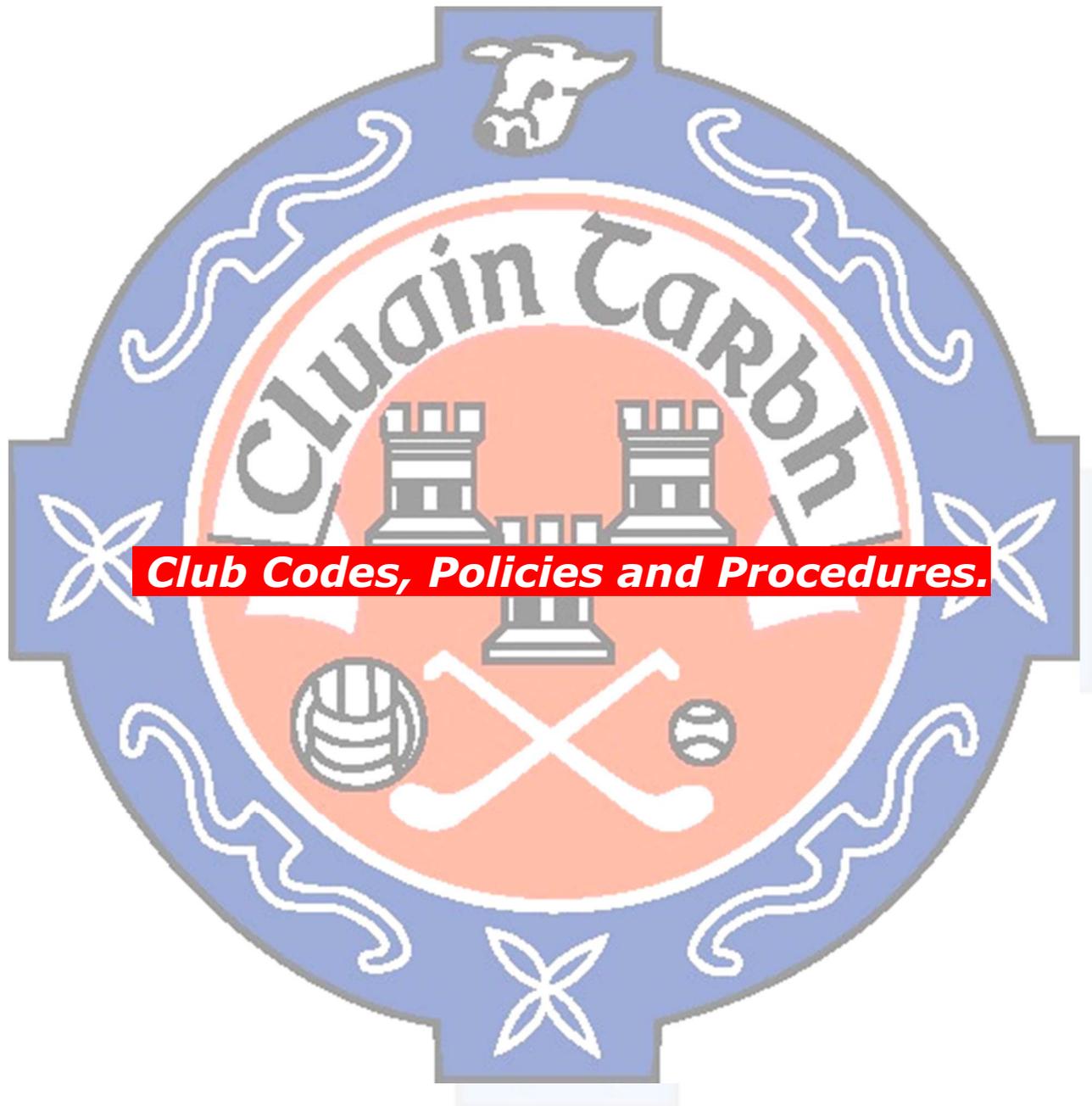




**Clontarf GAA Club
CLG Chluain Tarbh**



February 2017

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Introduction.

This document outlines the codes, policies and procedures adopted by Clontarf GAA to carrying out its day to day business and provides best practice guidelines for all of its members, parents of players and supporters. The purpose of this document is to provide a realistic and common sense approach to the practices within the Club. The content of this document is up-to-date and in line with the current best practice and legal requirements of the GAA and the Irish Sports Council for the protection and welfare of young members. While the detail in this document has been carefully correlated, it is accepted that errors and omissions may occur and it is expected that the spirit of the document will be adopted by Club members in achieving best practice.



Policy Statement and Club Principles.

Club Policy Statement

Clontarf GAA Club's philosophy is one of participation, enjoyment and skills development in a setting of respect for all and having fun. Realising this philosophy requires a full awareness and clear understanding of the policy by everyone involved in the Club, including juveniles, adults, Mentors and parents. Everyone has a vital role to play in setting and maintaining standards of behaviour which our Club can be proud of.

Clontarf GAA is fully committed to safeguarding the well-being of its members. Every individual in the Club should at all times show respect and understanding for members rights, safety and welfare and conduct themselves in a manner that reflects the principles of the Club and the guidelines contained in the Irish Sports Council *Code of Ethics and Good Practice for Children's Sport* and the GAA *Code of Best Practice in Youth Sport*.

In Clontarf GAA, one of our first priorities is the welfare of players and the Club is committed to providing an environment, which will allow players to perform to the best of their ability, free from bullying and intimidation. As part of the Clubs commitment, it has adopted codes, policies and procedures to guide our players, members and volunteers involved with our teams. The Club will take all practicable steps to protect our young players from discernable forms of abuse, harm, discrimination or degrading treatment. To ensure, that the best practice is followed, the Club will work closely with our Governing Body in Croke Park.

In order to promote the best practice the Club will:

- Adopt and implement relevant sections of the Irish Sports Council *Code of Ethics and Good Practice for Children's Sport* and the GAA *Code of Best Practice in Youth Sport* as an integral part of the Club's policies and procedures.
- Have its constitution approved and adopted by Club members at an AGM or EGM.
- Clearly define the roles of committee members, Mentors and parents/guardians.
- Ensure that all Mentors and volunteers are carefully recruited and Garda vetted and that they accept responsibility for ensuring the wellbeing of young members in their care and attend a Child Protection Course
- Appoint a least one Children's Officer and a Designated Person to deal with any issues in relation youth welfare.
- Ensure best practice is delivered by disseminating the Club's codes, policies and procedures, to all its members.
- Have an anti-bullying policy in place.
- Have in place procedures for dealing with a concern or complaint made against any Mentor, player or other members of the Club.
- Respond swiftly and appropriately to protect the welfare of youth members who participate in any activity in the Club.
- Review the effectiveness of the Club codes, policies and procedures on a regular basis.

Club Principles

Clontarf GAA operates on principles outlined below which facilitates and encourages best practice in youth sport within the Club. It is important that all young players are valued and treated with the highest level of respect throughout these important years of their personal, physical and social development.

The Club will provide our young players with a period in their life that enables them to have fun, make friends and present them with opportunities to improve their levels of skill.

Importance of Childhood/Young Players: The importance of childhood/young players should be understood and valued by everyone in the Club. The right to happiness of the child/youth should be recognised. The Club's provision of sporting experiences should be guided by what is best for the child or youth.

The following principles will apply:

- The welfare of the young person is paramount.
- All young members, whatever their age, have right to protection from harm.
- All suspicions and allegations of abuse will be taken seriously, will be responded to swiftly and in an appropriate manner.

Integrity in relationships and Needs of Young Players: Mentors interacting with players in Clontarf GAA are in a position of trust and influence. Mentors should have a basic understanding of the emotional, physical and personal needs of the young person. The stages of development and ability of youths will guide the types of activity provided by the Club. All Mentors actions will be guided by what is best for the player and carried out in the context of respectful and open relationships. Neglect, verbal, physical, emotional or sexual abuse of any kind (or threats of such abuse) is totally unacceptable behaviour within Clontarf GAA.

Quality Atmosphere and Ethos: Clontarf GAA promotes a positive and encouraging atmosphere that involves all players. The Club is committed to providing an environment which will allow players to perform to the best of their ability. A player-centred ethos will help ensure that competition of the highest level is attained. Standards of behaviour for Mentors and players should be as important as the standards set for sport performance.

Equality: Players participating in the Club will be treated in a fair and reasonable manner, regardless of age, ability, sex, religion, social, political and ethnic background. Players, irrespective of ability or disability, should be involved in an integrated and inclusive way, whenever possible thus allowing them to participate along with other team mates.

Fair Play: All activities in the Club will be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised. The importance of participation, best effort and enjoyment should be stressed rather than winning. Players should be encouraged to win in an open and fair way. Behaviour which constitutes cheating in any form must be discouraged. *"Much more than playing within the rules, it incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence, exploitation, unequal opportunities, excessive commercialisation and corruption". (European Sports Charter and Code of Ethics of Europe 1993)*

Competition: In Clontarf GAA we will attempt to strike a balance between a young player's desire to win and a young player's right to participate, irrespective of ability. Success is not the same as winning and failure is not the same as losing. A balanced approach to competition will make a significant contribution to the development of the player, while at the same time providing fun, enjoyment and a sense of satisfaction and achievement. If unreasonable competitive demands are placed on a child/young player too early in their career it can result in undue pressure which in turn often contributes to player dropout. It should be kept in mind that the welfare of the player comes first and competitive standards second.



Code of Behaviour.

Clontarf GAA will ensure that all those who work with young people are at all times competent and understand their roles and responsibilities. The Club will provide them with the necessary supports so that the best interests of the players are maintained at all times. Any volunteer working on the Club's behalf will be selected using thorough recruitment procedures and will receive appropriate training and coaching courses. The Club will:

- Promote Quality Participation by: Adopting this Code of Behaviour as a basic level of agreement between the Club and players, Mentors, parents/guardians and supporters. The Club will have a user friendly and youth centred approach to its work and it will provide an equal opportunity to all who wish to participate in GAA games and activities, regardless of ability. The Club will develop effective procedures for responding to and recording all attendances, incidents, accident and injuries. It will have and implement an anti-bullying policy and make this available to all Club members.
- Encourage Participation of Club Members by: The Club will communicate regularly with our Mentors and clearly agree and define their roles. It will ensure that relevant training is undertaken, by all persons working our young players.
- Encourage Participation of Young Players by: Ensuring that the types of programmes, rules and training schedules are structured to facilitate participation by all young players. It will also ensure that training is suitable for the various age categories, ability and maturity level of young players involved. The rights and dignity of all young players will be respected. Our young players will be encouraged to participate in other aspects of the Club such as coaching in the Nursery, programme selling, attending refereeing courses, etc.
- Encourage the Participation of Parents/Guardians by: Parents and guardians will be encouraged to become members of the Club and participate in the running of juvenile games and training. They are welcome to partake in all aspects of our Club's activities and events. Information relating to such events will be made known to them via the Club web site and Club texts. Information in relation to the Children's Officers will be published on the Club web site and should be contacted to assist with any concerns or enquiries that parents/guardians may have regarding the welfare and safety of children and young people in the Club.
- Develop Best Practice in Club Structures and Administration: The juvenile section of the Club is structured in accordance with best practice guidelines. The juvenile section will ensure that all Club members are aware of their responsibilities to children and young people. The Children's Officers will monitor the child centred ethos in the Club and ensure that the Club complies with the Irish Sports Council *Code of Ethics and Good Practice* and the GAA *Code of Best Practice in Youth in Sport*. The Club will appoint a Designated Person who will liaise with the Statutory Authorities in relation to child protection issues. The Club will ensure that all players are covered by appropriate insurance and injury schemes, however, this can only happen when the annual subscription is paid.

