



CLAREMORRIS RFC



Claremorris Colts Rugby Football Club

Child Welfare Policy Document

Season 2017-18



CLAREMORRIS RFC



The guidelines in this document are based on the national guidelines as outlined in the following documents.

1. Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, Revised 2005.
2. Children First: National Guidelines for the Protection and Welfare of Children, Department of Health & Children 2008.
3. IRFU Child Welfare Policy Document

For the purpose of this document we accept that a child or young person is any person under the age of 18 years.



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1. Mission Statement and Guiding Principles

Claremorris Colt's mission statement is to provide the opportunity for each child in the club to enjoy the game of rugby in a safe positive learning environment. Special effort is made to promote the core rugby values of Integrity, Passion, Solidarity, Discipline and Respect alongside enjoyment, physical fitness and high standards in all the programmes offered by the club.

Children's experience of rugby should be guided by what is best for the children and not for their coaches. The development stage and the ability of the child should guide the types of activity provided within the club. Adults should have a basic understanding of the needs of children i.e. physical, emotional and personal needs and the action of the adult in dealing with children should be guided by this understanding. The work of Claremorris Colts Rugby Football Club is based on the following guiding principles that drive the development of sport for young people in the club.

Integrity in relationships: Adults interacting with young people should do so with integrity and respect for the child. All adult actions in Claremorris Colts RFC should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within Claremorris Colts RFC.

Children's rugby i.e. training and games versus other clubs will be conducted in a safe, positive and encouraging atmosphere. A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Coaches/managers/mentors must put the welfare of the children first and competitive standards second. This child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Equality: The policy of Claremorris Colts RFC is to treat all children in an equitable and fair manner regardless of age, ability, sex, sexual orientation, religion, social and ethnic diversity or political persuasion. Children with disabilities should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play: Fair play is the guiding principle of the Irish Sports Council's Code of Ethics and Good Practice for Children's Sport. It states that "all children's sport should be conducted in an atmosphere of fair play". Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving and Claremorris Colts RFC will strive to instil the principle of fair play in the actions taken by all stakeholders in the club.



2. Equity Policy Statement

Claremorris RFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



3. Child Welfare Policy

3.1 Child Welfare Statement

Claremorris Colts RFC is committed to ensuring that all necessary steps are taken to protect and safeguard the welfare of children who participate in rugby related sports. The Claremorris Colts RFC Child Welfare Policy document clearly demonstrates the importance placed by Claremorris Colts RFC on the welfare and safety of children who participate in activities organised by the club.

All children who participate in rugby should be able to do so in a safe and enjoyable environment and be protected from any form of abuse, be it physical, emotional, sexual, neglect or bullying. The responsibility for protecting children lies with all adults involved in the club. Claremorris Colts RFC recognises and accepts its responsibility to safeguard the welfare of all children and to protect them from physical, emotional or sexual harm and from neglect or bullying.

The policies, practices and procedures within this document in addition to the appropriate training aims to ensure that every adult in Claremorris Colts RFC knows exactly what is expected of them in relation to protecting children and young people who are participating in club activities. Adherence to these guidelines will help ensure that children who participate in Claremorris Colts RFC activities are able to do so in a safe, enjoyable and quality environment.

In pursuit of protecting and safeguarding the welfare of children who participate in club activities Claremorris Colts RFC will:

1. Advise all members of Claremorris Colts RFC (leaders, coaches, players, parents and spectators) of their responsibilities in relation to the welfare of children who participate in club activities.
2. Operate within the recommended Sports Council of Ireland/IRFU codes of best practice guidelines for youth sport.
3. Appoint a Club Child Welfare Officer as per IRFU and Sports Council of Ireland requirements.

The aims of the Claremorris Colts RFC Child Welfare Policy are:

1. To provide appropriate guidance, procedures and advice to all club members (players, leaders, coaches, volunteers, spectators and parents) in all matters concerning child welfare and protection.
2. To demonstrate best practice in the area of child welfare and protection.
3. To promote ethics and best practice standards throughout the club membership.

The key principles underpinning this Policy are that:

1. The welfare of the child is the first and of paramount consideration.
2. All children have a right to be protected from abuse of any kind regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.



3. It is essential that we work in partnership with children and their parents/guardians. The *HSE* has a statutory responsibility to safeguard and protect the welfare of children and Claremorris Colts RFC is committed to cooperating fully with the *HSE* in accordance with procedures as outlined in "Children First" National Guidelines for the Protection and Welfare of Children.
4. Claremorris Colts RFC will cooperate fully with the IRFU National Child Welfare Officer, Gardai and the *HSE* in any investigation of child abuse in Rugby activities.
5. All allegations of child abuse will be dealt with as per IRFU Guidelines for Dealing with Allegations of .

3.2 Child Welfare Officer

The appointment of Club Child Welfare Officer is an essential element in the creation of a quality atmosphere in any club. He/She acts as a resource to members with regard to children's issues and also ensures that children have a voice in the running of the club and can freely talk of their experiences.

Government guidelines advise that a Child Welfare Officer should be appointed by all clubs and this should be done in accordance with recommended selection and recruitment procedures. The appointment of this person should be carried out in consultation with juvenile members and their parent/guardians, and ratified at each annual AGM.

The Child Welfare Officer at Claremorris Colts RFC is:

- Robert Campbell - 087 7411619
- Annette Byrne – 087 220 4123

The Child Welfare Officer will have the following functions:

1. To promote the IRFU Child Welfare Policy Document & Irish Sport's Council Code of Ethics & Good Practice for Children's sport.
2. To influence policy and practice and to prioritise children's needs.
3. To ensure that children have a contact point to report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the Department of Health and Children's Guidelines "*Children First*"
4. To encourage the participation of parents/guardians in club activities.
5. To co-operate with parents to ensure that each child enjoys his/her participation in rugby.
6. To act as a resource with regard to best practice in children's sport.
7. To report regularly to the Club's Executive Committee.
8. Club Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. This responsibility lies with the Health Service Executive and Gardai.



9. Responsible for dealing with any concerns about the protection of children and for reporting allegations or suspicions of child abuse to Health Services Executive and/or Gardai.
10. Responding to Accidents & Complaints or to Alleged or Suspected Child Abuse

3.3.1 Dealing with Suspected Abuse

3.3.1.1 Reporting Abuse

If there are grounds for concern (Appendix 1) about the safety or welfare of a young player you should react to the concern. If unsure about whether or not certain behaviours are abusive (Appendix 2) and therefore reportable, you should contact the duty social worker in the Local Health Board or Social Services Department (Appendix 3) for advice. Grounds for concern include a specific indication from a player, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

3.3.1.2 Steps for Reporting Suspected Abuse

Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information. Report the matter as soon as possible to the designated officer within the club responsible for reporting abuse e.g. Child Welfare Officer. The Club Child Welfare Officer must report the matter to the Connacht Branch Child Welfare Officer without delay who must take immediate steps to safeguard the Age Grade Player and to refer the complaint or suspicion of abuse to the Statutory Authorities and to the National Child Welfare Officer.

The Connacht Branch Child Welfare Officer is:

Lyndon Jones
Tel: 087 248 3073
E_ mail: Lyndon@cbirfu.ie

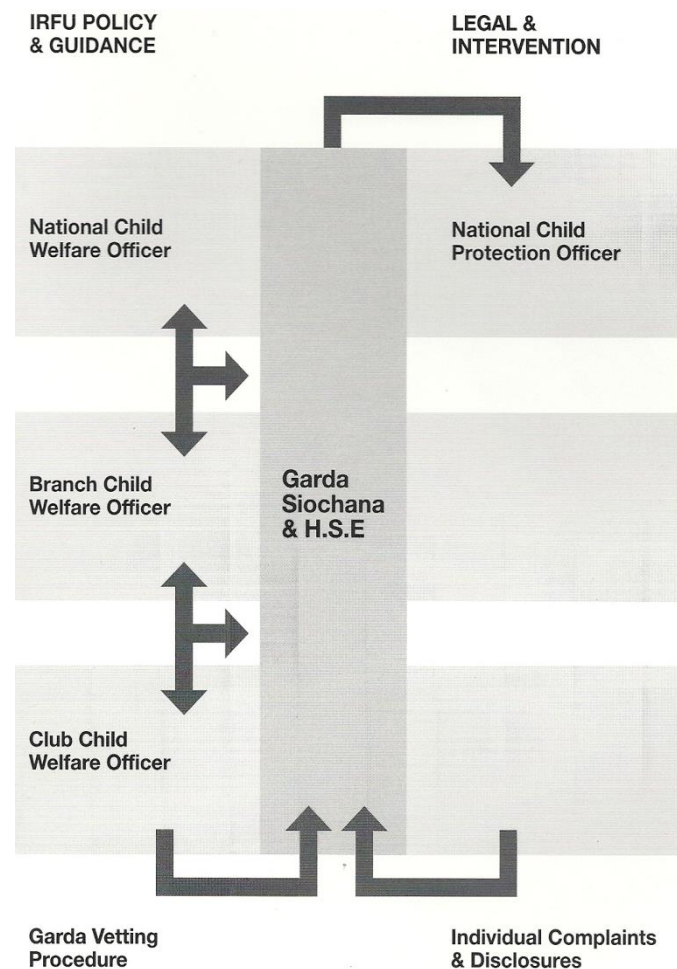
If the Child Welfare Officer has reasonable grounds for believing that the player has been abused or is at risk of abuse, he/she will make a report to the Health Board/Social Services who have statutory responsibility to investigate and assess suspected or actual child abuse

Where a child appears to be at immediate and serious risk and the Children's Officer is unable to contact a duty social worker, the Garda Authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.

