the other Club(s) involved in the away trip.
- Where possible a member of your organising group should be familiar with the away venue, should visit the venue in advance if deemed necessary and ensure themselves that the venue can cater for the planned programme of activities. This is particularly relevant should an overnight stay be required.
- Parental/guardian consent must be obtained in writing so as to permit any young person under 18 yrs. of age participate in any organised trip. Contact details for all parents/guardians must be obtained in advance of the trip.
- Young people (of an appropriate age) and their parents/guardians should sign a form agreeing to abide by the programme and to any agreed procedures that relate to the organised trip.
- An agreed Code of Behaviour, specifically designed for the trip, should be discussed, outlined and agreed with all players and adults that are participating on the trip.
- Medical information, deemed relevant by the parents/guardians of players, should be made known to the leaders of the Club's trip and what action, if any, may be required of them in the case of an emergency. (See Appendix 1)

- Such information, including food or other related allergies should have previously been recorded on the annual/registration form of each underage Club member
- A detailed programme which includes the following should be presented to all players and their parents/ guardians: **(Please see Away Trip Consent Form in Appendices section 5.4)**
 - A time schedule of departure and arrival at your destination.
 - Full information about the trip; including all activities and events planned.
 - Emergency contact numbers of Club personnel who are accompanying the group
 - During the trip and contact details for parents/guardians
 - All adults accompanying the underage team should be made aware as to what their responsibilities are and what role(s) they may have during the trip.
 - It is the Club's responsibility to ensure that the trip itself and all activities taking place throughout the trip adhere to insurance cover, that all participants are eligible members of their Association's relevant injury scheme and that the activities of the trip do not compromise the conditions of their injury scheme or any additional insurance policy.
 - Where it is deemed necessary the organisers of all such trips should seek and gain the permission of their County Board prior to announcing the details of the programme to their members.

DURING THE TRIP

- It is essential that at least one individual with first aid qualifications be part of the organising group and that this individual be present or available throughout the trip.

- Young people must be adequately supervised throughout the trip as per our recommended ratios of adults to young people. This ratio may differ depending on the age group of participants, the activities to be undertaken, whether there is an overnight stay, if the trip is abroad etc.
- Supervision ratios will depend on the nature of the activity, the age of the players and any special needs of the group. It is recommended that a minimum ratio of 1:8 for under 12 years of age players and a ratio of 1:10 for players over 12 yrs. of age. When abiding by such ratios a coach must always be accompanied by at least one other suitably qualified adult at all times.
- Organisers of Club trips should always be mindful of ensuring that additional adults accompany their group on trips away for supervision purposes and in case of emergencies or unforeseen circumstances.
- These adults are subject the same vetting and child safeguarding requirements as are coaches.
- There must be at least two adults of each gender with mixed groups.
- Adults are required to be familiar with the agreed rules on smoking and on the consumption of alcohol during the trip, as outlined in the GAA Code of Behaviour. As a basic minimum, adults are required to avoid smoking while working with young players and must not consume alcohol or non-prescribed drugs while young players are in their care.

OVERNIGHT STAYS

- When participating in an overnight stay a number of matters require careful preplanning and agreement
- By agreement with all parties, including players and parents, a decision is required whether the Club will avail of hotel or guest house accommodation or if invited will avail of a hosting arrangement by the host Club in the houses of their Club members.
- Regardless of what form of accommodation is agreed upon adequate and specific supervisory ratios of adults to children must be agreed in advance. This ratio, which is very dependent on the age category of the children/young people, may also vary should the group be participating in certain outdoor activities or in water sports and will also vary if the group is a mixed gender group.

HOTEL OR GUEST HOUSE ACCOMMODATION

- Check out the proposed accommodation for children/young people and Club mentors. Ensure that it complies with health and safety regulations, is accessible, is of a suitable standard and is appropriate for the particular age group and programme of events.
- When availing of overnight accommodation adults (except parents) should not share a room with a child.
- If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult at all times.
- Where children are sharing a room it must be with others of the same age grouping and gender.