Young Players: Clontarf GAA Club has a registration procedure whereby parents agree for you to become a Club member. Becoming a Club member, you agree to abide by the Code of Behaviour and to other policies, codes and procedures in the Club. It is your responsibility to behave in an appropriate manner both on and off the field of play when representing the Club. Breaches of Club codes will be dealt with at a disciplinary meeting with Juvenile Games Chairperson. As a young player you are entitled to be safe and feel safe, have fun and experience a sense of enjoyment and fulfilment. You will be treated with respect, dignity and sensitivity. You are entitled to comment and make suggestions in a constructive manner and will be listened to. You will participate in games and competitions at a level with which you feel comfortable with. You can make your concerns known and have them dealt with in a confidential and appropriate manner.

As a young player of Clontarf GAA you must:

- Respect all Mentors, coaches, selectors, Club officials and opponents.
- Demonstrate fair play.
- Play fairly, to the best of your ability and enjoy yourself.
- Abide by the rules, codes, policies and procedures of the Club both on and off the playing field.
- Respect your team members regardless of their ability, ethnic/cultural background or religion.
- Support fellow team members whether they do well or not.
- Represent your team, the Club and your family with pride and dignity.
- Shake hands before and after the game irrespective of the outcome.
- Respect your opponent; be gracious in defeat and modest in victory.
- Inform Mentor when you are unavailable for training or games.
- Take due care of Club equipment.
- Adhere to acceptable standards of behaviour and the Club's code of Behaviour.
- Behave in a manner that avoids bringing the Club into disrepute.
- Talk to Club Officers/Children's Officer with any concerns or questions you may have. Tell somebody else if you or others have been harmed in any way
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour in Clontarf GAA.
- Those players on Dublin teams/squads should still play for their club when free to do so.

As a young player of Clontarf GAA you must never:

- Cheat, always play by the rules.
- Use violence or physical contact that is not allowed within the rules.
- Shout at or argue with an official, team mates or opponents.
- Harm team members, opponents or their property in any way.
- Play or train if you feel unwell or are injured.
- Use unacceptable language or racial and/or sectarian references.
- Use unfair or bullying tactics to gain advantage or isolate other players.
- Take banned substances.
- Keep secrets, especially if they cause harm.
- Tell lies or spread rumours about Mentors/other players.

Juvenile Mentors: Clontarf GAA will support Juvenile Mentors in providing a child centred approach to coaching and training. The Club will use agreed procedures for recruitment and selection of Juvenile Mentors and provide them with the necessary training and education to perform their roles. The Club will have in place procedures to assist Juvenile Mentors to deal with various situations that may arise, such as misconduct, complaints, discipline, etc. The Club expects parents and guardians to support the work of volunteer Juvenile Mentors.

Maintain a child centred approach

- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ethnic/cultural background, religion or ability.
- Ensure that nobody involved with the team acts towards or speaks to another person in a manner that threatens, disparages, vilifies or insults another person.
- Never shout at or lecture players or reprimand/ridicule them when they make a mistake (young people learn best through trial and error, they should not be afraid to make mistakes in order to learn).
- Be positive during coaching sessions, games and other activities so that the players leave with a sense of achievement and an increased level of self-esteem.
- Develop a good understanding of the GAA coaching manuals and ensure that you have the appropriate level of coaching accreditation.
- Don't equate losing with failure and do not develop a preoccupation with medals and trophies. (the level of improvement made by young players is the best indicator of coaching effectiveness).

Coaching and Matches - lead by example

- Be punctual and properly attired in Club gear.
- Avoid at all times smoking while working with young players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while young players are in your care.
- Never use foul language or provocative language/gestures to a player, opponent or match official.
- A Mentor should only enter the field with the referee's permission and should not question their decisions or integrity.
- No negative comments or criticism should be directed at the Club's officials, match officials, opposition or players.
- Any abuse of pitches are to be communicated to the Club officials.
- Plan and prepare appropriately for each training session and match and ensure proper levels of supervision.
- Clearly communicate to parents, with sufficient notice, the details of training and match fixtures.
- Communicate results to the County Board and Club PRO.
- Ensure that players are made aware that matches take priority over other Club activities such as program selling and that this rule is applied by the Club.
- Ensure games, activities and playing equipment is customized to suit the needs of those involved in terms of age, ability, experience and maturity.
- Skills development and personal satisfaction should have priority over competition.
- Set realistic, stretching but achievable, performance goals.

- Be positive during coaching sessions so that participants always leave with a sense of achievement and an increased level of self-esteem.
- Praise and reinforce effort and commitment and always provide positive feedback.
- Recognise the development needs of young players and ensure that they are matched on an individual or team basis.
- Ensure that all members of a squad get adequate game time and that the same players do not start as substitutes in every game. In particular, in younger teams (Under 11 and below) each player should play at least half of a match. The Club follows the philosophies of "Go Games" and the "Player Pathway" i.e., 6 to 10 years of age FUNdamentals, 10 to 14 years of age train to train, 14 to 18 years of age train to compete, 18+ years of age train to win.
- Never use any form of corporal punishment or physically force goals.
- Each squad should aim to enter the maximum number of teams to County Board competitions that it can reasonably field to avoid having excessive amounts of substitutes.
- Rotate the team captain and the method used for selecting teams so that the same children are not always last to be selected.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, Mentor, parent or guardian.
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened.

Interaction with Young Players/Members - avoid comprising your role as Mentor

- Ensure that all physical contact is appropriate and has the permission or understanding of the player.
- Develop an appropriate working relationship with young people based on mutual trust and respect.
- Be aware of the Clubs policy in relation to texting young players/members. Only use group texts and do not contact young players directly unless you have the express permission in writing from the parents or guardian.
- All messages/circulars, etc. should directed to the young person's parents or guardians.
- Be aware of the Club policy in relation to away trips and overnight stays. When the team travels away, separate sleeping facilities must be provided for all adults. If both genders are in the group, male and female Mentors must be present.
- Juvenile Mentors are encouraged to celebrate success in a manner that is suitable for the age group concerned. Adults should act as role models for appropriate behaviour.
- It's important to recognise that certain situations e.g. staying over at the Mentor's residence or friendly actions, like: e.g., horse play, role play, telling jokes, etc., could be misinterpreted and lead to allegations of serious misconduct or impropriety.
- Avoid a situation where you are alone in a car with a young player.
- Never enter a dressing room alone, always make sure you have another Mentor or parent with you.
- Do not take coaching sessions on your own.
- Avoid any inappropriate touching when assisting players to perform a technique or when First Aid is being administered.
- Avoid taking young players to your home.
- Never undertake any form of therapy – hypnosis etc, in the training of children.

- Do not play an un-registered player, they are not insured.
- Make adequate provision for First Aid and do not encourage or allow players to play while injured.
- Keep an adequate record of each injury and ensure that another official, referee or team Mentor is present when a player is being attended to.
- Check that the referee has recorded the injury in his/her match report.
- Ensure players are safely attired in Club gear for all games and training, i.e., helmets and gum shields are mandatory at all training sessions/matches.
- Avoid excessive training or over coaching or making demands on a young person that can lead to burnout e.g. insisting upon set (stereotyped) playing patterns where individual decision-making and creativity are stifled or where young people are confined to playing in set positions on a continuous basis.
- Do not pressurise a young person to perform at a level that is beyond his/her capacity based on age or maturation level.
- Inform the County Board well in advance via the Club Secretary or Juvenile Secretary of any unscheduled matches or trips away.
- Ensure that each player observes a high standard of personal hygiene.
- Ensure that all dressing rooms and areas occupied by the Team, prior to, during or immediately following any match are kept clean and are not damaged in any way.
- Encourage parents/guardians to play an active role in organising and assisting activities and to be aware of the Club's Code of Behaviour for everyone involved, including children.

Parents and Guardians: In Clontarf GAA, Parents/Guardians play a key role in the promotion of sport and their children's enjoyment and development in sport. Parents have an influential role in assisting and encouraging your children and young people to adopt a positive attitude and encouraging their child to maintain their involvement in sport. Parents/Guardians should always act as good role models for your children. Parents/Guardians therefore need to be aware, informed and involved in promoting the safest possible environment, for their children to enjoy their participation in Gaelic games. To assist in the promotion of good practice in our Club Parents/Guardians should:

Encourage their child to:

- Play by the rules.
- Improve their skill levels.
- Appreciate everybody on your team, regardless of ability.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play.
- Focus on efforts rather than performance.

Lead by example:

- Respect Officials decisions and encourage your child to do likewise.
- Do not exert undue pressure on your children or young players.
- Never criticise your own child or any other child for their standard of play.
- Be realistic in your expectations.
- Show approval for effort, not just results.
- Never embarrass a child or use sarcastic remarks towards a player.
- Applaud good play from all teams.
- Don't criticise playing performances. Identify how improvement can be made.
- Do not seek to unfairly affect a game or player.
- Do not enter the field of play or play area or dressing rooms, unless invited to do so by a Mentor in charge.
- Behave responsibly on the sideline.

Parents/Guardians should:

- Complete and return the registration/permission and medical consent forms on time for your child's participation in Clontarf GAA Club.
- Be aware of the team Mentors and their role within the Club.
- Support the Mentors in conveying the fair play message in Clontarf GAA.
- Inform Mentors of any change in your child's medical or dietary requirements prior to training sessions/games or other activities.
- Inform Mentors if your child is not available to attend training or a match.
- Ensure that your child punctually attends training sessions/games/other activities.
- Ensure that you know of training/match finish times and collect your child on time.
- Provide your child with proper Club clothing and equipment. e.g., gum shields, helmets, shin-guards, club playing shorts and socks, warm clothes/wet gear.
- Ensure that the nutrition/hydration and hygiene needs of your child are met.
- Avoid asking your child "did you score today/what did you win by/what did you lose by?" Ask them "did you enjoy yourself"

- Listen to what young people have to say.
- Show approval whether the team wins, loses or draws a match.
- Never attempt to meet your own needs and aspirations for success and achievement through your children's participation in games.
- Be aware of that Clontarf GAA has an Anti-Bullying policy and familiarise yourself with it
- Be aware of the Club Children's Officers.

Parents/Guardians should promote the procedures of good practice by:

- Showing appreciation to volunteers, Mentors and Club Officers.
- Attending training and games, on a regular basis.
- Become members of Clontarf GAA Club, where feasible and take an interest in the running of the Club and support club fundraisers
- Assist in organising of Club activities and events as requested.
- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.

