



Cumann Camógaíochta Inis Cartha **POLICY STATEMENT and GENERAL GUIDELINES for** **APPROPRIATE CONDUCT**

A RATIONALE

1. **Cumann Camógaíochta na nGael Inis Cartha** is fully committed to safeguarding the well being of its members. Every individual in the association should at all times, show respect and understanding for members' rights, safety and welfare, and should conduct themselves in a way that reflects the principles of the Association and the guidelines contained in the club's GUIDELINES FOR APPROPRIATE CONDUCT.
2. In Cumann Camógaíochta na nGael Inis Cartha, our first priority is the welfare of young people and we are committed to providing an environment which will allow participants to perform to the best of their ability, free from bullying and intimidation.
3. As part of our commitment we have adopted this Policy Statement which is designed to protect our players, mentors and members of Cumann Camógaíochta na nGael Inis Cartha.
4. We shall endeavour to make all members aware of this Policy.

B CORE VALUES

The work of Cumann Camógaíochta na nGael Inis Cartha is based on the following principles, that will guide the development of our sport for young people:

1. **Integrity in relationships**
Interaction between members in our sport should be done with integrity and respect. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within Camogie.
2. **Quality atmosphere and ethos**
Within our club, activities for young people should be conducted in a safe, positive and encouraging atmosphere. Competition and specialisation are kept in their appropriate place. Coaches/mentors aim to put the welfare of the player first and competitive standards second.
3. **Equality**
All members should be treated in an equitable and fair manner.
4. **Fair Play**
Fair play is a central guiding principle of this Policy Statement. It incorporates the concepts of friendship, respect for others and always playing with a positive and fair spirit.

5. **Safety**

Practice and games should be conducted in such a manner that safety is paramount. Equipment used and expectations of players should be appropriate to the nature of the sport and the age, ability and wellbeing of the players.

C CHILDREN'S OFFICERS

1. Cumann Camógaíochta na nGael Inis Cartha shall appoint a Children's Officer or Officers. The Children's Officer shall be an officer of the club with voting rights. The Children's Officer will act as a resource with regard to children's issues.
2. Children's Officers should review current policies in relation to young people, and check that activities are conducted in a safe manner.
3. The Children's Officer should be informed by players, coaches/mentors, other members or the public of any concerns that may arise in relation to the safety or the protection of young people.

D GUIDELINES FOR THE CLUB CHILDREN'S OFFICER

The Children's Officer should:

1. Promote awareness of the Club's Policy Statement and the Code of Ethics and Best Practice for Children, within the club, among young members and their parents / guardians.
2. Encourage all relevant personnel to attend the Irish Sports Council Basic Awareness training.
3. Facilitate and ensure compliance with Cumann Camógaíochta na nGael's Garda Vetting procedures.
4. Influence policy and practice within the club in order to prioritise children's needs.
5. Ensure that the children have a voice in the running of their club and ensure that there are reasonable steps young people can take to express concerns about their sports activities / experiences.
6. Encourage members to sign an annual membership form that includes signing up to the General Guidelines for Appropriate Conduct.
7. Encourage the appropriate involvement of parents/guardians in the club activities.
8. Facilitate parents' information sessions as appropriate.
9. Establish contact with the County Children's Officer, and attend meetings as arranged by that Officer.
10. Report regularly to the Club Management.
11. The Children's Officer shall be the 'designated person', as referred to in *Our Games Our Code*.

E COMPLAINTS AND APPEALS PROCEDURE

1. Complaints relating to alleged breaches of the Club's General Guidelines for Appropriate Conduct, or Cumann Camógaíochta na nGael's Code of Ethics and Best Practice, must be lodged with relevant Children's Officer
2. The complaint should outline all relevant details.
3. If the complaint involves a Child Protection Concern or an alleged or suspected criminal offence, the Children's Officer should, in the first instance, refer to Section 5 of Cumann Camógaíochta na nGael's Code of Ethics and Best Practice, and should follow the guidelines therein for procedure.