If the Child Welfare Officer is unsure whether reasonable grounds for concern exist they can informally consult with the local health board/social services. She/he will be advised whether or not the matter requires a formal report.

Any Child Welfare Officer reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The schematic below details the IRFU Policy & Guidance which will be followed should any Claremorris RFC coach or administrator know or suspect that a child is being harmed or is at risk of being harmed.





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Figure 1: IRFU Policy & Guidance for Dealing with Child Abuse

3.3.1.3 Response to a Child Disclosing Suspected Abuse

When a young child discloses information of suspected abuse you should:

1. Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the player to tell about the problem, rather than interviewing about details of what happened.
2. Stay calm and not show any extreme reaction to what the player is saying.
3. Listen compassionately, and take what the child is saying seriously.
4. Understand that the child has decided to tell something very important and has taken a risk to do so.
5. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
6. Be honest with the child and tell them that it is not possible to keep this information a secret.
7. Make no judgmental statements against the person whom the allegation is made.
8. Not question the child unless the nature of what he/she is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that".
9. Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child.
10. Give the child some indication of what would happen next, such as informing parents/guardians, Health Board or Social Services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
11. Carefully record the details.
12. Pass on this information to the designated officer within the Club, the Child Welfare Officer.
13. Always reassure the child that they have done the right thing in telling you.

3.3.2 Responding to Allegations against Coaches / Mentors

The following procedures should be followed if an allegation of alleged child abuse is made against a coach/leader working within Claremorris Colts RFC:

1. The reporting procedure in respect of suspected child abuse
2. The procedure for dealing with the coach/leader.
3. The safety of the child making the allegation should be considered and the safety of any other children/players who may be at risk. Claremorris Colts RFC should take any necessary steps that may be needed to protect its players.
4. The issue of confidentiality is important - the coach/leader should be treated with respect and fairness.



3.3.3 Process to Deal with coach/leader against whom an Allegation Has Been Made

While the designated Children's Officer makes the report to the local Health Board, the Chairman and Secretary of Claremorris Colts RFC should deal with the coach/mentor. The Chairman and Secretary should privately inform the coach/leader that:

1. An allegation has been made against him / her.
2. The nature of the allegation.
3. He / she should be afforded an opportunity to respond to the allegation.
4. His / her response should be noted and passed on to the Health Board/Social Services
5. The coach/leader should be asked to step aside pending the outcome of the investigation.
6. When a coach/leader is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings
7. Claremorris Colts RFC Child Welfare Officer should inform the Branch Welfare Officer that the coach/leader has been asked to stand aside and is under investigation by a statutory authority.
8. The IRFU and Claremorris Colts RFC can consider disciplinary action on the coach/leader, but should ensure that this does not interfere with the investigation of the Statutory Authorities - the outcome of the investigation and any implications it might have will be considered during the Disciplinary procedure.
9. It should be noted that the fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

3.3.4 False Allegations

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardaí. The act also covers the offence of 'false reporting'.

The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Boards or any member of the Gardaí.
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

All false allegations made with malicious intent will be dealt with through the disciplinary process.

3.3.5 Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected. The following points should be kept in mind:

1. A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the player will supersede all other considerations.
2. All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know.
3. Information should be conveyed to the parents / guardians of the player in a sensitive way about whom there are concerns.
4. Giving information to others on a 'need to know' basis for the protection of a player is not a breach of confidentiality.
5. All persons involved in a protection process (the player, his/her parents/guardians, the alleged offender, his/her family, leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
6. Information should be stored in a secure place, with limited access to designated people.
7. The requirements of the Data Protection laws should be adhered to.
8. Breach of confidentiality is a serious manner.

Claremorris Colts RFC will ensure that confidentiality will be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice.

3.3.6 Dealing with Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Child Welfare Officer. The information should be checked out and handled in a confidential manner.

Claremorris Colts RFC will investigate all anonymous complaints and take the appropriate action in dealing with the issue at hand.

3.3.7 Dealing with Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Child Welfare Officer and checked out without delay.

Claremorris Colts RFC will investigate all rumours and take the appropriate action in dealing with the issue at hand.

4.0 Anti-bullying Policy

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in Rugby in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our Club.

If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a "TELLING" Club. This means that anyone who knows that bullying is happening is expected to tell the Child Welfare Officer or any committee member.

What is bullying?

Definition: "Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others" (Dept. of Ed and Sc. Guidelines)

Bullying can take many forms, but its aim is always to make a person feel upset, intimidated or afraid:

Most common forms of bullying are:

- Physical: pushing, kicking, hitting, punching or any use of violence
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Emotional: making threats, spreading rumours, excluding, ignoring etc.
- Non-verbal: making suggestive, provocative or intimidating gestures
- E-bullying: sending threatening or upsetting messages or images
- Personal Property: threats against or damage to a person's property

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This Club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this policy

All members, officials, coaching staff, leaders, players and parents should have an understanding of what bullying is.

- All members, officials, coaching staff, leaders, players and parents should know what the Club policy is on bullying, and follow it when bullying is reported. All can be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated

Signs and Indications

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions

- comes home with clothes torn or training kit damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

- Report bullying incidents to the Child Welfare Officer or a member of the clubs committee.
- In cases of serious bullying, the incidents will be referred to the Connacht Branch and the IRFU (NGB).
- Parents should be informed and will be asked to attend a meeting to discuss the problem.
- If necessary and appropriate, the HSE and/or the Gardaí will be consulted.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the Club constitution.
- In the case of adults reported to be bullying anyone within the club who is 18 or under (Youth & Minis):
- The Clubs’ Child Welfare Officer should always be informed and will advise on action to be taken where appropriate.
- It is anticipated that in all cases where the allegation is made regarding a coach, leader, team manager, club official the Connacht Branch Child Welfare and IRFU National Child Welfare Officers will be informed.
- More serious cases may be referred to H.S.E. and/or the Gardaí.

Recommended Club Action (particularly age grade incidents)

If the club decides that it is appropriate to deal with the situation the following procedure will be followed:

- Reconciliation by getting the parties together. It may be that an apology solves the problem.



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- If this fails/not appropriate, a panel of 3 members, appointed by the Executive, should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
- If bullying has, in their view, taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
- All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

Prevention

- The club has a written constitution, which embraces the IRFU Child Welfare Policy through affiliation to the IRFU, this includes what is acceptable and proper behaviour for all members of which the anti-Bullying policy is one part. All those involved with under 18's (age grade) players are required to sign the Declaration of Intent form.
- All members sign to accept the constitution upon joining the club.
- The Club Child Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.
- You may also wish to access websites designed to give advice and guidance to parents and children who are faced in dealing with bullying:
- IRFU Child Welfare Policy – page 27 gives an overview of Bullying.
- <http://www.irishsportsCouncil.ie> - section 5 of the Irish Sports Council's Code of Ethics provides information on abuse.
- <http://www.letsomeoneknow.ie> - Health Service Executive support site for young people.
- Contact details for Claremorris RFCs RFC personnel involved with Child Welfare issues –

Child Welfare Officer	Liz Bibby
Youth Coordinator	Pearse Hahessy
Minis Coordinator	Robert Campbell

5 Other Policies and Procedures and Codes of Conduct

Claremorris Colts RFC engages in safe procedures for the recruitment of volunteers and has very explicit codes of expected behaviour for coaches, players, parents, spectators and other individuals who are associated with the club. Respect for and adherence to these policies is an important contributing factor to Claremorris Colts RFC being able to provide a safe positive learning environment for all children within the club.

5.1 Procedures for the Management and Recording of Pitch side Injuries including Concussion

Objectives:

Claremorris RFC wishes to maximise the amount of time that its playing members spend on the pitch and to minimise the number of injuries that are suffered in the games that they play. We will take all reasonable steps to fully discharge the following responsibilities we have to our playing members.

As part of this objective the Club has a 'NO GUMSHIELD – NO PLAY' rule.