Parents/Guardians have the right to:

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

Parents/Guardians should not:

- Ignore or dismiss complaints or concerns by your child, which relate to his/her involvement in Clontarf GAA.
- Take safety for granted – thus drop children in to the training session or match not near-by, and ensure mentors are present
- Treat the Club as a child-minding service.

Adult Players: Clontarf GAA has a registration procedure whereby when you become a member you agree to abide by the Club codes, procedures and policies. Players who have not paid their subscription will not be registered and therefore not insured and must not part take in any games or training.

Respect

- Co-operate with and show respect to Managers, fellow players, Club officers, supporters, match officials, referees and opposition.
- All players should arrive at the appointed meeting time for games and observe "start times" for training sessions (including injured, suspended and resting players).
- Preparation for games/training must consistent with the aims and objectives of your team and the Club.
- All players must arrive in a "fit" state to represent your team. Players are expected to rest in the days before games i.e., no alcohol, sufficient sleep, hydration and nutrition.
- Bookings and sending off as a result of abusive or violent Behaviour will require the player/manager to appear at a disciplinary hearing with the Adult Games Committee.
- Players are expected to adhere to the Club policy regarding clashes of training and games.

Commitment

- Players are expected to give 100% commitment on and off the field of play. Regular attendance at training is required. Specific standards will be set by each squad to meet their aims and objectives e.g. minimum 80% attendance is required, (except by special arrangement which would include injuries, suspension, exams or resting players).
- 100% attendance record required for games, except by special arrangement (which would include injuries, suspension, exams or resting players).
- Players who fail to attend a fixture for their primary team without giving sufficient notice to their Mentors will not be available for selection at another grade on that weekend or that day in the case of a mid-week game.
- Holidays should be planned around the official summer break; bank holidays, off-season times (December and January) and other periods identified when there are no matches. Where exceptional situations occur it is the player's responsibility to notify and discuss with team management.

Responsibility

- Phone or advise in person, the Mentor if you cannot attend a game or training session as early as is possible. When unsure about meeting time arrangements, etc., it is your responsibility to clarify in advance.
- Every player must pay their annual Club subscription on time: 31st January each year. If the annual subscriptions are not paid, you are not insured and a rigid "no pay, no play" policy will be implemented.
- Ensure that you are properly attired and wear the correct Club gear for all games.
- It is your responsibility to know and understand the rules of the GAA and those of the Club (see website: www.clontarfgaa.com).
- It is your responsibility to behave in an appropriate manner both on and off the field when representing the Club. Breaches of Club code will be dealt with at disciplinary meeting with Adult Games Committee.

As a player and member of Clontarf GAA you should undertake to:

- Treat all Mentors (selector, Club officials, etc.) with respect.
- Demonstrate fair play. Play fairly and do your best.
- Abide by the rules and policies of the Club both on and off the playing field.
- Respect team members - even when things go wrong. Give them full support both when they do well and when things go wrong.
- Respect opponents - they are not enemies they are partners in a sporting event.
- Accept apologies from opponents when they are offered.
- Give opponents a hand if they are injured or have problems with equipment.
- Respect officials and accept their decisions with grace, not a grudge.
- Uphold the Club Code of Behaviour when travelling to away events.
- Behave in a manner that avoids bringing the Club into disrepute.
- Talk to Club officers if you have any problems.
- Be modest in victory and gracious in defeat.
- Exercise self-control and tolerance for others, even if others do not.
- Show appropriate loyalty to your Club and all its participants.
- Make high standards of fair play the example for others to follow.
- Take due care of Club equipment.

As a player of Clontarf GAA you should not:

- Cheat.
- Use violence or physical contact that is not allowed within the rules.
- Shout or argue with the referee, officials, team mates or opponents.
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate another player.
- Use unacceptable language or racial and/or sectarian references.
- Use unfair or bullying tactics to gain advantage.
- Take banned substances to improve performance.
- Tell lies about Mentors/other players.
- Spread rumours.
- Keep secrets about any person who may have caused them harm.
- Play or train if you feel unwell or are injured. Inform your Mentor.

Adult Mentors: Clontarf GAA Club recognises the key role Mentors play in the lives of adult players in sport. All persons involved in adult team management will be selected using the Club recruitment and selection procedures. Mentors should enjoy a sense of achievement through their work with adults. Mentors should strive to create a positive environment for the players playing Gaelic games. Mentors have an overall responsibility to take the steps necessary to ensure that positive and healthy experiences are provided. It is the Mentors' responsibility to be fully familiar with the rules of the GAA and those of the Club. Mentors need to develop an understanding of relevant coaching methods and ensure that they have the appropriate level of coaching accreditation.

Lead by Example

- Mentors must act as a role model and promote the positive aspects of the Club and maintain the highest standards of personal behaviour.
- Your behaviour to players, supporters, game officials, and opponents will have an affect on the players in your charge.
- Mentors should respect the rights, dignity and worth of every player and treat each player equally, regardless of ethnic origin, religion or ability.
- Mentors should encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of Mentors and officials.
- Mentors should encourage fair play and treat participants equally.
- Avoid working alone at all times. Ensure there is adequate assistance for all activities. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity. Mentors should avoid the use of alcohol or smoking, before coaching, during events and on trips with players.
- When travel/overnight stays are involved, the Mentors and players are ambassadors for the Club.

Dealing with Players

- Be generous with praise and never ridicule or shout abuse at players for making mistakes or for losing a game.
- Set realistic goals and targets for the team and individual players.
- Each player deserves equal time and attention.
- Care must be taken not to expose a player, intentionally or unintentionally, to embarrassment or disparagement by use of sarcastic or flippant remarks about the player or their family.
- Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.
- Insist that players in your charge respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.
- All Mentors should keep an attendance record of all training sessions and matches.
- All Mentors should ensure that players are aware of training start and finishing times.
- All Mentors should keep a brief record of injury(s) and action taken both during a training session and during a game. For convenience it is recommended that an injury report form is kept in the first aid bag at all times.

- When young players (minors) are invited into adult groups/squads, it is required to seek agreement from their Mentor. Mentors should follow the rules set out in the section on Adult Player Care and Selection in this regard. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior, juvenile or minor groups/squads.
- Mentors should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the player requires the passing on of this information.
- Keep a brief record of problem/action/outcomes if behavioural problems arise.

Relationship with Players

- Mentors are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. Mentors have a crucial leadership role to play in sport. It is advisable for Mentors not to involve players in their personal life.
- When approached to take on a new player, ensure that any previous coach-player relationship has been ended by the player/others in a professional manner.
- Mentors who become aware of a conflict between their obligation to their players and their obligation to the Club executive, must make explicit the nature of the conflict and the loyalties and responsibilities involved to all parties concerned.
- The nature of the relationship between Mentor and a player can often mean that a Mentor will learn confidential information about a player or player's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the permission of the player/family.

General Rules for Team Management:

- Team management must keep up to date with advancements in training techniques and game strategies. It is an aim of the Club Adult Games and Executive Committee that all Mentors attain at least Level 1 coaching standard.
- Team Management must ensure that training sessions are well organised and that time arrangements for training and games are well communicated.
- A member of the management team will be appointed as the contact point for Club Notes, match reports and PRO updates.
- It is the Mentors responsibility to ensure co-operation exists with regard to the training and game demands placed on dual players or under age players to avoid conflict or player burnout.
- It is the team managements' responsibility to mind Club equipment and gear. One member of the management team should be appointed to ensure gear is kept in good repair and that balls, sliotars and jerseys are not unnecessarily lost or left behind at matches or training. It is imperative that jerseys are accounted for after matches and any losses or damage is reported to the Adult Games Officer.
- Ensure that all dressing rooms and the general areas that are occupied by your players and other Club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- Make adequate provision for First Aid Services.

- Do not encourage or permit players to play while injured.
- Be punctual and properly attired in Club gear.
- Ensure that all players are suitably and safely attired to play or train e.g., gum shields/helmets, etc.



Adult Player Care and Selection:

- The Club philosophy is to encourage participation of all players at the highest level they are capable. It is expected that all Mentors and players would fully support this philosophy. However, it must be recognised that players may have different expectations and commitment levels. The Club will endeavour to provide a level of activity to meet the needs of all its members and respect each and every player/Mentor in whatever decision they make.
- Clontarf GAA is aware of player burn out and the need to protect players from themselves in some instances. The following set of rules attempts to put in place the necessary guidelines that will ensure players have the best opportunity to represent the Club at their highest level and be available to give their best when called upon.
- Changes to any of the rules will require the approval of the Adult Games Officer and his/her decision will be subject to Club Executive Committee for final approval.
- Breaches of the following rules will result in players or Mentors being brought before the Clubs Disciplinary Committee. Sanctions may be imposed on any player or Mentor who is found to have broken these rules.
- For the purposes of clarity in following sections, the day after/before/prior or two days after/before/prior etc refers to the actual full day(s). Thus, the 3 days before a game that is fixed for a Sunday for example, includes Thursday and so means the period from and including Thursday until the game is played on Sunday.

Challenge Games/Rearranged Games:

- The following rules shall apply to Challenge matches;
- All Challenge games within Dublin and games rearranged by Mentors must be notified to the Adult Games Officer and Secretary at least three days ahead for approval prior to confirmation of fixture and so that the fixture can be notified to the Co Board for insurance purposes. The notice period is a minimum of five days for Challenge matches outside Dublin.
- No dual players should be asked to play Challenge Games in the 3 days prior to League or Cup Games
- No dual player shall be asked or expected to play in a Challenge Game in the 7 days prior to a knock-out Championship, Round Robin Championship, Championship or League play-off game
- No dual player should be expected to play in a Challenge game the day after playing in an official fixture. However, if a player expresses a keenness to play, his wish can be accommodated but mentors should be cognisant that the player could be tired and not able to last the full match
- As with normal fixtures, postponed or back matches which are scheduled by Dublin County Board as part of their revised fixture scheduling, will take priority over Challenge matches

Dual Players:

- Clontarf GAA is a Club that promotes both Football and Hurling on an equal basis. It is important that the Club operates as one unit where the aims and objectives of different codes, teams and players are aligned. The application of these rules should be based on a common sense and cooperative approach. All Mentors need to recognise that the current ranking or priority rating may not be the case in the future. Competition should be with opposing Clubs and not among Teams within the Club.
- The following rules should be applied to ensure players are not compromised and conflict situations are avoided:
- Players should attend training during the week in the code that has a fixture on that weekend. Thus on a football weekend, they should do football training during the week prior and on a hurling weekend, they should do hurling training during the week prior.
- Notwithstanding this, players can do a short skills session of football in a hurling week, and a short skills session of hurling in a football week, including ahead of their main training session in the other code.
- In the week prior to a knock-out Championship, Round Robin Championship, Championship or League play-off game, the player(s) will be available solely to that code for the purposes of training.
- Prior to mid-week League games, players should attend the preceding training session in that code.
- No dual player should be asked or expected to train with the other code in the day preceding a League game.
- No dual player should be expected to play in a Cup Competition on the same day as a League or Championship fixture in the other code. DCB Rules with regard to participation of dual players in Cup Competitions should be observed.
- Please note that the rules in regard to dual players and Challenge matches are set out in the preceding section on Challenge matches
- Work, school, college and exam schedules should be taken into consideration when agreeing attendance levels at games and training across both codes.
- Where the progress of a Team in their competitions has ended and the fielding of a competitive Team is not an issue, dual players may have the priority of their participation changed. This will be at the discretion of the Adult Games Chairman but will reflect the view of the Mentors concerned.