- All children should be provided with a bed each and should not have to share a bed with another child.
- It is also preferably that the sharing of rooms be done with fellow Club members at inter Club event and that such arrangements are made known in advance of the trip to the each child's parents.

HOME STAY ACCOMMODATION

- When availing of home stay accommodation the host Club is responsible for choosing a host family that has been recommended to them and have been satisfactorily vetted in accordance with Association requirements.
- When availing of home stay accommodation adults (except parents) should not share a room with a child.
- If exceptional or emergency circumstances so dictate and the presence of an adult is deemed necessary there should be more than one child in the room with the adult at all times.
- When availing of home stay accommodation Children must not share a room with adults from the host family.
- All children should be provided with a bed each and should not have to share a bed with another child.
- Where children are sharing a room it must be with others of the same age grouping and gender. It is also preferably that the sharing of rooms be done with fellow Club members at an inter Club event and that such arrangements are made known in advance of the trip to the child's parents.

REVIEW OF TRIP

A full review of the trip should involve all who participated from the Club and the result of the review should be retained and reviewed if and when the group intend organising another or similar trip or if the Club intends revisiting the area or the host Club again.

Hosting

The hosting of a scheduled game, a challenge match, an underage blitz or an inter Club tournament is now seen as a normal event for most Clubs. While such events are generally organised by age category and by code, so as to provide inter Club games and offer skill development opportunities, these events by their very nature can also provide young people of all ages with a positive social experience allowing them gain independence within a safe environment. The safeguarding criteria and guidance that applies to away trips, recruitment, travel, health and safety also apply to the hosting of an event with the additional responsibility that when hosting we are organising the games or the event for more than our own Club or team.

A number of ground rules apply to hosting an event.

1. Don't be pressurised into offering to host an event if you cannot do it or if you do not have adequate resource of facilities to cater for the proposed event.
2. Be absolutely clear that you have the full support of the Club when embarking on hosting an event
3. Clarify with those that requested of you host the event (e.g. Juvenile Board, Féile Committee ...) what is required of our Club

4. Form an organising team, with a nominated person in charge, to oversee the hosting
5. Allocate specific responsibilities to each member of the organising team
6. Agree a timescale and a plan for the delivery of all of your actions (see draft action plan)
7. Agree your plan or outline your plan with the governing body who requested our Club to host the event (e.g. Juvenile Board, Féile Committee ...)
8. Meet regularly to review all work in progress
9. If you are providing a home stay option for guest Clubs we must abide by the guidance given under the Home Stay Accommodation
10. Never presume that somebody else had done it!

EVENT ACTION PLAN

EVENT: INTER CLUB UNDER 14 TOURNAMENT

It is very useful to draw up an event action plan that can be used as a guide for all persons working on the event and also as a check list for the organising committee in reviewing their progress to date.

In the Appendices (section 5.4) is the commencement of a sample Event Action Plan for an U14 Inter Club Tournament that our Club has been invited to organise by the County Board. It contains some identified actions and sufficient blank spaces for the identification and delivery of other actions. You have eight weeks notice of the event. Complete this event plan in advance of meetings and as your preparations develop and are completed.

Transport

Adequate preparation and an insistence on the use of safe transport arrangements regardless of the length of journey are key elements of good practice when considering any trip taken by an underage team or players. This applies regardless of the length of journey or indeed the mode of transport availed of, whether it is public, private or personal transport. The transport arrangements for underage players is a priority safety matter for sports organisations, for Clubs, parents and for young people themselves. While it may be preferential to avail of private bus or coach transport it is also recognised that in some instances this is not feasible and in Charlestown Sarsfields GAA club we could not operate without the goodwill of volunteers and parents who ensure that children are transported to an event or a match and are returned safely.

