



CODE OF CONDUCT & BEST PRACTICE

"Children's attitudes are influenced by the behaviour which is accepted around them".

Ref: Our Duty To Care

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PART 1

INTRODUCTION

These draft proposals prepared by the General Purposes Committee sets out a Code of Conduct for all club officials, officers, members, mentors and players. These proposals are in draft format and subject to the acceptance and adoption of the club executive. Submissions are invited from all interested parties.

The 'Code' is divided into TWO parts -

Part 1 draws from the official Code of Conduct for GAA club officials/officers. It also deals with club activities and procedures.

Part 2 concentrates on the well-being of children in our care and draws heavily from 'Our Duty to Care' Principles of Good Practice for the protection of Children and Young People published by Child Care (NI) and from the Sports Council of Irelands code of ethics and good practice for children's sport. It also outlines Codes of Behaviour for all players in the club.

CODE OF CONDUCT FOR GAA CLUB OFFICIALS / OFFICERS

Club Officials / Officers should be full members of Cumann Luthchleas Gael and be deemed to have full knowledge of the Rules and Regulations of the Association and be bounded by them (in line with the Manuals). The desirable qualities of Officials / Officers should be:

- ❖ Knowledge and acceptance of GAA ideals
- ❖ Good community standing
- ❖ Dedication
- ❖ Integrity and Respect in Relationships
- ❖ High standards of organisation
- ❖ Moral courage and willingness to devote time
- ❖ Recognise the importance of Childhood
- ❖ Recognise the needs of the Child
- ❖ Develop a quality atmosphere and ethos and appropriate competition

Officials/Officers should:

- ❖ Act within the Rules and the Law of Cumann Luthcleas Gael (C.L.G.)
- ❖ Have the highest standards of integrity, sportsmanship and discipline
- ❖ Uphold the constitution of C.L.G. in the spirit as well as in the law
- ❖ Provide leadership and motivate people to work for the aims and ideals of C.L.G.
- ❖ Understand his/her exact role in relation to other Officials / Officers within C.L.G. Accept that he/she should be subject to the authority of the relevant Committee/Council

YOUTH COACHES

Our Youth coaches should:

Develop a proper attitude towards our games in the role of players and mentors, particularly in relation to punctuality, dress and language.

Ensure regular games for the greatest number of players.

Ensure that special attention is given to less talented players.

Encourage sportsmanship and “Fair Play” on the field of play among youth players.

Encourage respect for Match Officials by their own behaviour towards such officials.

Avoid the use of players 3 years younger than the age grade of any competition, except in exceptional circumstances.

Become familiar with the basics of First Aid.

Become familiar as to what abuse involves and of those who can abuse Children. Be able to recognise child abuse.

Plan and manage child activities, thus creating an organised and healthy environment which will minimise opportunities for children to suffer harm.

Encourage parental support in overseeing safety aspects.

CLUB MEMBERSHIP

Membership fee to be agreed by committee, and paid by 1st March each Year.

CLUB COMMITTEE

The Club Committee, made up of Executive Officers and Committee members shall now be known as the Club Management Committee.

CLUB MEETINGS (other than E.G.M. and A.G.M.)

Start on time and finish on time (2 hours maximum)

Meetings shall be arranged for a set night e.g. 1st Thursday.

CLUB FINANCES

All payments to be made by cheque.

All monies received to be receipted in a receipt book with numbers and Club name.

Accounts presented for the A.G.M. to be audited if deemed necessary by Club Management Committee.

All cheques from all accounts including subsidiary accounts should be signed by the Treasurer and at least one other cheque signatory.

CLUB A.G.M.

3 weeks in advance of the A.G.M. An Runai shall send out the following to full ordinary members.

- Notices containing date, time, place and agenda for A.G.M.
- Nomination form including form for notices of motions.
- Return date.

One week in advance An Runai shall send out the following to full ordinary members.

- Complete list of those accepting Nominations (in alphabetical order)
- Notices of Motion.
- Annual report and club financial accounts.

CLUB A.G.M.

An Runai is Responsible for all arrangements relating to the A.G.M.

Executive Officers are elected at A.G.M.

The Club Management Committee shall be made up of all full ordinary members attending the A.G.M. who shall not be absent without apology from three Club meetings.

The Chairperson of the Club shall appoint the chairpersons of Sub-committees and these shall be members of Club Management Committee.

Each Sub-Committee to report to each Management Committee Meeting.

TICKETS FOR ALL-TICKET GAMES

Criteria for allocation:

1. Must be paid-up members
2. Active in Club and include:
 - a) Club Committee
 - b) Players
 - c) Coaches and Mentors
 - d) Club workers e.g. Field Maintenance
3. If there are surplus tickets available and all above are looked after the club should raffle the remaining tickets.

PART 2 OUR DUTY TO CARE

SAFETY OF CHILDREN

To ensure the safety of children in our care we will:

- i. Insist that every child wears a seat-belt when in transport by car, to and from Matches.