Minor Players:

Only second year minors (i.e. u18s) are allowed to play for adult men's teams. For ladies teams, U16s (both not below) as well as both minor years are allowed to play for adult ladies teams. It is the practice in the club that eligible minor players play for adult teams. When minor players are requested to play up for adult teams then the following rules will apply:

- No Minor player shall be asked or expected to play in any game at Adult level in the 4 days prior to a knock-out Championship, Round Robin Championship, Championship or League play-off game at Minor level.
- No minor player should be asked or expected to play in any game at Adult level in the 2 days prior to a minor league match.
- No Minor player shall be asked or expected to play in a "Challenge" game 5 days prior to a League Game at Minor level or in 7 days prior to any Championship or a league play-off match at minor level.
- It is recognised that minor players may be asked to play in an adult game on the same day (but after) they have played in a minor match. Adult mentors need to be cognisant that the minor player may be tired and more prone to injury and not able to play the full match. Common sense needs to apply in regard to the use of minor players in such games. In general, minor players should play no more than half a match in the afternoon if they have already played a full match in the morning. This may require asking a sizeable number of minors to play in the afternoon game so that none of them has to play for more than half of the match.
- Minors shall be available to train with other Adult Games Teams only if they have participated in scheduled training sessions at their own age level in that week (subject to injury and availability).
- Subject to the agreement of the Minor Mentors and Adult Games Chairman, players may join an Adult Squad for training and games when the progress of the Minor Team in their competitions has ended.
- Requests for Minor players to play with Adult Teams or issues that arise with regard to their attendance etc., must at all times be directed through the Minor Mentors.

Under 21 Players:

- Challenge games and training sessions shall not be arranged to clash with a scheduled game or training session of another adult team. (Adult includes minor in this section). Priority for players will be with the Team the players play for year round. For the sake of clarity the following rules will apply to the release of players for the U21 Championships:
- Where an Under 21 Championship game is scheduled 2 days or less before another Adult fixture in League or Championship, Under 21 players must play with the Adult Team and will not be available for selection at U 21 level.
- Where an Under 21 Championship game is scheduled 3 days or more before a League or Championship fixture at Adult level, the Under 21 Player may take part in the Under 21 game
- No Under 21 player will be permitted to participate in a challenge game up to and including 5 days in advance of a League game or up to and including 7 days in advance of a Championship game for his year round Adult Team.
- Training sessions for the Under 21 Team shall not be organised for the same day as other Adult Teams.
- Training session for the Under 21 Team shall not be arranged up to and including 3 days in advance of an Adult League fixture and 5 days in advance of an Adult Championship game.

Adult and Juvenile Players on Inter County Panels/Teams:

- Clontarf GAA Club takes the view that a player's first loyalty is to the club and not the county. This does not mean that players are expected to not play for Dublin. On the contrary, Clontarf GAA Club has a long and proud tradition of close co-operation with county managers and providing support for county teams. The club is delighted to see the marked increase in recent years in the number of our players making it on to various Dublin teams. We will continue to endeavour to have as many of our players as possible selected on Dublin development squads and teams through improving coaching and training within our club. Those selected for Dublin, though, should not lose sight of their club roots and continue to show loyalty by making the maximum contribution to the club within the constraints that selection for Dublin teams and panels entails. In this regard, the Club expects its Inter County players, both adult and juvenile, to:
- Show support for their club team by attending their matches if not playing or training with the county squad / team.
- Agree to requests by club teams to attend events such as medal presentations or coaching sessions, when they are free to do so. In this regard, Inter County players should be aware that they are role models for juvenile players.
- Play for their club when free to do so, including making themselves available for club games immediately after Dublin matches. In this regard, Inter-County minor and u21 team managements (mens) must supply their match day panel of twenty-six players to the County Secretary 48 hours prior to a scheduled programme of club league fixtures. The club recognises that those players included on an Inter-County Minor and U21 football and hurling match day panel of 26 are not available to play with their clubs in adult football or hurling leagues (U21) or minor football or hurling leagues (Minor) seven days prior to an inter-county championship fixture. However, outside of this period all minor and u21 players are available to participate in their respective club league games.
- The Dublin CCC regulations (mens) state that "in Adult / Minor league competitions, clubs shall play without their players who are on inter County duty". However, the regulations do provide an exemption from this, in that they say "Clubs shall be entitled to a postponement if one or more of its players are required on the same day on the official panel by a Dublin Adult Inter County team for championship or National league for the final two rounds of the league and any league play-off game".
- This exemption is clearly designed to allow club have access to their inter county players for what may well be critical league matches at the end of the season. However, the exemption relates to the final two league matches only. Hence, if towards the latter stage of the season but before the final two league matches, the senior football team or intermediate hurling team faced a definite outcome of either relegation from their league or failure to qualify for promotion play-offs if they were to lose a specific game, the club will still expect all players to play in this game (irrespective of any player availability rules), if no agreement can be reached with the county board or with the opposition to change the date of the game so that inter county players become available to play the game

Supporters: Supporters have a responsibility to ensure that they conduct themselves in a manner that is acceptable and well behaved at all times when attending underage or adult games and competitions in the Club. Supporters should realise that young players participate in organized Club games for fun.

Supporters should:

- Applaud good performance and efforts from our player's and from the opponents regardless of the result.
- Condemn the use of violence in any form, be it by fellow supporters, spectators, Mentors, officials or players.
- Encourage players to participate according to the rules and the referee's decisions.
- Demonstrate appropriate social behaviour by not using foul language or harassing participants, Mentors or officials.
- Respect the decisions of all officials.
- Never ridicule or scold a player for making a mistake during games or competitions.
- Show respect to our Clubs opponents.
- Uphold the principles of Fair Play and Respect for all.



Social Members/An Cúldoras: An Cúldoras, the clubhouse bar, is part of the social fabric of the Club and the same standards of respect and good behaviour are expected from members using the facility, particularly in relation to bar staff who are valued partners in the provision of services to members.

- An Cúldoras will open only during the hours prescribed by the Executive Committee and in compliance with the prevailing legislation.
- Closing time will be as prescribed by law.
- Drinking up time – 30 minutes after closing time every night.
- Children – no children allowed in the bar after 9:00pm (winter) and 10:00pm (summer). Unsupervised children are not allowed in the bar at any time.
- Drinking areas are the bar and bar annex. The Executive Committee may authorise drinks in other rooms or areas from time to time. Drinking is not permitted on the astro pitch or outside of club property.
- No alcoholic beverages will be sold to persons under 18 years of age. Persons between 18 and 20 years of age must carry one of the three pieces of ID as prescribed by law. The bar manager has the right to request ID from any person where he has doubts as to the age of an individual.
- The Bar Manager will be entitled to ask customers for proof of membership. In the absence of a membership card or an entry in the Register of Members, the Bar Manager will not serve the customer until s/he can prove membership or has been signed in as a guest.
- Off license sales are permitted up to 10:00pm and only to those members legally entitled to buy alcoholic liquor.
- Full members and social members may sign in a maximum of four (4) visitors per night – limited to twice a month or ten (10) times a year.
- Food is not permitted in the bar at any time except on special occasions as authorised by the Bar Manager and/or the Executive Committee.
- Bar facilities will not be hired or let for holding private functions except on special occasions as authorised by the Bar Manager and/or the Executive committee.
- Credit will not be given to any members. Personal cheques to the value of €100 may be cashed on production of a current bankers card and at the sole discretion of the bar manager.
- The Bar Manger is responsible solely to the Executive Committee in relation to all aspects of his work and any queries in this regard should be referred to this committee in the first instance.
- In deference to the neighbours, members are requested to leave the Clubhouse quietly.
- Board games (e.g. chess and cards) are permitted in the bar but stakes should be limited to social gambling.

- The wearing of football boots in the bar is strictly forbidden.
- The Bar Manager or any person employed by the Club in that capacity has the right to refuse to serve any person without explanation. In particular bar staff have the right to refuse to serve any further alcohol to a member or guest who, in his/her opinion, may be a danger to him/herself if s/he consumes any further alcohol.
- Persons found to be in breach of these rules may be subject to disciplinary action or may be barred from using the bar at the discretion of the Bar Manager as agreed with the Executive Committee.
- The main entrance and exit to the bar is the rear stairs at the back of the club house.
- No persons whatsoever are permitted behind the bar counter without the expressed permission of the bar manager and then only to provide assistance to bar staff.



Player Welfare & Protection Policy/Procedure.

Youth Officers/Designated Persons

Club Children's Officer: Clontarf GAA will have in place a Children's Officer who will be child centred in focus and will have a primary aim to establish a child centred ethos in the Club. The Children's Officer will be a member of or have access to the Executive Committee and will be introduced to the young players in an appropriate forum. The Children's Officer is the link between the young players and the adults in the Club. The Children's officer(s) do not have the responsibility to investigate or validate child protection allegations or concerns within our Club. A Designated Person will be appointed by the Club to deal with concerns such as allegations of abuse.

The Club Designated Person: The Designated Person will be responsible for dealing with any concerns about the protection of children in the Club. This person will be a senior member of the Club. The Designated Officer does not have a counselling or therapeutic role or a responsibility for investigating or validating child protection concerns within the Club. The responsibility for validating/investigating child protection issues lies with the Statutory Authorities as outlined in *Children's First* and *Our Duty to Care* publications. It is however possible that child protection concerns will be brought to the attention of our Children's Officer(s). In this event it is essential that the correct procedure is followed.

Note: It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by the Club's Children's Officers/Designated Persons or other Club Official or Executive member. The standard reporting procedures outlined in the GAA and Statutory Authorities Guidelines will be followed by the Club and adhered to by our members.

Anti-Bullying Policy:

Bullying behaviour can be defined as repeated aggression. It can be verbal, psychological or physical, conducted by an individual or group against others. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more children against a victim.

Bullying contains seven key features:

1. An intention to be hurtful.
2. The intention is carried out.
3. The behaviour harms the target.
4. The bully overwhelms the target with his or her power.
5. There is often no justification for the action.
6. The behaviour repeats itself again and again.
7. The bully derives a sense of satisfaction from hurting the target.

Many young people are reluctant to tell adults that they are being bullied. Older youths or children are even more reluctant. A constant need for vigilance and encouragement will be underlined in the Club to report bullying.