Club responsibilities:

- The definition and dissemination of a club-wide policy and the associated procedures for the treatment at the pitch-side of injuries sustained playing rugby
- Provision of a properly marked and safe playing environment
- Adequate preparation before games to ensure safety of all players
- Availability of appropriate Medical kit and related equipment
- Provision of training to facilitate the provision of appropriate Medical care

Further definition of each Club responsibility:

1. Club-wide policy and procedures for the pitch-side treatment of injuries:

The club has given careful consideration to the risks that can cause rugby injuries and how they will be dealt with when they arise. This document sets out the policy and procedures to be followed by all of the Claremorris RFC coaching staff and medical support staff. Lead coaches have been provided with a physical copy. Claremorris RFC is responsible for taking measures to reduce the risk of playing injury to both its playing members and the players from visiting sides.

Procedures for treatment of injuries in all Junior and Mini teams:

Minor Injury

- In the event of a minor injury in Youth or Mini rugby, e.g. cut, graze, etc. a coach or other volunteer trained in first aid will treat the injury using the club provided medical kit.
- This injury will be reported to the child welfare officer who will record the event in the accident book.

Serious Injury



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- Where the first aider deems it necessary an ambulance will be summoned directly.
 - On arrival Ambulance staff will then assume responsibility for the injured player.
 - In the event that a young player or senior player is despatched to hospital he/she must be accompanied by a responsible adult.
 - When the injured player has been dealt with the child welfare officer must be informed and an accident report form completed.
 - If an accident meets the IRFU definition of “serious” then the Club Secretary must complete the IRFU serious injury return form. It will be the child welfare Officer’s responsibility to inform him.
 - For non-trivial injuries, the child welfare officer or coach should ensure that the progress being made by the injured player is checked.
- 2. Provision of a properly marked and safe playing environment**
- Claremorris RFC will ensure that games are played on pitches on which the relevant playing lines have been clearly marked and on which post-protectors have been placed.
 - The club will also take reasonable measures to ensure that the games are not played on surfaces that are dangerously hard or wet due to extreme weather
 - All pitches will be inspected prior to use to ensure they are free of debris or dog faeces.
- 3. Adequate preparation before games**
- For all home games, home training sessions and blitzes a First Aider must be in attendance to co-ordinate the medical preparations for playing.
 - The First Aider with overall all responsibility will be made known to all coaches.
 - If the First Aider with overall responsibility is unable to be in attendance they should contact their understudy and inform them of this.
 - For players in the Youth and Mini sections medical consent forms will be obtained at the start of each season to record any existing medical conditions and to give permission for injuries to be treated by appropriate medical staff. Coaches will keep these forms available at all times.
- 4. Availability of appropriate Medical kit and related equipment**
- A standard first aid kit (see contents below) will be available to playing teams at all levels of the club for the immediate treatment of minor playing injuries. When not in use the first aid kits will be stored in a designated area accessible by the First Aider with overall responsibility.
- 5. Provision of training to facilitate the provision of appropriate Medical care**
- The Job Description for a coach will be enhanced to include basic training in first aid. The club will meet the cost of ensuring that this basic level of first aid expertise is in place and will maintain records of the coaches who have attended medical training.

CONCUSSION

- At a minimum Claremorris RFC will apply the Concussion Protocols as they are outlined in the IRFU Booklet ‘A Guide to Concussion’ - Appendix 4

Contents of standard First Aid Kit



- Guidance card
- Individually wrapped sterile adhesive dressings (assorted sizes) x 20
- Sterile eye packs with attachment x 2
- Individually wrapped triangular bandages
- Safety pins
- Medium sized individually wrapped sterile wound dressings x 6
- Large individually wrapped sterile wound dressings x 6
- Extra-large individually wrapped sterile wound dressings x 6
- Space blanket

Guidelines

- Boxes should be clearly labelled and accessible.
- Emergency first aid should only be given by a qualified first aider.
- Under no circumstances should analgesics be administered by first aiders or kept in the first aid box.

5.2 Policy and Procedures for Administering Prescribed Medication

Claremorris RFC encourages inclusiveness and will endeavour to facilitate any child that is required to take prescribed medication

- At registration each year parents can give their express permission for the coach or members of the committee to administer prescribed medication to their child.
- The club will contact the parent after registration to double check that the parents are happy with this.
- The club will also ask the parents to meet with their child's coach to instruct the coach on how to administer the medicine.
- Written permission must be obtained from the parent allowing the coach to administer prescribed medication in an emergency situation.
- Any medication that a child brings to the club must be labelled with the child's name.
- The parent must hand the medicine to the coach before each session and collect it afterwards.

5.3 Policy for Volunteer Recruitment including Code of Conduct for Coaches

It is important that volunteers are appointed to roles which suit their strengths and personality and enjoy their contribution to rugby.

This procedure will be used for the appointment of coaches who will have 'regular contact' (four or more occasions per calendar month) with young and/or vulnerable people within the Mini/Youth Section or other people working with the Mini/Youth Section in a non-coaching capacity.

1. People will be accepted as helpers or coaches within the Mini/Youth Section based on one or more of the following criteria:



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- They are a registered member of Claremorris Rugby Club and personally known by or recommended to one or more members of the Claremorris RFC committee.
 - They are closely related to a player playing in the age grade section (e.g. parent, grandparent, guardian, sibling etc.).
 - If neither of the above, two personal references will be requested, one preferably from a sports club (not necessarily a rugby club). The chairperson of Claremorris RFC will follow up these references.
2. All must agree to sign the Declaration of Intent as per the IRFU Child Welfare Policy Document which simply states that they have read and understand the purpose of this code. There are no legal implications to the signing of this form; it simply indicates that they accept the IRFU Child Welfare Policy in relation to dealing with minors.
 3. Complete the Volunteer Coach Application Form
 4. Coaches will be required to attend a relevant IRFU coaching course as soon as possible after their appointment. The club will cover the cost of the coaching course for the participant.
 5. Prior to coaching, the coach will read & follow the Claremorris RFC Coaches code of conduct.

Coaches will be required to complete a Garda Vetting application form as soon as possible after their appointment. The club will submit the application for Garda Vetting through the agreed IRFU procedures.

Claremorris Colts RFC will ensure that the appropriate levels of confidentiality will be maintained in regard to all application and reference forms.

Claremorris Colts RFC Coach/Leader Code of Conduct

1. Remember that as a coach of an "age grade team" you are to act in "loco parentis" and to that extent your duty of care is more onerous than that of a coach to an adult team.
2. Coaches must lead by example - young people need a coach whom they respect.
3. Be positive and generous with your praise when it is deserved.
4. Never ridicule or shout at players for making mistakes or losing a match.
5. Teach your players that the Laws of the Game are mutual agreements which no one should evade or break.
6. Prepare young players for inter-class and inter-school activities.
7. Be reasonable in your demands on the players' time, energy and enthusiasm.
8. Ensure that all players participate in matches. The "average" players require and deserve equal time.
9. Remember that young players play for fun and enjoyment and that skill learning and playing for fun have priority over highly structured competition. Winning is not the only objective.



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10. Develop player and team respect for the ability of opponents, as well as for the judgement of referees and opposing coaches.
11. Insist on fair play and disciplined play. Do not tolerate foul play, fighting or foul language. Be prepared to take off an offending player.
12. Encourage young players to develop basic skills and sportsmanship. Avoid over specialisation in positional play during their formative years.
13. Set realistic goals for the team and individual players and do not push young players into adult-like competitions.
14. Create a safe and enjoyable environment in which to train and play.
15. Do not over burden younger players with too much information.
16. Make a personal commitment to keep yourself informed on sound coaching principles and methods, and on the principles of growth and development of young people.
17. Be aware of the effect you have on growing children.
18. Never criticise the referee and touch judges during or after a match in front of players or spectators.
19. Always thank the match officials and if they have made decisions which require clarification, discuss the problems after everyone has changed.
20. Seek and follow the advice of a doctor in determining when an injured player is ready to play again.
21. Ensure that proper equipment and facilities are available at all times.
22. Be responsible and ensure you uphold the ethos of the game and the IRFU.
23. Attend coaching courses.
24. Support the Code of Ethics and all policies regarding Children in Sport.
25. Ensure you and your players are proud of your team, club and efforts during the season.

Checks on Existing Claremorris Colts RFC Members

All existing Claremorris Colts RFC members who have 'regular contact' (more than four times in one calendar month, one time per week or any overnight stay) with young and/or vulnerable people will undergo the following checks and procedures and hold the following documentation:-

- Garda Vetting Check. (Appendix 5)
- Will have access to Claremorris RFC Child Protection Policy and be familiar with the contents of the document.
- Aspire to obtain the appropriate coaching qualification for the age grade with which they are interacting.



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Claremorris Colts RFC will provide an induction programme to all new volunteers/coaches, which will familiarise them with club rules, policies and procedures and expected codes of behaviour for children, coaches and parents/spectators.