4. Minor breaches of the Code of Ethics and Best Practice may be dealt with by the relevant Children's Officer, following advice from the County Board's Children's Officer if appropriate.
5. For more serious breaches of The Code of Ethics and Best Practice the complaint should be brought to the attention of the Cathaoirleach of the club, who should convene a DISCIPLINARY COMMITTEE, which should comprise a senior officer, the children's officer and one other ordinary member. Procedure in such instances will be guided by the County Board's Children's Officer.
6. Coaches/mentors may not hear a complaint in confidence and should inform a complainant accordingly. Coaches/mentors must report such complaints to the Children's Officer. Coaches/mentors may not on their own deal with any serious complaints.

F RECRUITMENT PROCEDURE

1. Cumann Camógaíochta na nGael Inis Cartha will take all reasonable steps to ensure that coaches/mentors working with players are suitable and appropriately qualified.
2. Coaches/mentors whether paid or unpaid, may be expected to go through appropriate recruitment and selection procedures.
3. The responsibilities of the role and the level of experience/qualifications required should be drawn up by the Committee of the Club and clearly stated before a leader/trainer/mentor is appointed.
4. New coaches/mentors may be asked to fill in an application form, give names of referees that can be contacted and may be interviewed.
5. New coaches/mentors must be checked by Cumann Camógaíochta na nGael's Garda Vetting Service.
6. A probationary period is advisable, during which the coach/mentor is always supervised.
7. Appointed / reappointed coach/mentor agree to abide by this Policy Statement and General Guidelines for Appropriate Conduct.
8. Every effort should be made to manage and support appointed coaches/mentors. Adequate supervision should be provided.
9. A coach/mentor should not work alone.
10. A decision to appoint a coach/mentor is the responsibility of the Club and not of any one individual within it. The club should ratify all recommendations for appointment.
11. All forms should be filed as a matter of record by the Club.

G GENERAL GUIDELINES FOR APPROPRIATE CONDUCT: Mobile Phones

1. ***As a young person, remember:***
 - 1.1. If you receive an offensive photo, e-mail or message, do not reply, make a note of times and dates and tell a parent or children's officer within the club.
 - 1.2. Don't use the phone in certain locations, e.g. changing rooms: inappropriate use of your phone camera may cause upset, offence or damage to another person.
2. ***As a Coach/Mentor, remember:***
 - 2.1. All communication re Camogie should be by group message.
 - 2.2. For players U-18 group messages will be sent to parents, unless otherwise agreed by parent/guardian.
 - 2.3. It is not appropriate for a coach/mentor to have regular/constant communication with individual players.
 - 2.4. Don't use the phone in certain locations, e.g. changing rooms: inappropriate use of your camera phone may cause upset, offence or damage to another person.

H GENERAL GUIDELINES FOR APPROPRIATE CONDUCT:

1. Use of photography:

- 1.1 In order to ensure that the public are aware that photographs may be used to represent the sport, Cumann Camógaíochta Inis Cartha should seek parental permission for the use photographs of players.
- 1.2 Photographers, film/video operators wishing to record an event or practice session should seek accreditation from the children's officer and/or leader of the session. Where possible the operator's professional identification should be sought and a record made.
- 1.3 When commissioning professional photographers or inviting the press to a game or session, organisers should ensure that they are clear about the Club's expectations of them in relation to child protection.

2. Travelling with U18 on Away Trips/Overnight Stays

- 2.1 There is extra responsibility taken on by coaches/mentors when travelling with children to events.
- 2.2 Permission forms should be signed by parents/guardians for overnight stays, containing emergency contact numbers.
- 2.3 Each separate away trip/overnight stay requires a separate permission form.
- 2.4 Players should be made aware of an appropriate set of rules to the particular away trip.
- 2.5 Parents should be encouraged to travel in order to assist with supervision.

3. Supervision

- 3.1 Coaches/mentors should make sure there is an adequate adult: child ratio. As a guide the following ratios are recommended by the club:
 - i. A ratio of 1:8 for under 12 years of age.
 - ii. A ratio of 1:10 for participants over 12 years of age.
 - iii. The recommended ratio may change depending on the circumstances, e.g. players with special needs or away trips may need higher levels of supervision.
- 3.2 All teams should have at least one female leader.
- 3.3 In order to avoid being alone with any one player, coaches/mentors should meet players in an open environment, in view of others.
- 3.4 When parents are asked to supervise in changing rooms, they should do so in pairs of appropriate gender.
- 3.5 Coaches/mentors should clearly state times for start and end of training sessions or competitions.
- 3.6 Coaches/mentors should remain in pairs until all players have been collected.
- 3.7 Each Coach/mentor group should have a log book to keep attendance records and should record in the log book any incidents / injuries that occur, and any action that has been taken in dealing with those incidents / injuries.
- 3.8 Parents assuming supervision duties need not have any knowledge of the technicalities of the sport of Camogie.
- 3.9 Parents assuming supervision duties must complete a Garda Vetting Form, which can be got from the Children's Officer.