In so far as we rely on many parents to provide transport in our club the challenge we face in ensuring that all such services are provided in a safe environment that compiles with our own standards of good practice and with local or national legislative requirements

It is recognised that private cars are used by people in our club and teams as a common practice when transporting children to games as part of a County fixtures schedule or as part of inter Club blitzes. It is however advisable if possible not to use members' cars when travelling on away trips of great distance. In such circumstances the club on occasions will seek to avail of bus or coach transport and it is essential therefore that all aspects of the transport arrangements are checked out and agreed in advance. The safety and welfare of

children is paramount and must be considered a priority at all times when transporting our underage players from one venue to another.

Where possible Charlestown Sarsfield's Club endeavours to comply with the GAA travel policy as detailed in section 8 of the GAA Code of Behaviour Booklet which can be found on <https://charlestowngaa.com/bord-na-nog/child-safeguarding/>

3.8.4 Player Pathway

Charlestown Sarsfields Bord Na Nog have developed a new 'Player Pathway Programme' - 'The Sarsfields Way' which will lay out the clubs vision for our underage teams. Player Pathways are essentially, what clubs are all about. Starting at an early age, and helping players through the various age levels, providing learning, enriching experiences for our players, so that they are still playing GAA at the end of their youth careers, then also prepared, and ready for the challenges they face as they progress to the adult ranks in our club.

Players develop at varying rates, we must be aware of that, therefore the "Pathway" as laid out here are "reference points" only, and we understand and expect that coaches will use their own valuable experiences as they shape their own particular "team" for the season/s ahead.

The aim here is to have clear goals with visible progression, through each age level, that is linked via joined up thinking within the club, and relevant to our teams needs for all coaches, and thereby our players during each season. It will assist us, if we all possess a clear vision or

"Focus for all our Underage Activity" of what exactly we should be trying to achieve during a given season, to help give credence to all this modern day underage activity.

The Pathway sets out our vision as to how we manage and develop our underage teams and can be viewed here <https://charlestowngaa.com/bord-na-nog/>

3.8.5 Player Membership & Registration

Player registration and membership for both our senior club and underage club is the lifeblood of the club. In order for a player to be eligible to play for Charlestown Sarsfields they must be a Full or Youth Registered Member of the Club. Any non playing members who have not paid their membership fee by the yearly deadline shall cease to be a member from that date. Players who have not registered to play with the club by the deadline are not permitted to partake in official club training or matches and are not covered under the GAA

Registration for club members is available online via www.charlestowngaa.com and for underage players they register on www.klubfunder.com Committee members are available to assist in relation to any queries about how to become a member. Once membership is paid & processed, the player will be insured to play. Application for Membership must be accompanied with full payment of the Club's Annual Subscription.

Please note that the GAA Membership Year runs from January 1st – December 31st annually and it is a requirement as per the official guide that all members are registered via the Membership system annually. Playing Members are not permitted to participate in training or fixtures until they have been registered for the current playing year. (Please see section 6 of the GAA Code of Behaviour document for more information <https://charlestowngaa.com/bord-na-nog/child-safeguarding/>

3.8.6 Physio Request Policy

Requests for physio treatment for players must be approved by the bord na nÓg committee before any treatment is confirmed with a physio. For the 2022 season Charlestown bord na nÓg will be using the services of Alan Dunne, Physio, where required. Before any physio treatment is approved the players local doctor should be consulted for advice on whether they feel physiotherapy will aid the players recovery from injury

All physio requests must be made using the below form for review and approval. Players must not confirm or attend appointments until approval is granted by the club. bord na nÓg **will not** be paying for treatment which has not been approved in advance and all requests must come from the team manager of the individuals team

https://docs.google.com/forms/d/e/1FAIpQLSfIDLJCEmoQ57ip6-waVzBacz38_b4oW1tRaQwd_-4QoF5H4A/viewform?usp=sf_link

3.8.7 Team Meals Policy

It is bord na nÓg policy, that where teams reach finals of underage county competitions that this achievement should be rewarded with food for the children after the game. Given there is significant costs to bord na nÓg associated with funding team meals – teams are encouraged to seek sponsorship to fund team meals in 2022. In the absence of securing sponsorship for team meals the bord na nÓg policy in this regard is as follows:

- **U-12 to U-14**
 - Team meal to the value of €100 maximum for League Competitions
 - Team meal to the value of €150 maximum for Championship Competitions

- **U-16 to U-18**

- Team meal to the value of €150 maximum for League Competitions
- Team meal to the value of €200 maximum for Championship Competitions

The following local restaurants are the approved venues for team meals for the 2022 season. These venues have kindly come on board as supporters of Charlestown bord na nÓg for 2022 and have provided preferential prices for team meals.