The Committee of Claremorris Colts RFC recognise the value of having appropriately qualified personnel in the club, and therefore will actively encourage and support any coach or other officer who wishes to attain an appropriate qualification relevant to their position in the club.

5.4 Policy regarding Unsupervised Access

The Policy for Personnel Recruitment including Code of Conduct for Coaches outlined in section 5.3 will ensure that Claremorris RFC is following best practice for Sports Leaders and employees who have unsupervised access to young people. To ensure that best practice is continued, Coaches and Members of the Club with unsupervised access to young people must when requested:

- Participate in education and training relating to their activities with Age Grade Players
- Remain competent to provide safe and rewarding experiences for Age Grade Players
- Publicise and explain this Code of Conduct and IRFU Guidelines for Working with Children by giving information and courses to others
- Submit to and follow the IRFU 'Guidelines for Working with Children'
- Must make themselves aware of the contents of the Sports Councils Guidelines for Sports Leaders

5.5 Parental Duties and Code of Conduct

- Remember, young people play rugby for their enjoyment, not only yours
- Encourage your child to play by the laws of the game
- Teach young children that honest endeavour is as important as winning, so that the result of each game is accepted without disappointment
- Help young people to work towards skill improvement and good sportsmanship
- Set a good example by applauding good play on both sides
- Never ridicule, humiliate or shout at young players for making a mistake or losing a match
- Do not place emphasis on winning at all costs
- Do not force an unwilling child to participate in the playing of rugby. If the child is to play they will do so in good time through your encouragement
- Support all efforts to remove verbal and physical abuse from rugby
- As a spectator do not use profane language or harass referees, coaches or players
- Do not publicly question the referee's judgement and never their honesty
- Recognise the value and importance of volunteer referees and coaches



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- Identify and acknowledge the good qualities of the Game of Rugby and uphold these values
- Remember you and your child' contribution to the Game of Rugby is very important to the IRFU and be proud of your contribution
- Understand the value of team sport and its importance

PARENTS / GUARDIANS HAVE THE RIGHT TO:

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for issues such as trips.
- Contribute to decisions within the club.
- Complain if they have concerns about the standard of coaching.

5.6 AGE GRADE PLAYERS – CODE OF CONDUCT INCLUDING RIGHTS AND OBLIGATIONS

- Play for enjoyment and become part of the rugby family
- Respect the Game of Rugby and play within the Laws of the Game
- Accept the referee's decision and let your captain or coach ask any relevant questions
- Play with control. Do not lose your temper
- Always do your best and be committed to the game, your team and your club
- Be a 'good sport'. Applaud all good play whether by your team or the opposition
- Respect your opponent. Treat all players as you would like to be treated. Do not 'bully' or take advantage of any player
- Rugby is a team sport and make sure you co-operate with your coach, team mates and members of your club
- Remember that the goals of the game are to have fun, improve your skills and feel good
- At the end of the match thank your opponents and the referee for the match
- Always remember that you owe a duty of care to your opponents. Tackle hard but fairly, do not intend to hurt your opponent
- Winning and losing is part of sport: win with humility – lose with dignity
- As part of the team it is important that you attend training regularly and listen to your coach and help your team
- As a team it is important to understand that all members are important to the team
- Remember you are representing your team, club, family and the Game of Rugby

CHILDREN / YOUNG PEOPLE HAVE THE RIGHT TO:

- Be safe and happy in their chosen activity
- Be listened to, respected and treated fairly
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other members or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help

5.7 Spectator Code of Conduct



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1. Remember that although young people play organised rugby they are not "miniature internationals".
2. Be on your best behaviour and lead by example. Do not use profane language or harass referees, players or coaches.
3. Applaud good play by the visiting team as well as your own.
4. Show respect for your team's opponents. Without them there would not be a match.
5. Condemn the use of violence in all forms at every opportunity.
6. Verbal abuse of players or referees cannot be accepted in any shape of form.
7. Players or referees are not fair targets for ignorant behaviour.
8. Encourage young players to play by the Laws of the Game.
9. Spectators can contribute to the enjoyment of the event and all involved.
10. Be proud of your club and the Game of Rugby.

5.8 Procedure for Player Registration

- A registration form will be completed by each player every year
- Copy of registration form is in (Appendix 6)
- All information on the form will be reviewed by the Child Welfare Officer
- The Child Welfare Officer will contact parent where it is required as a result of information given on the registration form.
- Child welfare officer will notify the coach and leaders of each group and relevant first aid personnel of medical conditions arising from registration form.

5.9 Procedure for Volunteer Application and Vetting

- All coaches will complete the Claremorris RFC Volunteer Coach Application Form (Appendix 7)
- The Club Secretary will review all forms and obtain clarification where necessary.
- The club secretary will contact the referees given by the coach
- All coaches will complete the Garda Vetting Application.
- The club secretary will forward it to the IRFU Authorised Officer for processing

5.10 Policy regarding Performance Enhancing Drugs



The use of performance enhancing drugs is absolutely prohibited. Any person found using performance enhancing drugs will be subject to the clubs disciplinary policy. However use of performance enhancing drugs is grounds for dismissal from the club. This also applies to any coach or club member who condones, encourages or 'turns a blind eye' to the taking of performance enhancing drugs

5.11 Substance Abuse – Policy and What a Coach Should Know

- If an Age Grade player partakes in the drinking of alcohol, smoking or the taking of drugs during a Club activity they will be subject to the club's disciplinary procedure.
- However the club will assist any individual that it becomes aware of that may have a problem with alcohol, smoking, drugs or supplements

5.12 Supplements

The use of dietary supplements is discouraged by the club

5.13 Policy regarding Burn Out

Claremorris RFC wants all their age grade players to achieve their full potential but also to enjoy the game of rugby.

The club does not want any player to suffer Burn Out

The club and its coaches will endeavour to ensure that no player is expected to do too much, too soon and at too high a level.

Coaches will be made aware of the causes of Burnout namely:

- Overtraining and inadequate rest
- Not enough physical/mental challenge to the athlete
- Excessive negative feedback.
- No positive feedback
- Relationship problems with the coach
- Relationship problems with teammates
- Loss of meaningful goals
- Loss of enjoyment/fun
- Unclear feedback from coach
- Repetitive/boring disorganised practices
- Negative, uncaring coach

Coaches can do the following to avoid Burn Out

- Be enthusiastic
- Balanced approach



- Make rest and important part of training
- Challenge players to step outside their comfort zone
- Praise players for doing the right thing
- Cut down on yelling
- Get players to excel not win
- Keep Rugby fun
- Care about your players
- Vary training
- Give clear feedback
- Monitor relationship between your players
- Keep players focused on the team

5.14 Procedure for Tours/Blitz

5.14.1 Tours

For tours or overnight stays there will be separate meetings with the Club, coach and parents to organise the trip. The procedures to be followed on the trip will be fully documented and made available to everybody on the tour.

Where a visiting team is staying overnight there will be a separate meeting with the Club, coaches and parents to organise the visit from the other club. The procedures to be followed will be documented and made known to all who are actively involved in the visit including the visiting club.

5.14.2 Blitz

- The mini rugby coordinator will draw up the mini rugby blitz fixture list at the start of each year
- This fixture list will be reviewed in January each to ensure it is meeting the needs of the players/coaches and the club
- Fixture list will be issued to all players/parents and coaches
- Youth games will take place in accordance with the competitions they are participating in.

A checklist for the holding of a blitz is in (Appendix 8)

5.15 Procedure for recording Player Transfer

All player transfer forms will be recorded on a player transfer form (Appendix 9)

5.16 Disciplinary Procedures

Youths/Mini/Girls Section Coach Disciplinary Procedure

All leaders and members associated with the Youth/Mini/Girls section sign a commitment to agree by the IRFU code of conduct. Coaches are appointed for one year only and will be reappointed at the end of the season for the following season at the discretion of the club. Where players or parents or guardians of players feel they have a grievance with a leader or other member involved with the youth section, the following procedure will apply.

- The player and the players' parents or guardians should attempt to discuss the issue informally with the leader(s) of their son's/daughter's team and resolve the issue if possible.
- If the player and the players' parents or guardians are not comfortable approaching the coaches directly, they should informally approach a member of the committee / child welfare officer to discuss in an effort to resolve the problem.
- If neither of these approaches resolves the issue, an informal meeting with three members of the Committee/child welfare officer and the player and the players' parents or guardians will be held to attempt to resolve the issue.
- If the informal process fails to resolve the issue or the problem reoccurs, the player and the parents or guardians and the leader(s) will be requested attend a formal hearing involving at least two active members of the Club Committee. This meeting will involve talking to the player and the players' parents or guardians, team leader(s) or other independent witnesses to any alleged incident.