- ii. Request that parent/guardian-

Deliver their child to the match grounds/ assembly point and report their arrival to the Team Manager

Report their departure to the Team Manager

This is needed so that an accurate Register can be kept.

If there is only one child to deliver – parents will be contacted before setting off to leave the child off – that child will sit in the back of the car.

- iii. We will undertake to arrange supervision at Match grounds 15mins before and after each Event.
 - iv. We will have access to mobile telephone in the event of emergencies and will endeavour to contact parent/guardian as soon as is possible.
 - v. For trips away, written permission of parent / guardian will be required
 - vi. The roles and responsibilities of adults participating in away trips will be clearly defined.
 - vii. Ensure immediate response to accidents and complaints
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PROCEDURES FOR REPORTING:- ACCIDENTS, COMPLAINTS, ALLEGATIONS.

It is important to maintain good channels of communication between ourselves in the Club, children and parent/guardians.

- i. In the event of an accident, formal complaint or allegation a written record will be made and the matter referred to our General Purposes Committee.
- ii. Parent/guardian and those concerned will be kept informed.
- iii. All investigations will be carried out in accordance with 'Cumann Luthchleas Gael - Guidelines for The Investigation and Management of Allegations of Child Abuse'.
(Copy with Committee Secretary)

GUIDELINES FOR CHILDREN:

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child members of sports Clubs/Organisations. Children must be encouraged to realize that they also have responsibilities to treat other Children and Sports Leaders with fairness and respect.

CHILDREN IN SPORT ARE ENTITLED TO:

- ❖ Be safe
- ❖ Participate in sporting activities on an equal basis, appropriate to their ability and stage of development
- ❖ Be treated with dignity, sensitivity and respect
- ❖ Be happy, have fun and enjoy sport
- ❖ Experience competition and the desire to win as a positive and healthy outcome of striving for best performance
- ❖ Comment and make suggestions in a constructive manner
- ❖ Make a complaint in an appropriate way and have it dealt with through an effective complaints procedure
- ❖ Be afforded appropriate confidentiality
- ❖ Be represented at decision making bodies/meetings within their Sports Club / Organisation
- ❖ Have a voice in the running of their Club
- ❖ Be listened to
- ❖ Be believed

CHILDREN SHOULD UNDERTAKE TO:

- ❖ Play fairly, do their best and have fun
- ❖ Shake hands before and after the event, whoever wins — and mean it.
- ❖ Respect Officials and accept their decisions with grace not a grudge.
- ❖ Respect fellow Team Members; give them full support both when they do well and when things go wrong.
- ❖ Respect opponents, they are not enemies, they are partners in a sporting Event.
- ❖ Give opponents a hand if they are injured or have problems with equipment.
- ❖ Accept apologies from opponents when they are offered.
- ❖ Be modest in victory and be gracious in defeat.
- ❖ Show appropriate loyalty to their sport and all its participants.
- ❖ Make high standards of fair play the example others want to follow
- ❖ Approach the Children's Officer with any questions or concerns they may have.

CHILDREN SHOULD NOT:

- ❖ Cheat
- ❖ Use violence, use physical contact, only when it is allowed within the Rules.
- ❖ Shout at, or argue with, the Referee, Officials, Team mates or Opponents.
- ❖ Take banned substances to improve performance.
- ❖ Bully.
- ❖ Tell lies about adults or other children.
- ❖ Spread rumours
- ❖ Keep secrets about any person who may have caused them harm

CODES OF BEHAVIOUR

General

We must endeavour to promote positive behaviour based on mutual respect. To promote such it is necessary to outline our expectations regarding acceptable behaviour. These are outlined below.-

- i. Coaches, referees and officials must be listened to and obeyed.
- ii. All members of the Club must be loyal to it.
- iii. We must all learn to be good team sports.

These expectations should be made explicit to children by Coaches and Team Managers.

Attention should also be drawn to what would be considered unacceptable behaviour.

- i. Arguing with Referees, Coaches, Team Managers or fellow players.
- ii. Use of bad language.

In the event of repeated offences sanctions may be imposed.

As adults it is important that we 'lead by our example' and we should therefore guard against:-

- i. Arguing with Officials.
- ii. Use of over critical tone with Children.
- iii. Leaving ourselves open to allegations of

Neglect
Physical abuse
Social abuse
Emotional abuse

In the event of extreme misconduct matters will be referred to Cumann Luthchleas Gael.

CODES OF BEHAVIOUR

Players

We must endeavour to promote a Team Spirit based on commitment to preparation, enjoyment, discipline, pride in our club, and mutual respect for our team-mates and mentors.

Every team player makes a commitment to the success or otherwise of the team. All players and team mentors have a responsibility to do their utmost for the team and must actively encourage and help other team members to succeed. Everyone involved must work together in the preparation, be committed to the cause and share in the enjoyment of competing and representing the club and the parish of Fossa.