- Susies Bistro
- Claudios Takeaway
- Supermacs

Requests for meals for teams must be made by using the below form and a booking can only be confirmed once approval has been granted by the bord na nÓg committee.

https://docs.google.com/forms/d/e/1FAIpQLSc72SGOaw6q8O0XuXWK1GAU4vL2ztsHlgRQItuJxN5xQZIFng/viewform?usp=sf_link

For the 2022 season the Complex can be used for team meals where necessary ie for delivery of take out meals like pizzas etc

End of season treats

For the younger age groups up to U-12 level teams may provide end of season treats for their teams usually during their last training session. It is generally left to each team to arrange this. For U-6 to u-10 sweet bags are provided by bord na nÓg at the last training session. For older teams it is left to the team managers to decide what they wish to do.

For teams aged 11-12 generally Claudios or Supermacs is used for this purpose and bord na nÓg will support costs to a maximum of €100 per team.

3.8.8 Pitch Booking Policy

The club uses the 'Sportskey (formerly known as bookapitch) pitch booking platform for the reserving of pitches for both training and matches. Only teams who make bookings using the app will be accepted by the club. To avoid confusion we ask all teams for both boys and girls grades to book their training slots and match slots, if known, at the earliest opportunity so all teams and coaches know the schedule for the weeks and months ahead.

Teams are not permitted to use any of the club pitches without having a valid booking on the app. Once a booking is made it will be confirmed or rejected by the club depending on pitch availability at the time. All bookings for the pitch are viewable by all coaches on the app.

To sign up as a coach to use the app please register your details on

<https://portal.sportskey.com/venues/615>

Once a booking is made on the app a confirmation or rejection will be sent to your email account within 24 hours. If for some reason you cannot avail of your training or match pitch booking please cancel your booking at the earliest opportunity so another team may avail of this slot. If a team does not utilise their slot for two weeks in a row without cancelling the slot all future bookings will be cancelled and this slot put back into the system for another team to avail of.

Please note we encourage all teams to be consistent with their weekly pitch bookings for team trainings and avoid switching training dates where possible. Summer 2022 will see almost double the number of matches taking place on the pitches compared to 2021 and as such games will always take priority over team trainings and we ask for all teams to be fair in their use of pitches and booking slots. Pitch space is very tight during the week and we again encourage teams to use weekend slots where possible where availability is plentiful.

At all times priority is given to the senior teams for use of the main pitch and during the months of July and August given the increasing amount of games on our pitches the club requests that where possible all challenge games be scheduled to be played in the opposing teams ground.

In addition where there is potential clashes in relation to pitch availability, priority for the main pitch is given to older teams aged 13 and up. In instances like this and as often as possible during the season, non competitive games up to U-11 should be played on the back pitch. This pitch will be lined and cut on a monthly basis for the summer season.

Charlestown Sarsfields GAA club respects the rights of all members to use social media. However it is important to be mindful of the benefits and at times its negative impact can have on our members and particularly children and young people. We should additionally be conscious that any inappropriate or contentious public postings or language used by members associated with the club, regardless of what form of social media has been used, may lead to a negative perception. Members of our club shall be held responsible for their use of social media and where such usage may at any time impact negatively on the general welfare of a child in our club or on the ethos of the GAA disciplinary action may follow. We therefore propose general guidance in the use of social media particularly for those who are working with children in our club. We also seek the cooperation of parents, whose children may have access to such social media apps, and seek to ensure that sensible use of social media, as it may impact on children, can be agreed with parents.