I GUIDELINES FOR COACHES, MENTORS, TRAINERS, OFFICIALS AND VOLUNTEERS.

1 DUTIES ON/OFF THE FIELD

1.1 It is compulsory for all coaches/mentors of underage teams to complete a child welfare workshop.

1.2 *Coaches/mentors Should:*

- a. Treat all members and participants with respect;
- b. Address members with courtesy and politeness at all times;
- c. Issue instructions in clear, simple and helpful terms;
- d. Encourage and applaud effort wherever possible;
- e. Within reason, listen to members' questions and concerns;
- f. Ensure that appropriate gear is worn when playing or practising – eg helmets, proper boots etc.;
- g. Ensure the safety and security of all members whether on the field or in the dressing rooms;
- h. Have two or more adults in the dressing room with children;
- i. If, in exceptional circumstances, it becomes necessary for a coach/mentor to be alone in a dressing room with children, the dressing room door, in that circumstance should be left open;
- j. Hold team talks on the field where it is practicable to do so;
- k. See that all members have left the dressing rooms before locking up;
- l. Be punctual, arrive ahead of starting time and, in the case of juveniles, do not leave until all participants have left or are accompanied by an adult;
- m. Be patient with parents and explain rules and procedures to them as appropriate;
- n. Invite parents to attend games and training sessions;
- o. When phoning: use group texting or talk to parents in the first instance when dealing with juveniles.

1.3 *Coaches/Mentors Should Not:*

- a. Bully members or allow members to be bullied;
- b. Embarrass members or allow members to be embarrassed;
- c. Use or permit to be used foul, offensive or insulting language;
- d. Do anything that would undermine the confidence of a player;
- e. Be disrespectful or unfair to opposition players/management;
- f. Engage in emotional outbursts/displays of anger;
- g. Coaches/mentors should not be alone with one child;
- h. Coaches/mentors should not be under the influence of alcohol or illicit substances and should not smoke during a training session or game.

2 DEALING WITH COMPLAINTS OR ALLEGATIONS

2.1 *Coaches/Mentors Should:*

- 2.1.1 Always report an allegation of abuse or a disclosure to a Children's Officer;
- 2.1.2 Be aware of the club's procedure for dealing with allegations of abuse;

2.2 *Coaches/Mentors Should Not:*

- 2.2.1 Promise to keep a confidence regarding an allegation of abuse;
- 2.2.2 Investigate an incident or an allegation on their own.

2.3 ***Coaches/Mentors Should Be Aware That:***

2.3.1 Certain people target young and vulnerable children

2.3.2 Vigilance is needed when protecting young and vulnerable children.

J GUIDELINES FOR PLAYERS

1. *Players should:*

- 1.1. Treat coaches/mentors with respect, (e.g. managers, coaches, selectors, officials);
- 1.2. Play fairly at all times, do their best;
- 1.3. Respect team members, even when things go wrong;
- 1.4. Respect opponents, be gracious in defeat; be dignified in victory. Shake hands before and after games.
- 1.5. Abide by the rules set down by coaches/mentors for all matches and training sessions, especially when travelling to away events;
- 1.6. Treat referees and officials with respect;
- 1.7. Behave in a manner that avoids bringing the Club and the sport of Camogie into disrepute;
- 1.8. Behave with dignity and respect in the changing rooms;
- 1.9. Report inappropriate or offensive phone calls or messages received;
- 1.10. Talk to a Children's Officer if they have any problems.