Forms of Bullying:

- Direct bullying - where the behaviour is obvious and bystanders are aware of it e.g. physical or verbal.
- Indirect bullying - where the behaviour is more difficult to recognize e.g. intimidation or isolation.
- Verbal bullying - including slandering, ridiculing, slagging, abusive telephone calls, name calling etc.
- Physical bullying - including pushing, shoving, assaults, damage to person's property.
- Gesture bullying - includes non-verbal gestures/glances which convey threatening or frightening messages/intent.
- E-bullying/cyber bullying - using web pages, What's App, Facebook or any other forms of social media, emails or texts, to abuse, intimidate and attack others, either directly or indirectly.
- Relational bullying - behaviour which sets out to deliberately damage another person's friendship or feelings of inclusion in a friendship group e.g. exclusion, isolation etc.
- Extortion - the deliberate extortion of money or other items of property accompanied by threats.
- Homophobic bullying - bullying that is typically aimed at young people who are gay or bi-sexual, or who are perceived to be gay or bi-sexual. It will include name-calling, isolation and violence.
- Racial bullying - can be expressed physically, socially, or psychologically when one is labelled negatively as being different from others according to one's race.
- Mobbing - This means that the target is being bullied by a group of perpetrators and not just one perpetrator.

All types and forms of bullying are unacceptable. It is important to be aware, that bullying of a child may be carried out by other children (young and old) either individually or as part of a group or by an adult/adults. Bullying is a matter for the whole Club. This means that everyone in the Club have a part to play in countering bullying. It is the responsibility of the Club, whether through the Children's Officer(s), Mentors or other Club Officers to deal with any instances of bullying.

"Children have the right to protection from all forms of violence (physical and mental). They must be kept safe from harm and they must be given proper care by those looking after them" (The United Nations Convention on the Rights of the Child Article 19)

Responsibility within the Anti-Bullying Policy: It is the responsibility of all members of Clontarf GAA to help develop a caring and supportive atmosphere where any form of bullying is unacceptable. Everybody has to work together to stop bullying, the child, the parent, the Mentor, the officials of the Club. Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around. So often it is due to lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involve young people wilfully setting out to hurt or victimise. Young people often grow out of this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent "slagging" which has the same devastating effects as bullying, shouldn't be ignored.

All bullies operate using furtiveness, threats and fear. Bullying therefore can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The following indicators are warning signs that a young player might be a victim of bullying.

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches, or damage to belongings, physical pushing, kicking, hitting, pinching, etc).
- Stress-caused illness – headaches and stomach aches which seem unexplained.
- Frequent loss of, or shortage of, money with vague explanations.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- Having few friends.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed).
- Not eating.
- Attempting suicide or hinting at suicide.
- Anxiety.

Bullying behaviour can be prevented by:

- Ensure that all Club members follow the Code of Behaviour, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use "no blame approach" working with bullies and the group of young people helping them to understand the hurt they are causing and so make the problem a "shared concern" of the group.
- Reinforce that there is a "permission to tell" concept in the Club and that is it okay to tell.
- Encourage our young players to negotiate, co-operate and help others, particularly different or new people.
- Offer victim immediate support and put the "no blame approach" into operation.
- Never tell a young player to ignore bullying, they can't ignore it, it hurts too much.
- Never encourage a young player to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it's not their fault.

Dealing with Bullying: When dealing with a case of bullying the following steps should be followed:

Step 1 – Interview the victim: If you find that there has been an incident of bullying, first talk to the victim and find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal, cyber or physical intimidation? (e.g., jokes, name calling, teasing, sarcasm, offensive language, offensive songs, or physical contact, hitting, spitting, shoving).
- How it hurt the victim.
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation.
- Actively listen.

Step 2 - Meet all involved: Arrange to meet all those involved. This should include bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable.
- Make a point of calling “a special meeting”.
- Ensure the severity of the topic is understood by all.
- Speak of the hurt caused in general terms with no reference to the victim.
- Play on the conscience of all – ask questions: How would you feel? Would you like it done to you?

Step 3 - Explain the problem: The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of blame should not be discussed. Explain the feelings of loneliness, being feeling left out, rejected or laughed at. Try asking questions:

- Would they like it if it happened to them?
- If someone here in the group was bullied by someone else within the group, what could we do to ensure it does not happen again?”
- Listen, watch out for reactions, and pick up on any without isolating anyone.

Step 4 - Share the Responsibility: Explain what steps/controls may have to be introduced to prevent further incidents and how everyone will lose out as a result.

Step 5 - Ask the group for their ideas: At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them.

Step 6 - Leave it to them: Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass the responsibility over to the group and give a time frame within which something must be done.

Step 7 - Meet with them again: Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process. Again enforce the idea of the “team” looking after each other at regular intervals to ensure it is known that bullying and intimidating behaviour will not be tolerated.

Complaints Procedure

This procedure is to be used in conjunction with the Irish Sports Council *Code of Ethics and Best Practice for Youth Sport* and the guidelines for members, team Mentors and Officials contained in the GAA *Code of Best Practice in Youth in Sport*.

The procedure is designed to provide guidance to Mentors, players and their representatives on the general principles, which apply in the operation of the complaints procedures. These guidelines are not legally binding, however, an arbitrary body can take into consideration the provisions of the code when issuing decisions.

A complaint is an expression of dissatisfaction, which suggests a failure to perform a function or provide a service in line with stated policies and practices. It gives the Club the opportunity to put something right which has gone wrong or restore a service to the required standard. Complaints will ensure that faults and mistakes are acknowledged and that remedies are provided.

Confidentiality should be maintained in respect of all issues and people in cases of abuse, welfare or bad practice with young members. A guarantee of confidentiality or undertakings regarding secrecy cannot always be given, as the welfare of the young person will supersede all other considerations. It is important that the rights of all concerned in the complaint are protected. All information gathered be treated in a careful and sensitive manner and will be discussed only with those who need to know. Giving information to others on "a need to know" is not a breach of confidentiality. All persons involved in a protection process (the player, the parents/guardians, the alleged offender, his/her family, Mentors) will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure. All information in relation to complaints will be stored in a secure place, with limited access only by designated people. The requirements of Data protection legislation will be adhered to.

Anonymous complaints or rumours can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the Club members (particularly young members) is paramount. The information should be brought to the Children's Officer. The information should be investigated and handled in a confidential manner.

Stages in the Complaints Procedure: The vast majority of complaints are best resolved informally and at the point nearest to the delivery of the service. If the complaint cannot be resolved locally then the following steps should be followed:

- Receiving a Complaint
- Appointment of an Investigation Committee
- Complaint Procedure
- Sanctions
- Appeal Procedure

Receiving a Complaint:

- All complaints should be submitted in writing to the Club Chairman, Club Secretary or the Children's Officer.
- The complaint should be acknowledged within 5 working days of its receipt.
- The Mentor/Player/Parent/Guardian against whom the complaint has been made should be notified of the nature of the complaint by telephone and in writing.
- If a complaint made against the Mentor is of a serious nature, the Mentor should be asked to temporarily step aside during the investigation and a care taker Mentor should be put in place.
- If a complaint is of a suspected abuse (sexual or physical) the Statutory Authorities should be contacted to receive professional guidance.
- All letters of complaint should be kept safely and confidentially.
- Letters of complaint remains the property of the Club. They will remain confidential and will not be read at a meeting or circulated to any person.

Appointment of Investigation Committee:

- An investigation committee consisting of the Chairperson, the Children's Officer and an ordinary member of the Club will be set up. If any member of the investigating committee has a vested interest in the complaint, they must step aside from the investigation.
- It is recommended that this committee is put in place at the beginning of the year.
- The investigating committee will deal all incidents of suspected misconduct including of bullying, however, any complaint concerning child abuse will be referred to the appropriate Statutory Authorities.

Dealing with the Complaint:

- On receiving a complaint the investigation committee will inform the individuals involved with details of the complaint being made.
- Each party to the complaint will be afforded the opportunity of providing a response verbally at a meeting with the investigation committee.
- If either party does not attend the meeting, they will be offered the opportunity of providing a response in writing.
- If either party fails to co-operate with the investigating committee, the investigation will continue.
- An underage player must be accompanied by a parent/guardian.
- If a parent/guardian is party to the complaint, an underage player should be accompanied by an independent adult of their choice.
- In certain circumstances the investigation committee will enlist the assistance of professional help.
- In delivering its findings, the investigating committee will furnish a written report giving details of the procedures followed, investigation conclusions and recommendations or any actions to be taken.
- The written report will be signed by all members of the investigating committee.
- All parties to the complaint will receive a copy of the investigating committee's findings.

Sanctions:

- Where it is established that an incident of misconduct has taken place, the investigation committee will notify the member (verbally and in writing) of any sanctions or corrective actions being imposed and the reason why.
- If the member is under 18 years of age, correspondence should be addressed to his/her parents/guardian.

Appeals:

- If either party to a complaint is unhappy with the outcome of the investigation committee they have the right to appeal the decision to an appeals committee (independent of the investigation committee).
- All appeals should be made in writing within 7 days of the issuing of the investigating committees findings.
- At least one member of the Executive will be a member of the appeals committee.
- The appeals committee will have the power to confirm, set aside or change any corrective action imposed by the investigation committee.
- Having exhausted all procedures to resolve a complaint, if any party is still not satisfied with the outcome, the matter will be referred to the Dublin County Board Children's Officer and then to the National Children's Officer.
- The National Management Committee's decision on any appeal will be final.

Filing of Complaints:

- All correspondence, reports, minutes and findings will be treated with confidence, securely filed and will remain the property of the Club.
- The provisions of the Data Protection Act 1998 and 2003 will be adhered to i.e., information will be obtained fairly, it will be kept for one or more specified, explicit and lawful purposes, it be used only in ways compatible with the purposes for which it was given, it will be kept safe and secure, it will be kept accurate and up to date, the data collected will be adequate, relevant and not excessive and finally it will not be retained longer than is necessary.

Standards of Behaviour/Discipline Procedure for Young Members

The Club demands the highest standards of behaviour from all young players/members. It is the Club's policy to encourage, acknowledge, and reward high standards of behaviour, wherever possible. However, it is also the Club's policy not to tolerate unacceptable behaviour from any player towards fellow players, Mentors, referees, opponents, parents or any other Club members.

This procedure will apply to any situation in which a member is representing the Club, i.e., travelling to and from training, fun days, parties, games, etc. In the event that a player's behaviour is deemed unacceptable by a Mentor or adult helper the following disciplinary procedure should be applied.

Discipline/Sanctions (let common sense prevail)

<u>Behavioural List</u>	<u>Sanctions for Offensive Behaviour</u> The sanctions below will be applied according to the severity of the offensive behaviour.
<p>Minor Don'ts:</p> <ul style="list-style-type: none"> Persistent talking & disruption while Mentors are coaching. Cheek or disrespect towards Mentor(s) or helpers. Horseplay which has not caused injury. Continuous non-compliance with instructions of Mentor or adult helper. 	<ul style="list-style-type: none"> Verbal warning. Taken aside and a 2nd verbal warning. Sin bin for 5 minutes. Sin bin for 15 minutes or longer as deemed appropriate.
<p>Serious Don'ts:</p> <ul style="list-style-type: none"> Offensive language or gestures towards another player or Mentor or others. Horseplay which has caused injury, accidental or otherwise. Persistent non-compliance of instructions of Mentor or adult helper. Cheating the rules. Tell lies about adults or other players. Spread rumours. 	<ul style="list-style-type: none"> A formal warning with another Mentor present. (a sanction may be warranted) Sin bin for 15 minutes or longer as deemed appropriate. A formal warning with parent/guardian present along with suspension from next training session or match.
<p>Critical Don'ts:</p> <ul style="list-style-type: none"> Bullying – in any form (verbal, physical, sexual, etc.). Wilful damage to an individual or Club property. Theft off individuals or Club property. 	<ul style="list-style-type: none"> A written warning Parents advised and suspension for next two weeks.