Messaging apps have developed rapidly in recent years from devices that were originally utilised for making calls and texting to current usage of mobiles for messaging, sharing pictures, videos, web links, e-documents and other such message sharing apps. While technology is advancing so also should have our vigilance, particularly in respect of the involvement of young people. With such regular access to new and easy to use technology certain ground rules relating to communication and the taking of photographs or recording of images may unfortunately be overlooked.

The Code of Behaviour (Underage) seeks to give guidance, not in a manner that may prohibit the use of such modern communication and recording technologies, but to urge caution and to have certain safeguards in place so as to prevent instances of harm or unacceptable behaviour. We seek in this Code to ensure as far as is practicable to avoid the misuse of social media apps. So as not to impact negatively on any child and on those who work with them.

4.1 Communication relating to underage activities

All coaches in the Charlestown Sarsfields GAA club should make it known that our clubs preferred option of communicating team information for underage teams is via the parental/guardian mobile phone of each players and not via the mobile phone of the child. If requested by a parent to send messages regarding games or training via the mobile phone of the child the coach/club should enquire as to the rationale of such requests and if in agreement must receive any such request in writing. Upon any agreement any messages sent to the child can only be as part of the team group text that will also go to their parents and to all other members of that group text. Coaches **are not permitted** to communicate individually via social media with underage players.

Charlestown Sarsfields does not approve of coaches engaging in or facilitating messaging apps in which players and coaches participate nor do we approve of the creation of team messaging forums for underage players. Many such social media platforms have been shown to be most insecure, lack controls and are poorly managed and monitored in some instances. Such insecure usage should give cause for concern and by their nature may be susceptible to

accessing or misuse by unscrupulous individuals quite often outside of our control. Experience has also shown that uncontrolled messaging apps, unfortunately have a greater chance of being used as a forum of exchanging inappropriate messages and images between children.

Any form of individual social media communication by a coach with an underage player shall be deemed a serious breach of the Code of Behaviour (Underage).

4.2 Photography & Videoing

It should be noted that having photographic and filming guidelines is not about preventing parents and guardians from taking pictures, but rather to ensure that only those who have a right to take photographs do so and that all images are captured in a sensible and non-intrusive way. These safeguards should still permit and facilitate the recording of relevant and suitable materials, should allow us to photograph the enjoyment gained by participating in our games, should enable coaches to use the latest technology in the delivery of training skills and should also enable coaches, mentors and volunteers of the club to promote their activities in a safe and non-threatening manner. A common sense approach is required when deciding on what may or may not be appropriate as we do not wish to prohibit the recording of games, coaching or celebrations at club level through the use of photography or by recording on video equipment

The key issues that we should address regarding the use of images and photographs of children/young people are:

- Ensuring agreement and permission of parents/ guardians in the taking and any use of images/ photographs – this is sought at the start of the year as part of the annual membership affiliation process on the website www.klubfunder.com
- Avoiding the individual identification of children in group or team photographs unless by agreement e.g. for special events, an award or achievements ceremony
- Ensuring prior accreditation is given to ‘professional photographers’ who may attend your games or events
- Ensuring that images/photographs chosen are suitable and in good taste with the images chosen or recorded focusing on activity rather than a particular child
- Clubs, coaches and volunteers permitting the use of video equipment as a legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material
- Parents and spectators taking photographs/recordings should where possible seek permission in advance from the Club/County Board and should also be prepared to identify themselves if requested and state the purpose for their photography/filming. If Club/County Board personnel are unhappy about any matter relating to such photography the permission granted may be withdrawn immediately
- It should be noted that we have little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines. Should we ever be unhappy with the publication of such photographs or images we can address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman.

4.3 Social Media

The world of social and digital media is an enjoyable and engaging place and is in itself a useful asset in promoting our teams and activities within the membership and to a wider audience. We must be aware that while these communication tools can be used to our advantage vigilance is also required to ensure that our clubs use of such communication methods shall at all time be appropriate.