2. *Players should never:*

- 2.1 Cheat;
- 2.2 Use violence; Use any physical contact that is not allowed within the rules;
- 2.3 Shout at or argue with officials, team mates, mentors or opponents;
- 2.4 Harm team members, opponents or their property;
- 2.5 Bully or use bullying tactics to isolate another player, or to gain unfair advantage;
- 2.6 Take banned substances;
- 2.7 Keep secrets, especially if they have been caused harm;
- 2.8 Tell lies about adults / young people;
- 2.9 Spread false rumours;
- 2.10 Use their phone or camera in a manner that may cause offence;
- 2.11 Engage in any form of cyber-bullying, internet or phone bullying.

K GUIDELINES FOR PARENTS

Parents should:

1. Respect the rules and procedures set down in Cumann Camógaíochta na nGael's *Our Games Our Code* and the Club's Guidelines for Appropriate Conduct;
2. Respect their children's coaches/mentors, their team mates and their parents, as well as the players, parents and coaches from opposing teams;
3. Encourage their children to treat other participants, coaches, selectors, and managers with respect;
4. Give encouragement and applaud positive accomplishments whether from their children, their children's team mates, their opponents or the officials;
5. Respect the officials and their authority during matches;
6. Never demonstrate threatening or abusive behaviour or use foul language;
7. Not enter the field of play, before, during or after a game, unless specifically invited to do so by an official in charge.

L GUIDELINES ON PLAYER SELECTION & TRAINING GROUPS

These guidelines aim to provide clarity to players, coaches & parents on selection guidelines for all teams but with particular emphasis on teams up to and including 16 years of age. It is the responsibility of coaches and mentors in co-operation with the Juvenile Co-Ordinator to ensure adherence to this policy.

POLICY DETAILS

- 1.1 Players registered with the Club shall be placed in panels according to their age as of January 1st in the particular year.
- 1.2 Up to and including U13 we have a Play on Age policy. Any player who refuses to train or play with their own age group may be prohibited from playing up. 'Playing up' is where a player plays and/or trains with a panel of older players; e.g. an under-12 player plays with an under-13 team.
 - 1.2.1 Exceptions to this rule are only allowed in following cases :
 - 1.2.1.1 Not enough players on the Age are available to provide a full match day panel to complete fixtures. Note that a Match Day Panel should be enough players plus approx 50% substitutes. In the case of a 15 a side game then players on age would have to be fewer than 23 to allow a girl 1 year younger to be included.
 - 1.2.1.2 Where Juvenile Co-Coordinator, coach/mentor & Club Chairman believe it is in the best interest of player and/or club.
- 1.3 From U14 a coach can choose panel based on 24 Month Age Window. As an example for 2015 the U14 Panel can be drawn from girls born in 2001 & 2002 only. Note that this policy reflects the policy of County Board to only consistently supply competitions at U14, U16 & Minor Level
 - 1.3.1 Exceptions to this rule are only allowed in following cases :
 - 1.3.1.1 Not enough players on Age are available to provide a full match day panel to complete fixtures. Note that Match Day Panel should be enough players plus approx. 50% substitutes. In the case of a 15 a side game then players on age would have to be fewer than 23 to allow a girl 2 year younger to be included.
 - 1.3.1.2 Where Juvenile Co-Coordinator, the coach/mentor and the Chairman believe it is in the best interests of the player and/or the club.
- 1.4 The Club will endeavour to ensure that regular games are provided for all players registered and training regularly with club.

- 1.4.1 Note that registered players who without good reason do not train regularly may not be entitled to playing time in games.
 - 1.4.2 Coaches/mentors, in consultation with the Chairperson and the Disciplinary Committee, may in special circumstances, impose disciplinary sanction on players.
- 1.5 If a player/parent/guardian/club member feels this policy is not being implemented then he/she should contact Juvenile Co-Coordinator and/or Chairman with their concerns.

M OWNERSHIP

This Policy and Guidelines for Appropriate Conduct are owned by Cumann Camógaíochta Inis Cartha and can only be amended/changed through a process consisting of an initial review by the Code of Practice Committee and subsequent approval of any proposed amendments/changes at a general meeting of the Club. The individual constituent members of the Code of Practice Committee shall be individually proposed and approved annually at a general meeting of the Club.

Code of Practice Committee 2015 as approved at the meeting of 28th October 2014:

Geralyn O Driscoll, Terry McMahon, Rena Buckley, Peter Gleeson and Liam Ryan.

N DOCUMENT HISTORY

Rev A: Initial Release 27th January 2015 as approved by the EGM of the same date.