The people investigating the incident will make a determination on the allegations. They may also take into account any past breaches of the code of conduct by the leader(s) in question. They will present the determination to the player, their parents or guardian and/or the person making the allegation. If the determination is that the allegation has been proven, the matter will be referred to the Club disciplinary process, where sanctions could include:

One or more of the following which will be communicated in writing to the person involved:

- Letter of sanction from the committee. This will represent a warning and further breaches may result in a more serious sanction.
- Suspension of the leader(s) or member from involvement with activities for a period.
- Escalation of the issue to the Club Executive Committee which is the only committee with the ultimate power to deal with club members in the case of serious or repeated breaches of the IRFU code of conduct.

The leader(s) or Player / Guardians' may appeal the findings to the Club Committee



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All Underage Club Members Disciplinary Procedure

All members of Claremorris Colts RFC underage section agree to abide by the club code of ethics. When breaches of this code of ethics occur, or other conduct occurs which is deemed by the club to require disciplinary action, the following procedure will come into play.

- The players' parents or guardians will be contacted informally by the player's leader(s) to discuss and resolve the issue if possible.
- If this does not resolve the issue, or in the view of the Youth or Mini Coordinator, the breach is regarded as being sufficiently serious, an informal meeting with other members of the relevant section, Child welfare Officer or Club Committee and the players' parents or guardians will be held to attempt to resolve the issue.
- If the informal process fails to resolve the issue, or further breaches by the same player occur, the player and their parents or guardians will be requested to attend a formal hearing involving at least two active members of the underage section of the club. This meeting will involve talking to the player and the players' parents or guardians, team leader(s) or other independent witnesses to any alleged incident.

The people carrying out the investigation will make a determination on the allegations. They may also take into account any past breaches of the code of conduct by the player in question. They will present the determination to the player, their parents or guardian and the person making the allegation. If the determination is that the allegation has been proven, the matter will be referred to the Club disciplinary process, where sanctions could include:

This could result in one or more of the following which will be communicated in writing to the player involved:

- Letter of sanction from the committee. This will represent a warning and further breaches may result in a more serious sanction.
- Suspension of the player from training and playing with their team for a period of time.
- Permanent suspension from the club in the case of serious or repeated breaches of the code of conduct.

The player and their parents / guardians, or the person making the allegation may appeal the decision to the Club Chairman or the Club Secretary.



Youth Section External Disciplinary Procedures

This relates to all player disciplinary issues that occur where external parties are involved.

- When a complaint is made against a player by an opposing team, or a red or yellow card is issued by a referee during a game, the incident must be reported to the Youths Coordinator within 24 hours where applicable.
- The leader(s) of the team, or someone appointed by them, must keep a record of all such incidents for players over a season.
- The leader of the team, or someone appointed by them, must be the primary point of contact with the player from the club and be kept informed at all times.
- The Youth Coordinator must decide within 24 hours of receiving such a report if a formal disciplinary hearing is required in the club. This will be mandatory for all red card offences, and at the discretion of the Youth Coordinator for other offenses.
- Where applicable, the Youth Coordinator will convene a disciplinary panel to review the case consisting of two members of the Youth Section. The Child Welfare Officer should be invited also.
- The player's leader will be expected to attend this meeting at the date and time agreed along with the player who must be accompanied by one of the player's parents or guardians.
- As this is dealing with youth players, the focus of any such proceedings will be positive rehabilitation as against suspension from playing. Where the offence is deemed to be of a more serious nature, tougher sanctions may have to be applied at the discretion of the disciplinary panel.

The sanctions can include the following;

1. Letter of sanction from the committee. This will represent a warning and further breaches may result in a more serious sanction.
2. Suspension of the player from training and playing with their team for a period of time.
3. Permanent suspension from the club in the case of serious or repeated breaches of the code of conduct.

This procedure of the club is supplementary to any Branch disciplinary procedures.

5.17 Procedure for the Use of Images

Claremorris Colts RFC reserves the right to publish match reports and rugby related images including photographs and film of each member on the Claremorris Colts RFC website, in club publications and in local or national print or electronic media.

For club controlled communication channels:

- The club will avoid using children's names (first name or surname) in photograph captions.
- So if the child is named we will avoid using his or her photograph.
- If the photograph is used, we will avoid naming the child.
- Only use images of children in suitable dress will be used to reduce the risk of inappropriate use.
- Images should focus on the overall activity, not on a particular child.
- The age of children is another factor to be considered when deciding what is appropriate.
- If you become aware that these images are being used inappropriately you should inform the Child Welfare Officer immediately.
- Claremorris RFC will use appropriate images primarily for inclusion on its website and/or other channels.

5.18 Policy for Communication and Social Media

Electronic communication is essential for sharing news and information with our members. Our communication will be timely, appropriate and related to rugby business.

We use a range of electronic tools to communicate with people in our game. Our communication will protect privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. A webmaster will be appointed to provide accountability and control over material published.

Website

Our website will include current information on competitions, social events, committees, policies, constitution, Rules and by-laws.

- No offensive content or photos will be published.



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- We will seek feedback from members to improve the information available on the site.

SMS and email

We may use SMS and email to provide information about competition, training, sanctioned social events and other rugby business, however;

- SMS messages should be short and about rugby relevant matters.
- Email communication will be used when more information is required.
- Communication involving children will be directed through their parents.

Social media

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family- friendly and feature positive news and events.
- No personal information will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statement will be made that might bring the game into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the Claremorris RFC.

Electronic communication:

- Should be restricted to rugby matters.
- Must not offend, intimidate, humiliate or bully another person.
- Must not be misleading, false or injure the reputation of another person.
- Should respect and maintain the privacy of individuals.
- Must not bring the game into disrepute.

Leader(s) and others who work with children and young people must direct electronic communication through the child's parents.

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another person.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website)



is a criminal offence that can be reported to the police. In addition, individuals who publish false or misleading comments about another person in the public domain (e.g. Facebook, Youtube, Twitter etc) may be liable for defamation.

5.19 Club Rule and Regulations

See (Appendix 10)

5.20 Policy for Availability of Policies and Procedures including their Communication to Relevant Groups

Policies and procedures to be available in the club portacabin located at the Convent Pitch Claremorris and on the www.claremorrisrfc.com website.

5.21 Emergency Procedures

EMERGENCY PROCEDURE GUIDELINES FOR DEALING WITH ACCIDENTS & INCIDENTS

When dealing with an incident/accident in which a youth / mini player is injured:

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries? – If so, try to minimize the danger.
2. Listen to what the injured person is saying.
3. Alert a first aider who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, call the emergency services FIRST and alert the Notifiable Persons. Keep the injured person warm and keep onlookers at bay.
5. DO NOT move someone with major injuries - wait for specialists from the emergency services.
6. Deal with the rest of the squad and ensure that they are adequately supervised.
7. Get Child Welfare Officer to complete an Injury Form to ensure relevant required information is obtained.
8. Contact the injured person's parent/guardian.
9. If the injured person is taken to hospital, ensure that all his/her personal belongings are collected up and returned to the injured person or his/her parent/carer in due course.
10. If the injured person is taken to hospital they must be accompanied by a responsible adult. It is preferable that this will be their parent/guardian but another checked leader should be nominated if parent/guardian not be available.
11. Advise the Child Welfare Officer / Safety Officer of the incident at the earliest opportunity to ensure that follow up procedures are completed.

SERIOUS EMERGENCIES PROCEDURE:

In the event that the emergency services are required the following procedures MUST be followed:

- Two (2) persons are immediately allocated as emergency marshals.
 1. Main entrance to Sports Park,
 2. Primary marshal at the pitch-side where the incident has occurred.
- The pitch-side marshal should attempt to take down all details of the injured person and attempt to get contact details for the injured persons relatives (if not already present). Further, the pitch-side marshal should record as much detail as possible of the injury and how it occurred and take the names of all witnesses to the incident. All timings of incident should be noted.
- On no account should any contact be made to relatives unless they are present. Contact will on all occasions be made by the Child Welfare Officer or Club Chairman. This is to prevent multiple calls to the parents.
- On the approach of emergency vehicles the marshal will guide the services to the injured person and will then take up station to ensure a swift and safe exit of the sports park.
- A complete report should be completed of the incident including timings and this should be held by the Safety Officer of the club and a copy given to the representative of any other club if a non Claremorris RFC member person was involved. This report should be completed by the primary appointed marshal (pitch-side) and the notifiable persons.
- If it is deemed necessary, an appointed person should accompany the injured party to hospital and report accordingly to the Child Welfare Officer or Club Chairman

SCENARIO - MISSING CHILD

- Remain calm and stop the game or training session to ensure the safety of the other players.
- Conduct a headcount using the team-sheet or register of names to identify exactly who is missing.
- Ask the other children / spectators if they have seen the child, if so when and where.
- Check the immediate vicinity and the obvious areas, e.g. the changing rooms.
- If you are unable to find, call the emergency services. Parents should be called.
- If alone, keep the rest of the group together with you at all times.
- Complete incident report form and give feedback to the appropriate person at the club, your feedback on the procedure is to see if there is anything that could be improved in case of similar incidents occurring in the future.