- Each individual is responsible for any posting, comments or their conduct while engaging with such sites
- Any social media site approved or promoted by the club is subject to terms and conditions regarding its usage and is under the direct monitoring of a nominated club person(s)
- Agree a club policy on reporting of games, club news and use of images or photography
- Club sites may be used to promote training times, fixtures and events
- We strive to ensure that content published on Club web sites or social network pages is at all times factual and follow the parameters of good behaviour
- We strive to ensure that all members are aware of acceptable usage policies regarding communication between coaches or other adults and underage players
- The club does not approve of social media sites being used as a forum for exchanging views between other teams or irate members. Such usage will be terminated by the site controller of the club

4.4 Mobile Phones

Except in exceptional circumstances, or in the case of very young children, most underage players attending our training or games generally have a mobile phone or access to a phone. While the ownership and general use of the mobile is primarily a matter between the child and their parents the use or accessing of the mobiles at our events or in our clubhouses or dressing rooms is a matter for us to monitor and or pursue and if need be to agree with parents. While we never wish to curtail the rights of a child we can in relation to the use of a mobile limit the use of mobiles on our premises and if doing so we will inform the parents in advance. Guidance in relation to mobile phone usage includes:

- We do not permit the use of any phones in dressing rooms or shower area
- Avoid any instances of individual communication via mobile phone with any of the underage players
- If in agreement with other coaches seek parental permission for all phones of underage players to be 'bagged' prior to a game and returned to the players after each game
- Be vigilant as to the use, or excessive use, of a mobile phone by any underage player while they are under the clubs care
- Advise children if they receive an offensive photo, email or messages, not to reply, but to save the offensive materials, note the time and date of receipt and that they should inform their parents. Should any such incident regarding the use of mobile phones occur during their attendance at the Club the team coach should note this and report the matter to the Club Children's Officer.

4.5 Website Policy

The Charlestown Sarsfields Club Website and its operator(s) make all reasonable attempts to ensure that web pages are in keeping with the ethos of the GAA and do not contain unacceptable content or any links to questionable material. Links to external websites are meant for convenience purposes only.

- No endorsement of any third party products or services should be expressed or implied by any information, material or content referred to or included on, or linked from the Club website.
- We have a Club web site content policy, following discussions at our Club Management and Executive Committee and with members, including the underage members of the Club. This content policy will promote our strategy on the safe use of the Internet and also outlines the parameters of behaviour and specifies the consequences of breaching those parameters.
- The club strives to ensure Content published on web site or social network pages at all times is factual and follows the parameters of good behaviour.
- All decisions on the appropriate use of photographic images and other similar content should be in accordance with the Guidelines for Photographic/Recorded Images.
- Avoiding the individual identification of children in group or team photographs or images unless by agreement e.g. for special events, an award or achievements ceremony.
- Advocacy of or opposition to any politically or socially controversial subjects, issues, or candidates is prohibited on Club websites.
- Disparagement or promotion of any person or class of persons is prohibited.

- Content that may be considered not to be in keeping with the ethos and dignity of Associations is prohibited

The GAA will shortly publish new Social Media Guidelines available on www.gaa.ie

5.1 Child Safeguarding Statement



Child Safeguarding Statement



The Gaelic Athletic Associations (GAA, LGFA, Camogie, Handball and Rounders) in accordance with our Code of Behaviour (Underage), our policies, procedures and our legislative requirements have agreed this Child Safeguarding Statement, which is binding on all members and units of our Associations.

The basic aims of the Gaelic Athletic Associations include fostering and developing our Gaelic Games and Irish cultural activities among young people and children. These games and related activities are organised and promoted by dedicated volunteers at Club, County, Provincial and National levels with the cooperation and support of an equally dedicated cohort of staff all of whom are committed to the safeguarding of children and young people in our Association as we seek to create a safe environment for young people to grow and develop.

PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

This statement recognises that in accordance with legislation and with the requirements of our Codes and Rules that the welfare and interests of children are paramount in all circumstances. It aims to ensure that all children and young people have a positive, developmental and enjoyable experience of Gaelic Games and when participating in our activities that they do so, as far as is practicable, in a safe and enjoyable environment.

RISK ASSESSMENT	RISK IDENTIFIED	PROCEDURE/POLICIES IN PLACE
<p>In preparing this statement we have completed a risk assessment of the potential for harm to children when they are participating in our games and attending our activities under the following headings: Club and Coaching Practices, Complaints & Discipline, Reporting Procedures, Facilities, Recruitment, Communications and General Risk of Harm.</p> <p>To the right is a list of areas of risk identified and the list of procedures and policies that address these risks.</p>	<p>Risk of harm including assault, ill treatment or neglect of a child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare or sexual abuse of a child.</p>	<p>Code of Behaviour (Underage) (QR code 1) Maintaining Good Practice and Behaviour (QR code 2) Recruitment Policy Vetting Policy Safeguarding Training Policy Guidance for Dealing with & Reporting Allegations or Concerns of Abuse (QR code 3)</p> <div style="display: flex; justify-content: space-around;">    </div>
	<p>Risk of harm of abuse when hosting an activity and/or an away trip</p>	<p>Code of Behaviour (Underage)-hosting, Away Trips & Transport</p>
	<p>Risk of harm of online abuse through social media</p>	<p>Code of Behaviour (Underage) Association Social Media Policy</p>
	<p>Bullying of a child</p>	<p>Anti-Bullying Statement, Guidelines & Training</p>

PROCEDURES

Our Child Safeguarding Statement has been prepared in accordance with the legislative requirements contained in the Children First Act 2015, Children's First: National Guidance for the Protection and Welfare of Children (2017), the Children (NI) Order 1995, Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice and as required by our Association rules.

Each Club shall maintain a list of members who, if known, and in accordance with the Children First Act 2015 are specified as mandated persons, regardless of what role (if any), they hold in the Club.

The following procedures contained in our risk assessment support our intention to safeguard children while they are availing of our services.

- Procedure in respect of the management of allegations of abuse against any member, non-member or staff/volunteer of a child availing of our services
- Procedure for the safe recruitment and selection of workers and volunteers to work with children and young people
- Procedure for provision of and access to Gaelic Games Child Safeguarding Training and information including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to the Association, Tuas and/or Galway Team as applicable
- Procedure for appointing a relevant person i.e. the Children's Officer (National, Club and County as appropriate) who is the relevant person for the purpose of this statement (see name below)

MANDATED PERSON PROCEDURES

The Mandated Person, who has a legal obligation to report harm of children as per legislation and who has been employed for the purpose of performing the child welfare and protection functions within each of our Associations is:

GAA/Rounders	Gaird Ó Maolmícháil	mandatedperson@gaa.ie
Camogie	Roberta Farrell	mandatedperson@camogie.ie
Handball	John Kelly	mandatedperson.handball@gaa.ie
LGFA	Paula Purty	mandatedperson@lgfa.ie

All policies and procedures listed above are available at www.gaa.ie/the-gaa/child-welfare-and-protection

IMPLEMENTATION AND REVIEW

The Gaelic Athletic Associations recognise that implementation is an ongoing process. The Associations are committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children and young people safe from harm while availing of our service. This Statement adopted and endorsed by our Club Executive Committee will be reviewed by 31st of May 2023 or as soon as practicable after there has been a material change in any matter to which the statement refers.


 Ryan O'Connor
 Club Children's Officer





5.2 Anti Bullying Statement

GAA ANTI-BULLYING POLICY STATEMENT

The GAA aims to create a supportive environment where any form of bullying is unacceptable. We adopt a whole organisational approach to addressing bullying and are committed to implementing structures and relevant training to deal with allegations of bullying. Incidents of bullying are regarded as serious breaches of our Code of Behaviour (Underage). We are committed to achieving an ethos of respect so as to maximise the potential of all our members when playing or participating in our Gaelic Games.