To promote best behaviour it is necessary to outline our expectations regarding what is acceptable behaviour. These expectations have been compiled with the assistance of our players and team mentors and are outlined below.-

1. Club membership must be paid at the start of the season.
2. Attend all training sessions
3. Always inform team management in advance if unable to attend training or matches.
4. Arrive on time for training and matches.
5. Listen when coach is giving instructions and carry out game plan.
6. Treat fellow players, mentors, club officers, referees and match officials with respect.
7. Do not use foul or abusive language.
8. Always promote the club in a positive way.
9. Treat club property with respect.
10. Prepare properly for games - abuse of alcohol or late nights etc is not acceptable.
11. Be a role model for peers and underage players in the club by getting involved in other club activities such as club meetings, fund raising etc

In the event of unacceptable behaviour by any player, sanctions may be imposed for the benefit of the Team.

COMMUNICATION

"The best programmes begin with a parents' meeting or information sheet to clarify times, dates, venues, expectations, coaching input, travel, proper clothing, responsibilities etc.". Team 2000

Prior to commencement of a new season, a full programme of events will be sent out to all members. While subject to change we will endeavour to adhere to this programme. Names of coaches and contact numbers for each team/group will be included as well as fixture lists, where available.

This Code of Conduct & Best Practice applies to all associated with the Club and to all Events organised by and in the name of the Club.

'CHILDRENS' ATTITUDES ARE INFLUENCED BY THE BEHAVIOUR WHICH IS ACCEPTED AROUND THEM'. Ref Our Duty To Care.

COMPILED BY.. General Purposes Committee

Mr. Pat Sweeney – Chairman
Mr. Dan McKenna
Mr. Gene Moriarty
Mr. John Rice
Mr. James Houlihan

REFERENCES

Code of Conduct for GAA Club Officials/Officers CLG.

Goals for Better Team Play - Head, Hands and Feet. Team 2000

Guidelines for the Investigation and Management of Allegations of Child Abuse CLG.

'Our Duty to Care' Principals of Good Practice for the Protection of Children and Young People. Childcare NI.

Sports Council of Ireland's code of ethics and good practice for children's sport.

(Copies available from Club Secretary)

RECORDING ALLEGATIONS OR SUSPICIONS OF CHILD ABUSE

CHECKLIST

NAME OF CHILD

AGE

ANY SPECIAL FACTORS

PARENT'S/GUARDIAN'S NAME

HOME ADDRESS AND PHONE NUMBER

IS THE PERSON MAKING THE REPORT EXPRESSING THEIR OWN CONCERNS OR PASSING THOSE OF SOMEBODY ELSE? IF SO, RECORD DETAILS

WHAT HAS PROMOTED THESE CONCERNS? INCLUDE DATES AND TIMES OF ANY SPECIFIC INCIDENTS.

ANY PHYSICAL SIGNS?
BEHAVIOURAL SIGNS?
INDIRECT SIGNS?

HAS THE CHILD BEEN SPOKEN TO? IF SO, WHAT WAS SAID?

HAVE THE PARENTS/GUARDIANS BEEN CONTACTED? IF SO, WHAT HAS BEEN SAID?

HAS ANYONE BEEN ALLEGED TO BE THE ABUSER? IF SO. RECORD DETAILS.

HAS ANYONE ELSE BEEN CONSULTED? IF SO, RECORD DETAILS

Disciplinary Procedures

In the event of a breach of the Club's Codes of Behaviour as contained in The Code of Conduct & Best Practice, the matter will, in the first instance, be noted by the relevant coach or manager and reported to the head coach of the relevant group. Should the head coach deem it necessary the matter will be reported to the General Purposes Committee.

The Committee has the right to impose sanctions of temporary or fixed term suspensions or alternative sanctions it deems appropriate.

Any member and his or her guardian may address this Committee prior to decisions being made.

Decisions of the Committee will be forwarded in writing within seven days.

The Committee will meet on an ad-hoc basis by necessity only.

Any appeal against the decision of the Committee should be made in writing to the full Committee, via the Club Secretary, within seven days of receipt. All such appeals will be heard at the subsequent Committee meeting and decisions forwarded in writing within seven days.

In the event of complaints, or allegations, against any member of the Club Committee, Coach, Team Manager or Official, the matter will be brought before the General Purposes Committee and dealt with in the manner already outlined. In order to avoid conflict of interest, no person or member of their immediate family may participate in a disciplinary hearing of which they are subject.

ACCEPTANCE FORM

Failure to conform to the code of behaviour contained within the CODE OF CONDUCT & BEST PRACTICE OF FOSSA GAC 2004 will result in a verbal warning and where appropriate, possible Disciplinary action.

I have read and understand the Code of Behaviour.

MEMBER SIGNATORY

DATE

Note: *Subsequent renewals of membership will be deemed Acceptance of the CODE OF CONDUCT & BEST PRACTICE OF FOSSA GAC 2004.*

ACCEPTANCE FORM FOR CHILDREN

NAME OF CHILD

AGE

PARENT'S/GUARDIAN'S NAME

HOME ADDRESS AND PHONE NUMBER

NAME OF COACH