SCENARIO - A CHILD PLAYER BECOMES ILL, IN THIS EXAMPLE VOMITING.

- Stop the game.
- Do not move injured player without assessing situation) and summon assistance from First Aid - In this instance the player can walk off the pitch. It will in this instance not be necessary to do any more than to ask them how they are feeling and keep them comfortable and warm. With any kind of vomiting the danger is hypoxia; as such there is a need to be mindful of any dizziness or nausea. If this is the case get child into the recovery position and call the emergency services.



- Call parents, if they are not at the game to inform them of situation. If there are no signs of dizziness or nausea, ask them if they would collect the player. If there is a need to call the emergency services, let them know once the emergency services have arrived and reassure them that the situation is under control.
- Assign another parent or ask the opposition leader to keep the other team members supervised if there is a need to stop the game.
- Complete an incident report.
- Make a follow up call later in the day / evening to enquire as to the players' condition.

5.22 Data Protection/Privacy Policy

At Claremorris RFC - we are committed to protecting your privacy & security. Our Privacy Policy outlines steps the Club will take to protect individual's privacy, what information is collected and how it is used now or may be used in the future.

Controllers of Information

Any personal information provided to or gathered by Claremorris RFC is controlled by the Club Executive Committee.

Data Protection Principles

Data will be

- Obtained and processed fairly and lawfully
- Obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- Adequate, relevant and not excessive for those purposes
- Accurate and kept up to date
- Not kept for longer than is necessary for that purpose
- Processed in accordance with the data subject's rights
- Kept safe from unauthorised access, accidental loss or destruction
- Not transferred to a country outside the European Economic Area
-

In order to comply with the above Claremorris Colts RFC will:

- Hold the minimum personal data necessary to enable it to perform its functions
- Ensure that data is erased once the purpose for which it was obtained has been achieved, unless there are overriding legal or regulatory reasons why this should not be the case, such reasons will be documented
- Ensure that personal data is accurate and up-to-date, and that inaccuracies are corrected without undue delay
- Ensure that personal data is treated as confidential
- Provide to an individual a written copy of the current data held about that individual
- Ensure that all information is kept safely and securely

WHAT INFORMATION DO WE COLLECT? HOW DO WE USE IT?



At present we collect information via the player registration form and coach volunteer application form

Personal details may be used for purposes such as notifying you of Claremorris RFC - Rugby news, events, fixtures, ticket, merchandising and player information which we think may be of interest to you. We monitor customer traffic patterns and site usage to help us to develop the design and layout of the website.

Claremorris RFC will not put any information about you on general release nor will it sell such information to organisations not associated with Claremorris RFC.

DISCLAIMER

Claremorris RFC recognise that we have legal obligations in terms of the collection and use of personal data made available to us. This website is provided on an "AS IS" basis and Claremorris RFC excludes all warranties or representations of any kind with respect to this website or its contents. In particular, Claremorris RFC does not warrant or represent that the information contained on this website is accurate or up to date.

The contents of the website are designed to comply with Irish law. Claremorris RFC cannot be held responsible for non-compliance with any local advertising or other laws in relation to this website or its contents.

YOUR CONSENT

If you are under the age of 18 you may register on the website to receive newsletters and other information but only with parental or guardian consent.

5.22 Supervision and Safety

Throughout the document there are procedures that come under the area of Supervision and Safety. In this section these will be brought together.

Adult/Player Ratio

Staffing ratios are difficult to prescribe as they will vary according to activity, location and resources. The Club will ensure that there are enough people to be able to cope with the number of children participating in any activity and adequately respond to an emergency.

When deciding on the required ratio the following should be considered:

- Age and gender of the group
- Where girls are involved ensure there are female adults
- Type of activity (training, travelling or social)
- Time involved
- Experience of the adults (leaders, managers and helpers/assistants) involved

- Previous experience with group or club and likely behaviour
- Legal requirements
- Location of activity or event and type of travel involved
- Suitability of adults

When ratio has been decided on it should be ensured that

- Players are never left unattended
- Leaders know at all times where the players are and what they are doing
- Dangerous behaviour will not be tolerated at any stage
- It will be ensured that there is respect for the privacy of all young people in changing rooms, showers and toilets
- Adults operating in a supervisory role will have access to adequate first aid material as well as all important local phone numbers such as doctor, dentist, parental phone numbers, Gardaí and ambulance.

Club facilities

- Buildings

All doorways, corridors must remain unobstructed
Fire doors must be kept closed but not blocked or locked
Exit doors must be kept clear at all times
Clearways for ambulance access must never be blocked by parked cars
All areas will be kept clean and ready for use
Each team will be allocated a separate changing area

- Playing and Training Areas

Leaders should check that playing and training areas are clean, safe and ready before use
All equipment to be used is clean, safe and of the standard required
There should be clear vehicle access to the training or playing area
Each team knows where their designated playing/training area is.
All activities will be safe and appropriate to the age group
All activities are supervised at all times by members of the club
A qualified first-aid person is available
First aid equipment is readily available
There is access to a telephone or mobile phone
An 'Incident Book' should be available
Where an injury does occur the procedure as outlined in 5.1 will apply

Management Practices



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- Good management practices will not only enable the club to run smoothly but it will also help to minimize opportunities for accidents or harm to happen to children
- Good management will include the procedure for the registration of players (see section 5.8) and also a policy for the recruitment of volunteers and ensuring that they are aware what is required of them (see sections 5.3 and 5.9)
- The IRFU insurance covers catastrophic injury and all registered players are covered. It is strongly advised for players, in addition to have adequate personal accident insurance cover particular to their circumstances.

Appendices

Appendix 1 - Grounds for Concern in dealing with Abuse

Examples of reasonable grounds are:

- A specific indication from a player that she/he has been abused
- A statement from a person who witnessed abuse
- An illness, injury or behaviour consistent with abuse
- A symptom which may not itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence
- Consistent signs of neglect over a period of time

In some cases of child abuse the alleged perpetrator will also be a young person and it is important that behaviour of this nature is not ignored.

Grounds for concern will exist in cases where there is an age difference and/or difference in power, status or intellect between the children involved.

It is important to distinguish between normal sexual behaviour and abusive behaviour.

Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local Health Board or Social Services department where they will receive advice.

Appendix 2 - Categories of Abuse

- **Neglect**
- **Emotional Abuse**
- **Physical Abuse**
- **Sexual Abuse**

1. Neglect

Neglect is normally defined in terms of omission, where a young person suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. It may also include neglect of a young person's basic emotional needs.

Neglect usually becomes apparent in different ways over a period of time rather than at one specific point. For instance, a young person who suffers a series of minor injuries is not having his/her needs for supervision and safety met. The threshold of significant harm is reached when the young person's needs are neglected to the extent that his/her wellbeing and/or development is severely affected.

2. Emotional Abuse

Emotional abuse is normally to be found in the relationship between an adult and a young person rather than in a specific event or pattern of events. It is rarely manifested in terms of physical symptoms.

Examples of emotional abuse include

- Persistent criticism, sarcasm, hostility or blaming
- Where the level of care is conditional on his/her behaviour
- Unresponsiveness, inconsistent or unrealistic expectations of a young person
- Premature imposition of responsibility on the young person
- Over or under protection of the young person
- Failure to provide opportunities for the child's education and development
- Use of unrealistic or over-harsh disciplinary measures
- Exposure to domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse

3. Physical Abuse

Physical abuse is any form of non-accidental injury that causes significant harm to a young person, including:

- Shaking, hitting or throwing
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation or drowning
- Munchausen's syndrome by proxy (where parents/ guardians fabricate stories of illness about their child or cause physical signs of illness)
- Allowing or creating a substantial risk of significant harm to a young person
- For young people with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour
- Burning or scalding

4. Sexual Abuse

Sexual abuse occurs when a young person is used by another person for his or her gratification or sexual arousal, or for that of others.