DEFINITION

Bullying is defined as repeated aggression, be it verbal, psychological or physical, conducted by an individual or group against others.

THE GAA SEEKS TO ENSURE THAT:

- Incidents of bullying behaviour are addressed appropriately
- All persons in membership of the Association or attending our games or activities are aware that bullying behaviour is unacceptable in the GAA.

DEALING WITH BULLYING

The Code of Behaviour when working with underage players provides good practice guidance in relation to the prevention of bullying.

If you are aware of or have a concern that bullying behaviour is happening within your Club you should report the matter to your Club Children's Officer.

We recognise that incidents of bullying are a breach of the Code of Behaviour and of our Give Respect - Get Respect initiative and all such incidents will be dealt with accordingly.

Ryan O'Connell
Club Children's Officer

21/02/2022
Date

Charlestown Sarsfields
Name of Club

5.3 Away Trips Consent Form

Dear Parent/Guardian,

The Charlestown Sarsfields [INSERT TEAM NAME]. will visit [INSERT VENUE/CLUB] for a match hosted by [INSERT CLUB NAME] on [INSERT TIME AND DATE]. Please complete the form below and return to your child's mentors if you are happy for your child to attend/participate on this trip.

I _____ as Parent/Guardian of _____ give permission for the named, to attend and participate on the day / overnight trip outlined above organised by Charlestown Sarsfields bord na nog.

Childs name: _____ D.O.B: _____

Address: _____

Parent/Guardian contact telephone number: _____

Parent/Guardian email address: _____

Emergency contact person (if you are unavailable) _____

Telephone number: _____

Details of Child's special needs or medical history (i.e. details of any known allergies, conditions or medications). Parents/Guardians are obliged to disclose any information regarding medication which may impact on your child's welfare or behaviour while participating in our sports:

In the event of illness or injury, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication YES NO

By signing this form you are agreeing that you and your child abide by the programme and to any agreed procedures that relate to the organised trip and an agreed Code of Behaviour, specifically designed for the trip.

Parent/Guardian Signature: _____ Date: _____

5.4 Event Action Plan

ACTIONS	By When? (Date)	Responsibility? (Name)	Done? (Date)
APPROX. 8 WEEKS BEFORE EVENT			
Accept invitation to host event	8 weeks before	Relevant Club Committee	
Establish Organising Committee and named person in charge	8 weeks before	Appointed by Club Committee	
1st meeting of Tournament Committee	7 weeks before	Organising Committee Chair	
Allocate responsibilities at 1st meeting		Name the tasks and people	
Agree correspondence to visiting Clubs		Agree with Secretary	
Prepare budget at 1st meeting		Responsibility of Treasurer	
Identify sponsors (if appropriate)		Overseen by Treasurer	
Book pitches or venues as appropriate		A Committee member	
Agree on home stay option and plan accordingly (see Home Stay Section)			
APPROX. 6 WEEKS BEFORE EVENT			
Organising Committee meeting			
Post correspondence to visiting Clubs with relevant forms etc.			
Check insurance implications if any			
Complete event plan and circulate			
Check out all venues by visit			
APPROX. 4 WEEKS BEFORE THE EVENT			
Organising Committee meeting			
Confirm participating teams and Clubs			
Make 'draws' and circulate information			
Arrange for First Aid at tournament			
APPROX. 2 WEEKS BEFORE THE EVENT			
Organising Committee meeting			
A team withdraws from the Tournament			
APPROX. 1 WEEK BEFORE THE EVENT			
2nd team withdraws from tournament			
New sponsor seeks role in the Tournament			
DAY OF THE TOURNAMENT			
Up early!			
Register each team and their coaches			
Check dates of birth			
AFTER THE EVENT REVIEW			
Organising Committee meeting			
Financial report			
Event report			
Treat the organising Committee and all helpers!			