Shouting and arguing with an official. Violent behaviour at training or matches.	Total suspension from Club activities and membership.
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Notes to Mentors: The young person should be spoken to in a calm, normal voice explaining the breach of code of behaviour so that they do not feel threatened and that they fully understand the breach and how they may improve. Make sure that they fully understand by asking probing questions. Explain that a repeat breach will lead to further disciplinary action and what the disciplinary action may be. In the event of, if a young person becomes upset or emotional when spoken to, the Mentors need to inform the parents/guardian at the end of the training session.

Two Mentors and/or Children's Officer must speak to a young person at all times about the serious/critical breach of the Code of Behaviour away from the main team. This may require the Mentor to get a Parent/Guardian to stand in for them while they speak to the offending player.

It is vital that the Mentor remains calm at all times, even in the face of severe provocation. The aim of this procedure is to improve behaviour with a minimum of conflict. On some occasions, to avoid conflict, a second Mentor may intervene to support the action of a colleague.

The use of a sin bin needs to be clearly visible to Mentors and away from any other activity. The sin bin should consist of two cone marked areas so that two offending players cannot be in contact during their sin bin stay. If possible, an attending Parent should be asked to supervise the sin bin area and must be seen to support the Mentors action.

Sanction Redemption. A young player may redeem themselves by being encouraged to undertake to do additional chores (picking up cones, tidying away gear) over a period. A report must be kept on the breach/disciplinary action to be completed for all serious and critical breaches.

Note: the disciplinary procedure does not cover any sanctions issued by match referees or County Board Disciplinary Committees.

Grievance Procedures for Adult Players:

The grievance procedures are an agreed set of rules by which players can raise grievances and/or complaints with their Mentors. All grievances should be considered as potential disputes and should be dealt with as near in time as possible to the incident that gave rise to the grievance. Mentors should follow this procedure and be seen to be acting fairly and consistently. Some common causes of grievance include:

- Interpretation of rules of the game,
- Lack of fairness in training and team place allocation,
- Alleged discrimination and/or harassment,
- Health and safety issues.

If grievances are not dealt with promptly, they are likely to fester and result in bad player relations. Poor grievance handling will also affect team morale while an effective process will release pressures/tension that can build up within the team.

In all cases attempts should be made to resolve grievances locally and informally. If this is not possible, then the grievance should be escalated. The stages in escalation would include:

- Mentor
- Lead Mentor
- Club Officers
- County Board

In dealing with any grievance ensure that due regard is given to Club policy, custom and practice in the Club and in sport, court or other third-party precedents and advise from headquarters.

The grievance can be accepted verbally or in writing to the lead Mentor. The lead Mentor will convene a meeting where the key interactions in the grievance process will take place.

Before the meeting:

- Ensure that there has been an opportunity for an informal meeting.
- Decide if you can deal with the grievance immediately or if you need time to investigate and consider what action is necessary.
- Ensure the complainant knows that they can be accompanied at the meeting.
- Be clear about your authority in relation to possible solutions, particularly with regard to possible precedents and Club policy.
- Allow adequate time for the interview and get the physical setting right.
- Plan the interview with a view to identifying the true nature of the grievance and consider ways to draw out further information.

During the meeting:

- Outline the purpose/structure of interview, informing the claimant that there will be notes taken.
- Ask the complainant to state the background of the grievance and to outline what action he/she would like to see taken to resolve the problem.
- Listen and try to understand why the complainant has raised the grievance.
- Explore the facts further, if necessary, through appropriate open questioning (why, what, how).

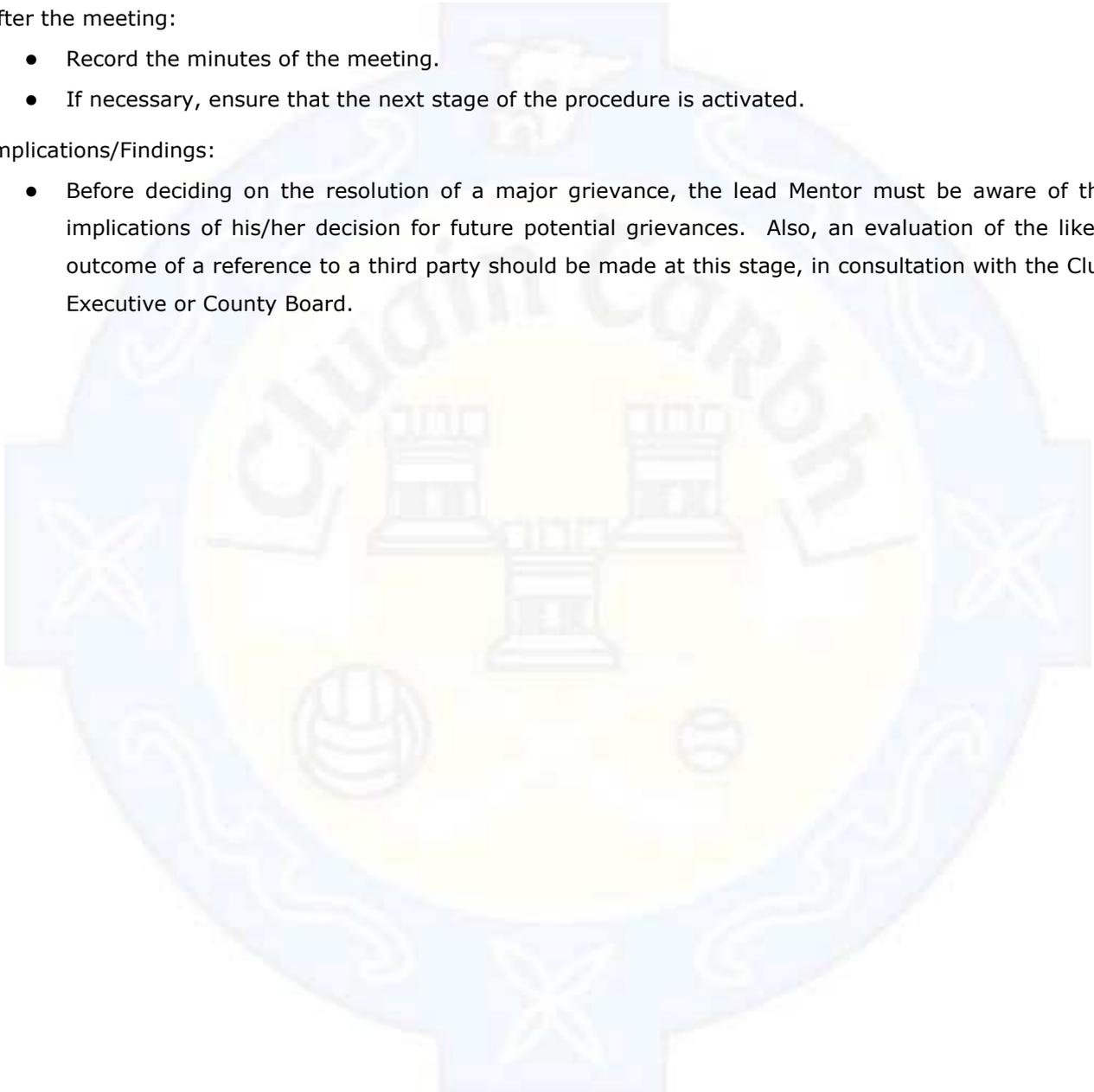
- State what you understand the grievance to be and ask the player to confirm that your understanding is correct.
- Identify any relevant rules, policies or procedures, which may have not been followed.
- Discuss options and a range of solutions.
- If the grievance is justified, suggest a solution to the problem.
- If the grievance is unfounded, carefully explain the reasons for rejecting it.
- Inform the complainant of the right of appeal and the timescale involved.

After the meeting:

- Record the minutes of the meeting.
- If necessary, ensure that the next stage of the procedure is activated.

Implications/Findings:

- Before deciding on the resolution of a major grievance, the lead Mentor must be aware of the implications of his/her decision for future potential grievances. Also, an evaluation of the likely outcome of a reference to a third party should be made at this stage, in consultation with the Club Executive or County Board.



Alcohol and Substance Abuse Policy

ASAP Policy

- ASAP is an acronym for “alcohol and substance abuse prevention”. This policy is designed to assist the Club in responding in a proactive and positive manner to difficulties that may arise in relation to alcohol, drug and substance abuse. The ASAP policy document is an addendum to the Club codes, policies and procedures. The full document is available on the club web site. It has been designed to assist and provide guidelines to the Club membership, Executive, parents/guardians and supporters to deal with issues that may occur during Club activities. It outlines policies and procedures adopted by Clontarf GAA Club to manage alcohol and substance abuse issues in a manner that will promote a healthy lifestyle and compliment the Club’s sporting ethos.
- The main objective of the policy is to provide best practice guidelines for the prevention of drug and alcohol abuse issues. It will raise awareness of the membership, parents/guardians and supporters through education and it will offer support and assistance to the membership by providing guidelines for dealing with issues that may arise.
- Clontarf GAA Club is actively committed to addressing the needs of the whole Club in relation to alcohol, tobacco and drug use. As part of the Club’s commitment it will adopt this policy to guide our players, members, supporters and volunteers involved with our teams. All Club members, officials, mentors, parents/guardians, players, supporters and social members are expected to follow the law when it comes to illegal drugs, alcohol and tobacco and display leadership and good example when dealing with our juvenile and adolescent members. This policy applies to all users of the Club i.e., Club buildings and grounds, training facilities, bar, pitches, dressing rooms and Astro turf.
- The aim of this policy is to ensure that Clontarf GAA Club members are kept safe from drug-related harm when involved in Club activities. It is necessary that everyone involved in the Club work together to implement this policy.

Medical/Injury.

Medical/Injury Policy: Some reimbursement of Medical expenses incurred as a result of injuries arising from GAA activities is available to club members, mainly through the various GAA Injury Funds. However, it should be noted that;

- Claimant must be a fully paid up member at Juvenile or Adult level when the injury occurs. A grace period of 2 months from the start of the relevant subscription period will apply
- Only injuries arising from participation in club activities (E.g. training / games) are covered
- Players and mentors should take all reasonable precautions to ensure injuries are minimised (e.g. wearing of helmets in Hurling, Gum shields, appropriate footwear and avoid wearing jewelry)
- All injuries incurred during matches should be reported to the referee at time of injury
- The various GAA Injury Funds do not seek to fully compensate but to supplement other covers such as Private Health Insurance, National Health Insurance, Personal Accident Cover, Employment benefit covers, Income Payment protection covers. The Funds only provides cover for otherwise unrecoverable losses up to the benefit limits. The Funds should not be used as a guarantee of for the payment of expenses. **The GAA Injury Funds do not cover social hurling/camogie/Gaelic football.**

The procedures for claiming medical expenses in regard to injuries sustained from involvement in Gaelic Games are set out below. **Note that the only expense that can be claimed back directly from the Club relates to A/E attendance.** Reimbursement for A/E attendance will be €80, regardless of whether the player attends the public health service or a private service (e.g. Swift Clinics). Ancillary costs arising out of private care attendance (eg x-rays) will not be covered by the club, nor will private medical consultations.