For example:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a young person
- Intentional touching or molesting of the body of a young person whether by person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a young person or involvement of the child in the act of masturbation
- Sexual intercourse with the young person, whether oral, vaginal or anal
- Sexual exploitation of a young person
- It may include non-contact activities, such as involving young people in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

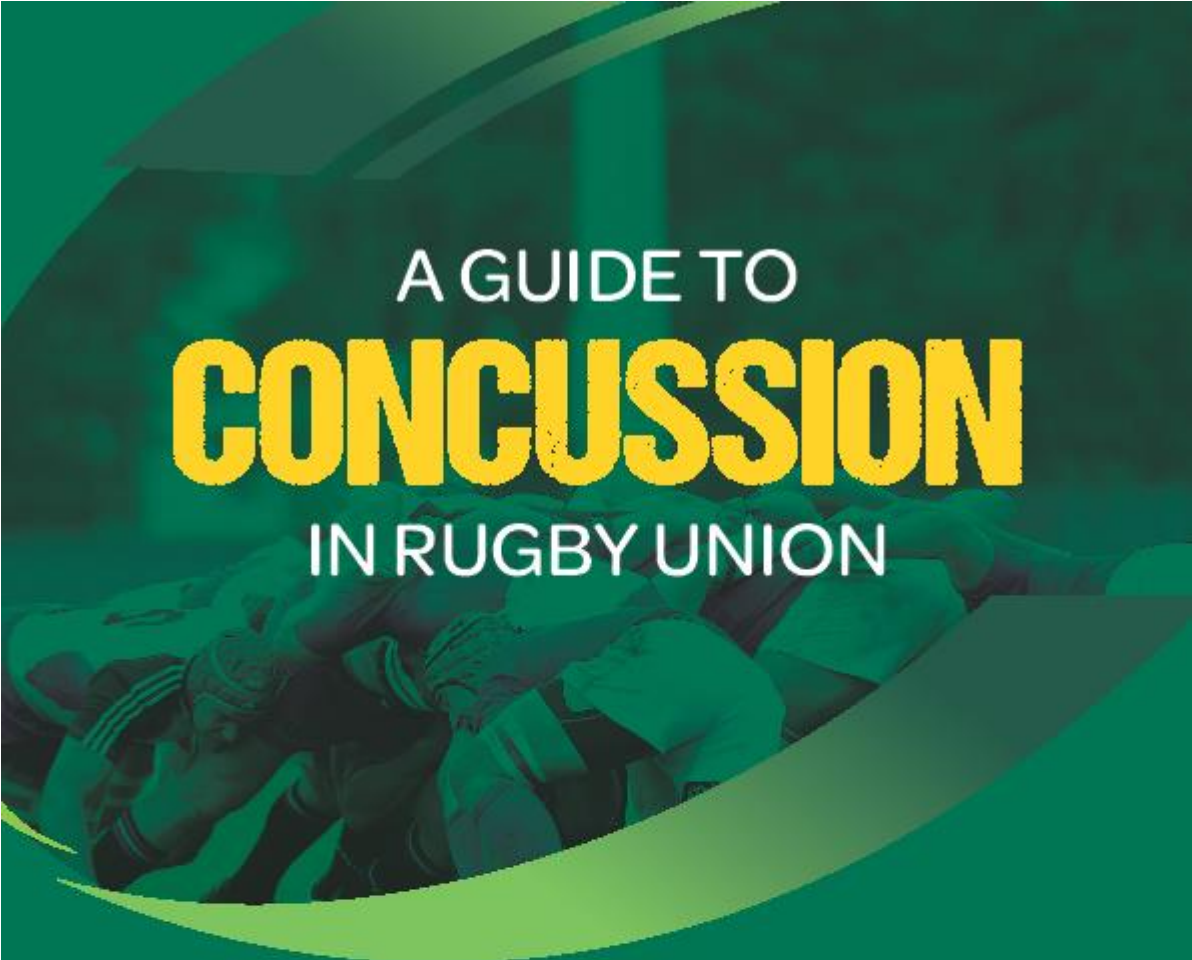


CLAREMORRIS RFC



APPENDIX 3 – DUTY SOCIAL WORK NUMBERS

APPENDIX 4



A GUIDE TO CONCUSSION IN RUGBY UNION

The aim of this brochure is to provide information on concussion to those involved in rugby union in Ireland.

- Concussion **MUST** be taken extremely seriously.
- Any player with a suspected concussion **MUST** be removed immediately from training/play and not return.
 - They should be medically assessed.
- They **MUST** not be left alone and **MUST** not drive a vehicle.

Appendix 5- Garda Vetting Documents

Irish Rugby Football Union

Guidelines on Completing Garda Vetting Application Form

NB. All sections of the form must be completed FULLY, CORRECTLY and LEGIBLY.

Instructions:

1. Complete form using **BLOCK CAPITALS**.
2. Fill in your surname, previous name if any (e.g. maiden name) and full forename(s).
3. Fill in any alias you may use (e.g. nickname you maybe commonly known by).
4. Fill in your date of Birth in the format: **dd/mm/yy**.
5. Fill in your place of origin (i.e. the town, town land or city where you were born).
6. Tick the “**yes**” or “**no**” box as applicable where asked “have you changed your name?” If you tick the “**yes**” box fill in former name.
7. List **all** your addresses (Irish and foreign addresses), from year of birth up to **current address** (in sequence) and the years at each address listed.
8. Tick “**yes**” or “**no**” box as applicable where asked “Have you ever been convicted of an offence in the Republic of Ireland or elsewhere”? If “**yes**” box ticked, enter the details in the space provided.
9. Sign and date the form in the **Declaration of Applicant** section.
10. Give your completed vetting form (in a sealed envelope) to your Provincial Domestic Game Manager who will forward it to the IRFU Authorised Signatory for processing.

DO NOT SEND the form to any Garda Station or the Garda Central Vetting Unit.



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An Garda Siochana GARDA VETTING APPLICATION FORM

An Garda Siochana Use Only
 Reference No.:

NOTE TO APPLICANT

- The Enquiry Form must be completed in full using **BLOCK CAPITALS**
(Please state N/A if details are not applicable)
- Writing must be **clear and legible**
- Return completed form to **Authorised Signatory**, IRFU, 10-12 Lansdowne Rd, Ballsbridge, Dublin 4.
- **Do not send** this form to The Garda Central Vetting Unit or to any Garda Station

To be completed by the Applicant

SURNAME:	PREVIOUS NAME (if any):	
FORENAME:	ALIAS:	P.P.S. NO.:
DATE OF BIRTH: (dd/mm/yy)		PLACE/CITY OF ORIGIN:
HAVE YOU EVER CHANGED YOUR NAME? Yes <input type="checkbox"/> No <input type="checkbox"/>		
IF YES PLEASE STATE FORMER NAME:		

Please state all addresses from year of birth to present date							
House No.	Street	Town	County	Post Code	Country	Year From	Year To

Please Continue Overleaf



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Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No

Yes

PLEASE PROVIDE DETAILS

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT:

I, the undersigned who have applied to work as a *volunteer* hereby authorise An Garda Siochana to furnish to the Irish Rugby Football Union a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere or a statement of all convictions and/ or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of applicant: _____ Date: _____
()

To be completed by the Irish Rugby Football Union only

Authorised Signatory: _____ (Irish Rugby Football Union)
PLEASE PRINT ALSO ()

Registration Number: _____

To be completed by The Garda Central Vetting Unit:

According to Garda records there are no previous convictions recorded against the above named applicant:

OR the attached convictions appear on Garda Records:

OR the attached prosecutions are pending:

NOTE: Checks were carried out by this office based on the information supplied.
The convictions supplied may apply to the subject of your enquiry.
Please verify information disclosed with the applicant.

Signed: _____ Member I/C C.V.U

Claremorris Colts RFC Player Registration Form 2014/2015



We are very pleased to welcome you to Claremorris Colts RFC!

To ensure we have the correct contact details for you, please fill out this form and return to a member of the committee. Please also ask your parent, carer or Guardian to sign the form before it is returned. We will also use this information to ensure that you are kept informed about club events.

Age group	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16		
Year of birth (tick)	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999		

Dear Parent/Guardian/Carer,

Our coaches need to know these details in order to meet the specific needs of your child – all details will be held in confidence.

Child's Full Name:			
Address:			
Age:	Date of Birth:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name of any friend/relative already attending the club:			
Name of School attended:			

Parents contact names	1:	2:
	Home:	Home:
Telephone numbers	Mobile:	Mobile:
	e-mail	e-mail
If unavailable contact	Name:	Relationship to child:
	Tel:	

If you would like to receive our newsletter via e-mail, please tick the box

GP/Doctor's Name:	Tel No:
Details of any known special dietary requirement/allergies /disability/medical conditions	
Please provide a brief description of the effects of players disability or medical conditions	
Any other special needs, requirements or directions that would be helpful for the coaches to know about	

Claremorris Colts RFC public liability insurance is arranged by the IRFU & provides benefits only for death or serious injury following accidents incurred whilst playing or officially training for rugby. It is the responsibility of each player to ensure they are adequately covered in accordance with their specific requirements, therefore Claremorris Colts RFC recommends each player has their own personal accident cover when playing rugby.