Reimbursement for expenses arising from injuries that need more extensive care must be applied for by the injured person to the relevant GAA Injury Fund. There are different schemes for Mens/Boys GAA, Ladies Football and for Camogie. It should again be noted **that these schemes are not insurance policies but rather funds that aim to help by covering part of the costs of treatment for injuries.**

The funds have strict rules in regard to making claims. Initial notification must be given by the injured party within 60 days of injury to insurers for Boys/Mens GAA, 8 weeks for Ladies football and 30 days for Camogie. There are also strict limits on the amounts that can be claimed back. Some compensation is available to cover a loss of wages, as well as where the injury results in a permanent disability.

It is the responsibility of each claimant (and not the club) to familiarise themselves with the rules around the Injury Fund for their code and to lodge their claim in time. Information can be accessed quite easily on-line about the Injury funds and Claim forms are also available on-line and can be downloaded. The links for the various Funds are set out in the following sections. Claimants should ensure they access the correct fund for their code.

Injury Procedures – Ladies Football What to do – As a Mentor

1. Ensure Referee is informed of the injury during the game for his/her match report
2. Make club treasurer and club secretary aware of the injury
3. Remind the player they need to report the injury by logging on to <http://ladiesgaelic.ie/club/injury-fund/> and completing the first two pages of the form **within 8 weeks** or the claim will be declined
4. Direct the player to the club medical policy on <http://www.clontarfgaa.com/Documents>

Injury Procedures – Ladies Football What to do – as a player

1. Ensure injury is reported to referee to go in her/his match report
2. If injury happens in training, you must inform the lead mentor
3. If injury only becomes apparent after the match/training, you must ensure to inform the lead mentor asap
4. **You** must log on to <http://ladiesgaelic.ie/club/injury-fund/> and download, complete, sign and submit the (1) Preliminary form and (2) Full Injury Claim Form within **8 weeks** of the injury taking place
5. Failure to complete step 4 within 8 weeks will lead to the claim being declined
6. Claim forms must be sent by you to the Club Secretary to counter sign and then submitted to the County Secretary
7. Permission must be sought by you from the injury fund co-ordinator for all private treatment **PRIOR** to receiving the treatment
8. If you have private medical care (VHI, Aviva etc) you must claim from them first
9. Important to note that the GAA Scheme is NOT an insurance scheme and does not seek to compensate fully for injury, rather to lessen the hardship to players.
10. Note in particular that Injury Fund payments have a limit/cap for MRI scans, Physio Sessions, A&E, Medical & Dental expenses

Injury Procedures - Mens/Boys GAA What to do – As a Manager

1. Ensure Referee is informed of the injury during the game for his match report
2. Make club medical officer, Barry Lyons, and Club Treasurer aware of the injury
3. Remind the parent/player they need to report the injury by logging on to <http://www.gaa.ie/my-gaa/administrators/gaa-injury-benefit-fund> and completing the first two pages of the form ***within 60 days*** or the claim will be declined
4. Direct the parent/player to the club medical policy on <http://www.clontarfgaa.com/Documents>

Injury Procedures- Mens/Boys GAA What to do – as a parent/player

1. Ensure injury is reported to referee to go in his match report
2. If injury happens in training, you must inform the team manager
3. If injury only becomes apparent after the match/training, you must inform the team manager asap
4. ***You*** must log on to <http://www.gaa.ie/my-gaa/administrators/gaa-injury-benefit-fund> and download, complete and submit the player injury form within ***60 days*** of the injury taking place
5. Failure to complete step 4 within 60 days will lead to the claim being declined
6. Completed forms and all receipts should be left in club by you for attention of Barry Lyons. Contact Barry with queries: barry.lyons0@gmail.com
7. If you have private medical care (VHI, Aviva etc) you must claim from them first
8. There is no cover for pre-operative physiotherapy
9. Important to note that the GAA Scheme is NOT an insurance scheme. It is a benefit scheme for the purpose of giving an injured player a "dig out" if they have no other recourse for their medical expenses
10. Note in particular that Injury Fund payments have a limit/cap for MRI scans, Physio Sessions, A&E, Medical & Dental expenses

Injury Procedure – Camogie

What to do – as a parent/player/mentor

1. Ensure injury is reported to referee to go in his match report
2. If injury happens in training, you must inform the team manager
3. You must make club treasurer and club secretary aware of the injury
4. The Insurer must be notified by you of all incidents which may give rise to a **claim within 30 days of the date of injury** by submission of the first two pages of the claim form which can be downloaded from www.camogie.ie under Administration/Insurance.
5. Should it be necessary to pursue the claim, the completed claim form should be submitted by you to Willis **within a further 30 days** (i.e. no more than 60 days following the date of injury).
6. All claim forms must be submitted with a declaration from the Club Secretary as to the authenticity of the claim. A designated county officer must countersign this declaration.
7. All claim documentation should incorporate the following if at all possible to expedite settlement of any claim: For medical / dental claims, receipts (not invoices) for the treatment required.
8. For Loss of Wages (Temporary Total Disablement) claims, Employers Certification stating the amount of loss of nett basic earnings \ wage slips. In the case of a self-employed person they must provide a statement from their accountant confirming their net earnings for the three months prior to the date of their injury.
9. If a member is not in a position to provide full details of their claim, eg where treatment is ongoing, do not delay submitting the claim form. Send it in, completed as much as possible.
10. If you have any queries please contact: Camogie Helpline 353 1 639 6343, or email gaa.queries@willis.ie, or write to: Willis, Claims & Administration Services, Grand Mill Quay, Barrow Street, Dublin 4.

Texting/Web Usage/Photography Policy.

Texting of Young Players by the Club:

- It is Club policy that when passing on information regarding games, training or other activities for our under age members that it is done so via group texts and that these group texts should be sent to the parents of under-age players. Mentors and/or Club officials should obtain these relevant contact numbers when an under-age player is being registered. (Note; an under-age player is one who is under the age of 18 years).
- Note that for minor teams, mentors may communicate directly with minor players where the consent of parents/guardians to do so has been obtained.
- Mentors should not use any social networks (Face book, Twitter, What's App etc.) to communicate with a young player. These forms of communication should not be used to conduct any Club business.
- If, for whatever reason, a parent/guardian insists or requests that the information is sent directly by the Club to their child and gives this request in writing, the Club may, if they so wish, accede to this request. However, if the Club accedes to the request the information can only be sent as part of a group text and cannot be communicated individually to the under-age member.
- The Club would regard the individual texting of an under-age members by their Mentor as being inappropriate and unnecessary. The Club recommends that Mentors do not keep the mobile numbers of young members on their personal phones.
- If a young player is a member of a development squad, the group text mechanism is the preferred method of communication with the young players.
- If a young player plays up for adult teams, the same rules apply and parental/guardian permission must be sought if you wish to directly communicate with the young person as part of a group text scheme.

Web Site Usage/Photographic/Recorded Images:

- Taking photographs of players, using the Club website to publicise GAA activities and the video recording of events, games and training sessions are normal activities, however, care must be taken in the dissemination, storage and use of such material.
- The *GAA Code of Best Practice in Young Sport* does not seek in any way to eliminate or curtail these activities but proposes safeguards so as to ensure that the Club minimise the risk of threats that inappropriate use of photographs or the recording of images may pose, particularly for young people.
- Young players, parents and adult players will be asked to give permission for the recording of photographic and recorded images as part of the player's registration/subscription process.
- Photography and the recording of images in a public place do not generally require explicit or prior consent. However, if at an event such as a game or training session is taking place a Mentor, parent or player is entitled to request a person to refrain from taking photos if they feel that it may be inappropriate.
- All young people featured in recordings must be appropriately dressed.

- A photograph or recording of a young player should focus on the activity rather than the young person.
- Parents and spectators taking photos and recordings should seek permission in advance from the Club and should also be prepared to identify themselves if requested and state the purpose for photos/videos.
- Group and team photos may be taken but it is not necessary to match the player's name with the position they are standing or seated in the photo i.e., the photo may appear with the player's name recorded but need not be in the order in which they appear in the photo.
- On certain occasions individual players may receive recognition and may be presented with an award. In the case of an underage player certain levels of sensitivity and common sense are required and a balance should be drawn between the publication of a photograph of a young player, who may or may not be named and the safety aspects of the publication.
- Any instances of inappropriate images should be reported to the Juvenile Games Chairperson and/or the Children's Officer who will ensure that appropriate action is taken.
- Particular care needs to be taken about the content put up on social networks such as What's App, Facebook or websites. It should be for information purposes only in relation to training and fixtures.



Volunteer Recruitment, Selection and Vetting.

Volunteer Recruitment and Selection: The following procedures will be used when recruiting Mentors and other personnel used to manage teams:

- **Role Clarification:** The role of the volunteer will be clearly defined e.g. Mentor, Committee Member, etc.
- **Role Assistance:** The various support's available in the Club will be explained to new volunteers e.g., courses. For new Mentors in the Nursery, induction meetings will be held in the Club. A copy of the *Club Codes, Policies and Procedures* will be made available to every new volunteer.
- **Application/Subscription Form:** Volunteers should complete a club membership application form prior to formally commencing their role in the Club. This is particularly important for new Mentors as they must be registered in order to be covered by insurance. Signing an application form requires the volunteer to agree to abide by the *Clubs Codes, Policies and Procedures*.
- **Data Retention:** All member details collected on application or subscription forms will be securely stored on the Club data base. This information will be treated confidentially and only be used for GAA purposes.
- **References and Garda Vetting:** As part of the recruitment process each new volunteer member must be recommended by an existing Club member. These recommendations will be verified by a member of the Club Executive. For volunteers involved in Mentoring or in assisting in juvenile or adult teams, it is mandatory to complete a Garda Vetting process prior to commencement of their role(s). Mentors must also attend a Child Protection Course and do the GAA Foundation Coaching Course.
- **Meeting the Applicant:** An official representative of the Club will meet each new volunteer to ensure that they are aware of their role(s) and to use the occasion to clarify any issues that may arise and identify any coaching and up-skilling needs as appropriate.
- **Volunteer Support:** Continuous supports will be made available to all Mentors and volunteers to enable them to full fill their roles successfully. The Club Executive, Juvenile Chairman and the Children's Officers will be available to support all roles in the Club.
- **Mentor Ratification:** All Mentors (new and existing) will be reviewed and ratified by the Club Executive on an annual basis.