Parental/Guardian acknowledgement: _____

CLUB USE ONLY			
All Girls & U7 Boy €50 each	U8+ Boy €80	2 U8+ Boys €140	3+ PLAYERS €180
Copy of Birth Certificate	<input type="checkbox"/> Photograph	IRFU ID No _____	

Appendix 7 - Volunteer Coach Application Form

	Claremorris RFC Volunteer Coach Application Form	
All Volunteers (Committee Members, Team Managers, Coaches, etc) are required to complete an Application/Self Declaration form.		
Applicants Details		
Name	Date of Birth	
e-mail	Place of Birth	
Address		
Contact Phone No.	Home	Mobile
Existing skills suitable for the club		
Please outline why you wish to become involved in Claremorris RFC		
Coaching Qualifications		
Previous involvement in rugby, or other sports, organisation, including coaching experience and relevant qualifications:		
Do you suffer from any illness or medical condition which may, at times, affect your ability to work with young people in rugby?		
Referees		
Please supply the name, address, and a contact telephone number of two people (non-relative), who from personal knowledge are willing to support your application. If you have a previous involvement in a sports organisation one of these two named person (below) should be from that sports organisations		
Name	Title	
Address	Contact No.	
Name	Title	
Address	Contact No.	
Have you ever been asked to leave a sporting organisation in the past? <i>(Place 'X' in appropriate box - if you have answered yes we will contact you in confidence)</i>		
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed Child Protection Awareness Training? If yes, who was it organised by and when approximately?		
Declaration		
I confirm that nothing within my personal or professional background deems me unsuitable for a position which involves working with children/young people with Claremorris RFC.		
I declare that the above information is true and agree to abide by the IRFU Code of Conduct & the Claremorris RFC Coaches Policy & Procedure Handbook		
Signed _____		Date _____
For Club use only		
Tick <input type="checkbox"/> Checked by phone	<input type="checkbox"/> Visit	<input type="checkbox"/> Letter
Checked by _____	Date _____	Signed _____
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Appendix 8 – Check list for Holding Blitz

Home Blitz Check list				
Task	Due Day	Responsible	Complete	Notes
First Aid Ambulance	Monday		Done	
Order Generator	Monday			
Organise parents for catering	Monday			
Organise Burker Boiler(s)	Monday			
Order Sweets & Drinks	Tuesday			
Text to parents: blitz on Saturday	Wednesday			
Order Bread rolls - Peter Browne	Wednesday			
Confirm numbers from visiting club(s)	Wednesday			
Text request sandwich donations	Wednesday			
Order Hot dogs - Supermacs	Thursday			
Buy Sugar, Tea & Coffee	Thursday			
Buy Cups, Spoons & disposables	Thursday			
Buy Bin bags	Thursday			
Erect Marquee	Friday			
Open School car park	Friday			
Set up Tables & catering in marquee	Saturday			
Fill Water containers for boilers	Saturday			
Mark out pitches	Saturday			
Rope off 'Out of Bounds	Saturday			
Buy Milk	Saturday			
Rules briefing	Saturday			
Meet Visiting Clubs	Saturday			
Meal tickets for kids	Saturday			
Clean-up crew	Saturday			

Home Blitz Check list				
Task	Due Day	Responsible	Complete	Notes
First Aid Ambulance	Monday		Done	
Order Generator	Monday			
Organise parents for catering	Monday			
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Buy Cups, Spoons & disposables	Thursday			
Buy Bin bags	Thursday			
Erect Marquee	Friday			
Open School car park	Friday			
Set up Tables & catering in marquee	Saturday			
Fill Water containers for boilers	Saturday			
Mark out pitches	Saturday			
Rope off 'Out of Bounds	Saturday			
Buy Milk	Saturday			
Rules briefing	Saturday			
Meet Visiting Clubs	Saturday			
Meal tickets for kids	Saturday			
Clean-up crew	Saturday			

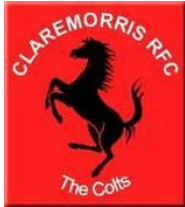


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APPENDIX 9 – Player Transfer Form

APPENDIX 10 – Rules and Regulations



Constitution of Claremorris Colts RFC

1. The club shall be called “the Claremorris Colts Rugby Football Club”. The objects of the club are the playing and furtherance of Rugby Union Football. All other games, past-times, or athletic activities, whether indoors or outdoors, lawfully permitted by the club committee in or on the club’s property shall be functions of the Claremorris Colts Rugby Football Club’s Social section and shall be incidental or ancillary amenities, subservient in all respects to rugby football and its best interest in the club.

(The intent of this Rule is that in the event of any conflict, financial, administration, social or otherwise arising in the Club as between Rugby Football and any such games, past-times, athletic activity or other function of the Club’s social section the interest of Rugby Football in the Club shall be paramount, and it shall be the duty of the Club Committee to rule and act accordingly)

2. The registered address of the club shall be at address 4 Lakeview, Mayfield, Claremorris.

3. The Club colours shall be a red jersey with white trim, white shorts and red socks.

4. The day-to-running of the club will be the responsibility of the executive committee which will consist of the Chairman, the Treasurer and the secretary

5. The officers of the club shall be the President/Chairman, Vice Chairman, Secretary & the Treasurer. Officers can hold office for a maximum period of five years from start of season 2010/2011. They can be re-elected as an officer two years after they previously held office.

6. The committee of the club shall consist of the officers, the Connacht Branch representative and four ordinary members. The quorum of committee meetings shall be four. The committee shall have



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power to co-opt such additional members as may be required for special purposes and also to appoint sub-committees, (including selection committees). The trustees shall be members, ex-officio of all sub-committees concerned with administration of the club.

7. The committee shall be elected at the Annual General Meeting of the club and shall hold office until the next succeeding Annual General Meeting unless otherwise disqualified under these rules. The Committee shall hold not less than one meeting per month during the Rugby Football season. No officer or member of the committee shall be removed from office save with the consent of not less than two thirds of the members present and voting at a special meeting.

8. The executive committee shall exercise general management and control and shall conduct all the business and affairs of the club. No member of the committee, or manager or servant employed in the club, shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sale. Correct accounts and books shall be kept showing the financial affairs and the receipts and disbursements of the club. The committee shall have power to make regulations from time to time touching all matters affecting the club and its property, and such regulations shall have the same force and effect as these rules. Every member of the club shall be bound by these rules and all regulations made there under.

9. (a) The Trustees shall be not less than three and not more than five in number.

(b) All property of the club shall vest in the Trustees of the club. No personal liability shall be attached to the Trustees or to any Trustee acting in the ordinary and proper force of the club's business.

(c) The club shall not incur any single expenditure exceeding €1000 without the consent in writing of the Trustees of the club. The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Executive Committee of the club.

10. The trustees of the club will be Fergal Leonard, Eddie McLoughlin, Andrew Maxwell and Cróna Esler.



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11. Every General Meeting shall be convened by the Secretary who shall give each member due notice (minimum of 7 days) in writing of the hour, date and place thereof and the reason for convening thereof, the quorum for a General Meeting shall be 6.

12. The Annual General Meeting of the club shall be held in the month of August each year. Detailed reports concerning the working of the club for the previous year and its financial position shall be presented by the appropriate officers.

13. A Special General Meeting may be called at any time at the request of the committee or on a requisition to the Secretary, signed by not less than 6 paid up full members of the club, giving detailed particulars of the business for which the meeting is required. The Secretary shall within 15 days from receipt of such requisition convene a Special General Meeting of the club.

14. The President, or his nominee shall be chairman of all meetings and in the absence of the President or his nominee, a chairman may be appointed by those present and entitled to vote.

15. If, at a meeting, a quorum has not assembled within 30 minutes after the time appointed for such meeting, the Secretary may, at his discretion, declare such meeting abandoned.

16. The voting at every General Meeting shall be by ballot (or at the Chairman's discretion, by show of hands) and in the event of a tie the Chairman shall have a second or casting vote. Only bona fide full members of the club as defined below and adult playing members can vote at such meetings and hold office in the club.

17. A Claremorris Colts RFC membership scheme will operate within the club commencing in season 2011/12. Membership will entitle all paid-up adult members to enter a draw for the right to purchase tickets for Ireland's Autumn International and 6 Nations home games.

18. The annual adult membership subscription for season 2017/18 will be €10. Junior club membership will be included in the registration fee paid by each playing club member.



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19. No person shall be allowed to become an honorary or temporary member of the club or be relieved of payment of the regular subscriptions save that the members and officials of visiting teams (including the match official), shall be deemed to be temporary honorary members for the day on which they are playing/visiting and shall be entitled to enjoy the amenities of the Club.

20. The Committee shall have power to elect honorary life members.

21. Should a member conduct themselves in the manner that in the opinion of the committee is derogatory to the club the committee may call for an explanation and, if they think fit, remove such a person from membership without any obligation to refund his subscription.

22. Data Protection: Pursuant to the provision of the Data Protection Act 1988-2003 members consent to the club obtaining, recording, holding and retaining their personal data (including sensitive personal data) solely for club purposes, either on its computer or its manual filing system, and consent to the use of all such data, including disclosure to third parties, for the proper and effective management of the club.