Garda E-Vetting Procedure

IF YOU ARE 18 OR OVER

STEP 1 GAA E-VETTING FORM

- Click [here](#) to access the above form.
- Print it out and complete.
- It consists of 3 pages in total (the ID form and 2 pages which details the various forms of ID that can be submitted e.g. passport and a utility bill indicating your address. (photographic id is mandatory)
- When the form is complete - attach it to a photocopy of your id and it must then be validated by the Childrens Officer first before you begin the online e-vetting process.

STEP 2 E-VETTING APPLICATION FORM

- Click [here](#) to access this section.
- Complete as is required
- Where you are asked if you have submitted your documentation to the Children's Officer select the button YES)
- NOTE : You do not have to scan/attach ID with the form as it has already been submitted and verified by the Childrens Officer.

WHAT HAPPENS NEXT?

- An email will be sent to you from "FlowForma admin" confirming receipt of your application
- Another email will be sent from evetting.donotreply@garda.ie. This is to complete the more detailed information e.g. places that you have lived previously. SUBMIT your form.
- Another email will be sent confirming receipt of this form.
- After a short period of time you will be sent your Vetting Acceptance Notification. It will come as an attachment to the email.
- This Vetting Acceptance will be also be forwarded to the Club Secretary and no further action is required on your part.

IF YOU ARE BETWEEN 16 - 18

STEP 1 GAA E-VETTING FORM & PARENTAL CONSENT FORM

- Click [here](#) to access the E-vetting ID form and
- Click [here](#) for the Parental Consent Form
- Print them both out and complete.
- Take a photocopy of both.
- The E-vetting ID form consists of 3 pages in total (the ID form and 2 pages which details the various forms of ID that can be submitted e.g. passport and a utility bill indicating your address. (photographic id is mandatory)
- When the form is complete - Attach the form to a photocopy of your id and it must then be validated by the Clubs Childrens Officer first before you begin the online e-vetting process.

STEP 2 E-VETTING APPLICATION FORM

- Click [here](#) to access this section.

- Complete as is required
- You will be asked to attach a scan/copy of the Parental Consent Form - This must be done.
- Where you are asked if you have submitted your documentation to the Children's Officer select the button YES)
- NOTE : You do not have to scan/attach ID with the form as it has already been submitted and verified by the Childrens Officer.

WHAT HAPPENS NEXT?

- An email will be sent to you from "FlowForma admin" confirming receipt of your application
- Another email will be sent from evetting.donotreply@garda.ie. This is to complete the more detailed information e.g. places that you have lived previously. SUBMIT your form.
- Another email will be sent confirming receipt of this form.
- After a short period of time you will be sent your Vetting Acceptance Notification. It will come as an attachment to the email.
- This Vetting Acceptance will be also be forwarded to the Club Secretary and no further action is required on your part.



Away Trips and Overnight Stays.

Away Trips: The Club has the following policy in place for travelling with young players. Parental or guardian consent must be obtained in writing must be obtained before any young player/member can participate in any organised trip.

- Young players and their parents/guardians should sign a form agreeing to partake in away trips or overnight stays.
- Young players must be adequately supervised (approximately 1 Mentor to 8 players).
- There must be adult Mentors of each gender with mixed groups.
- Mentors travelling are required to be familiar with the agreed rules on smoking and on the consumption of alcohol. As a basic minimum, Mentors are required to avoid smoking while working with young players and must not consume alcohol or non-prescribed drugs while young players are in their care.

Overnight stays:

- A specific ratio of Mentors to young people should be agreed in advance (approximately 1 Mentor to 8 players). This ratio can vary depending on the age category of the young players and the type of activity they participate in.
- Ensure that the standard of accommodation is suitable for groups.
- Adults should never share a room with a young player. If exceptional or emergency circumstances so dictate, there should be more than one young person in the room with the adult.
- Where young people are sharing a room it should be arranged that the same gender and age grouping are kept together.

Hosting a Visiting Club: Hosting another Club means that prior planning is key to success. It is most important that the Clontarf GAA Club presents itself in a very positive fashion when hosting visiting teams and extends a very warm welcome to these clubs that take the trouble to travel up from the country to play in challenge matches. The Club is also keen to develop contacts with clubs from other counties. Any club visiting Clontarf GAA should leave with a very good impression of the Club. The following points should be considered:

- There should be contact with the visiting club well before they travel, with clear directions given on getting to our clubhouse and playing pitches. Mobile numbers should be exchanged if case difficulties or delays arise.
- Check with the visiting team whether there is to be any exchange of gifts, etc., and who is accompanying the team. Club Officers should be informed if senior officials such as Club Chairman or Secretary are in the traveling party.
- Pitches should be booked with the relevant games officers. Pitches should be properly marked, flagged and netted. Check with the visiting club re referees, most clubs are happy for mentors to referee matches. Have a back-up plan for bad weather.
- Ensure that a first-aid kit is available.
- The County Board should be notified so that the matches are covered for insurance purposes. Note that the County Board will not give permission for such fixtures if they result in a Dublin club fixture not being played. If there is a clash make sure the Dublin fixture can be played in advance.

- Advise the players about playing the game in a competitive but fair manner, respect for officials and the importance of exemplary behaviour both on and off the field. It is the players that often give the best impression of the Club.
- Assign a mentor from within the squad to take care of catering. Parents should be asked to provide sandwiches, cakes, etc. Soft drinks can be ordered from the bar. The kitchen is available for use if hot food needs to be prepared, however, check that the kitchen/astro it is not already booked. Pizzas may be ordered in but get approval beforehand from the relevant games officer and ensure to get a discount on large orders.

Hosting a Visiting Club Overnight:

- It is the responsibility of the Club to seek or provide suitable accommodation for the visiting Club.
- Host families must provide a safe and caring environment for young people.
- All houses must be checked for suitability by the Club.
- At least one person in the host house should be Garda vetted.
- The Club should provide an itinerary of events to the host family.
- More than one young player should be placed in a host home.
- The host family should be made aware of any special needs/requirements of guest players.
- Guest players should not be asked to share a room with an adult or a member of the opposite sex.

Transport: Transport is a central element of any trip. If teams avail of bus or coach transport and it is essential that all aspects of the transport arrangements are checked out and agreed in advance. Safety should be considered a priority at all times, regardless of the cost. The following should be considered:

- All vehicles used for transport should be well maintained, roadworthy, have the proper safety equipment and should be properly taxed and insured.
- Hired transport should be fully accessible for people with disabilities.
- When travelling on buses, coaches or cars, passengers must remain seated at all times and belted if available.
- Alternative access to transport should be available in case of emergency.
- Vehicles should be equipped with a First Aid Kit and a fire extinguisher and Mentors of the group should be familiar with how to use them.
- When hiring a bus or coach, information should be sought regarding the company's safety standards, reputation and reliability.

Club Facilities.

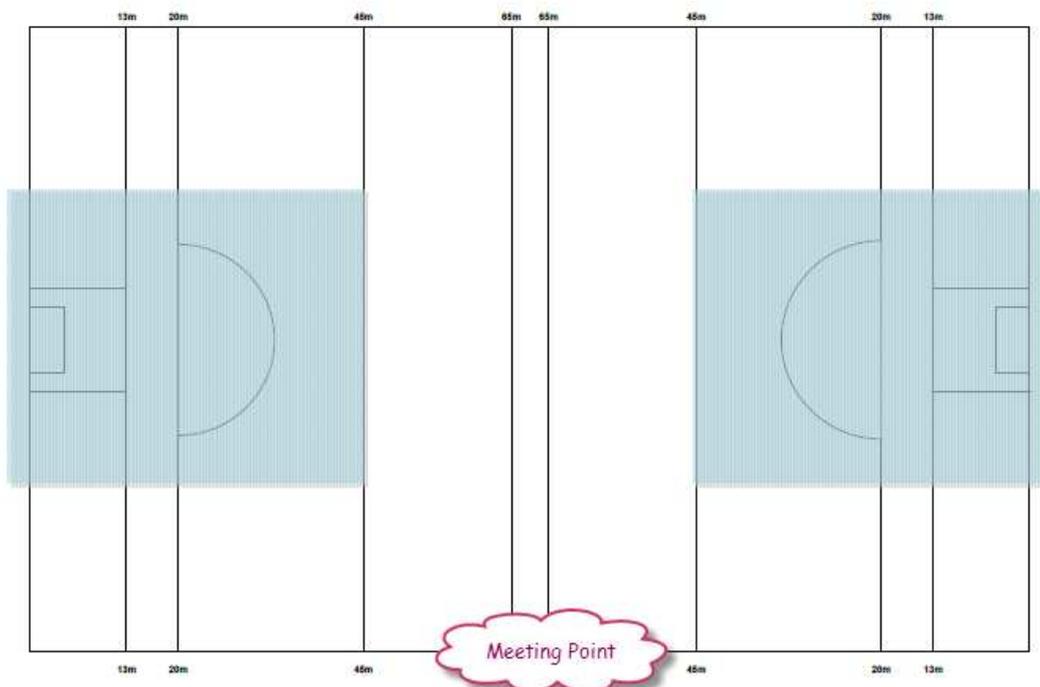
Use of Grass Pitches

A schedule of activities which will include pitch and dressing room allocations will be published on the club website each week. Teams must use the pitch and dressing rooms allocated to them.

Pitches

The pitches in St Annes (P34 & P35) and St Pauls are modern sand based grass pitches. They have built in drainage which assists keeping them playable quickly after heavy rain. These pitches provide a good playing surface but they are grass and have to be treated as such to maintain the playing surface so that we can play the maximum number of games on them.

The pitches are not synthetic all weather surfaces and should not be treated as such.



To help preserve the grass surface teams using these pitches must observe a number of guidelines

Stay out of goalmouths except when necessary for specific shooting drills / match type drills – **see shaded area.**

The vast majority of drills should take place between the two 45s and close to the sidelines. This is typically the area of the pitch that gets least traffic during matches and as such usually has the best grass cover. High intensity drills should take place off the pitch if there is any risk that they will damage the surface.

Warm ups prior to training or matches must take place off the pitch.

When sending panel of players off for a warm up / warm down run or an extended run – direct them away from 34 / 35.

Kick outs –

The area on the 13metre line directly in front of the goals is subject to overuse and must be protected. Goalkeepers should be directed to kick the ball from different areas along the 13metre line – see extract from Treoir Oifigiúil which facilitates this;

"(2.7 (a) When the ball is played over the end line by the Team attacking that end, or after a score is made, play is restarted by a kick-out off the ground from the 13m line and within the large rectangle.)"

No ad-hoc training allowed by any squads, players or individuals – all sessions to be approved in advance by pitch management committee – make all players aware of this rule.

Players recovering from injury should not be doing their rehab running / exercises around 34 / 35 – they should be directed to other areas of the park.

Be mindful of the weather conditions on the day – what may be acceptable on a fine summer's day may be totally inappropriate on a wet winters day.

Be aware that pitches will be closed for maintenance during Easter break and summer break. We endeavour to ensure no games are missed during maintenance but training is normally suspended.

Explain to the players the reason for moving drills around – we need to increase good practice awareness.

Pitch Housekeeping

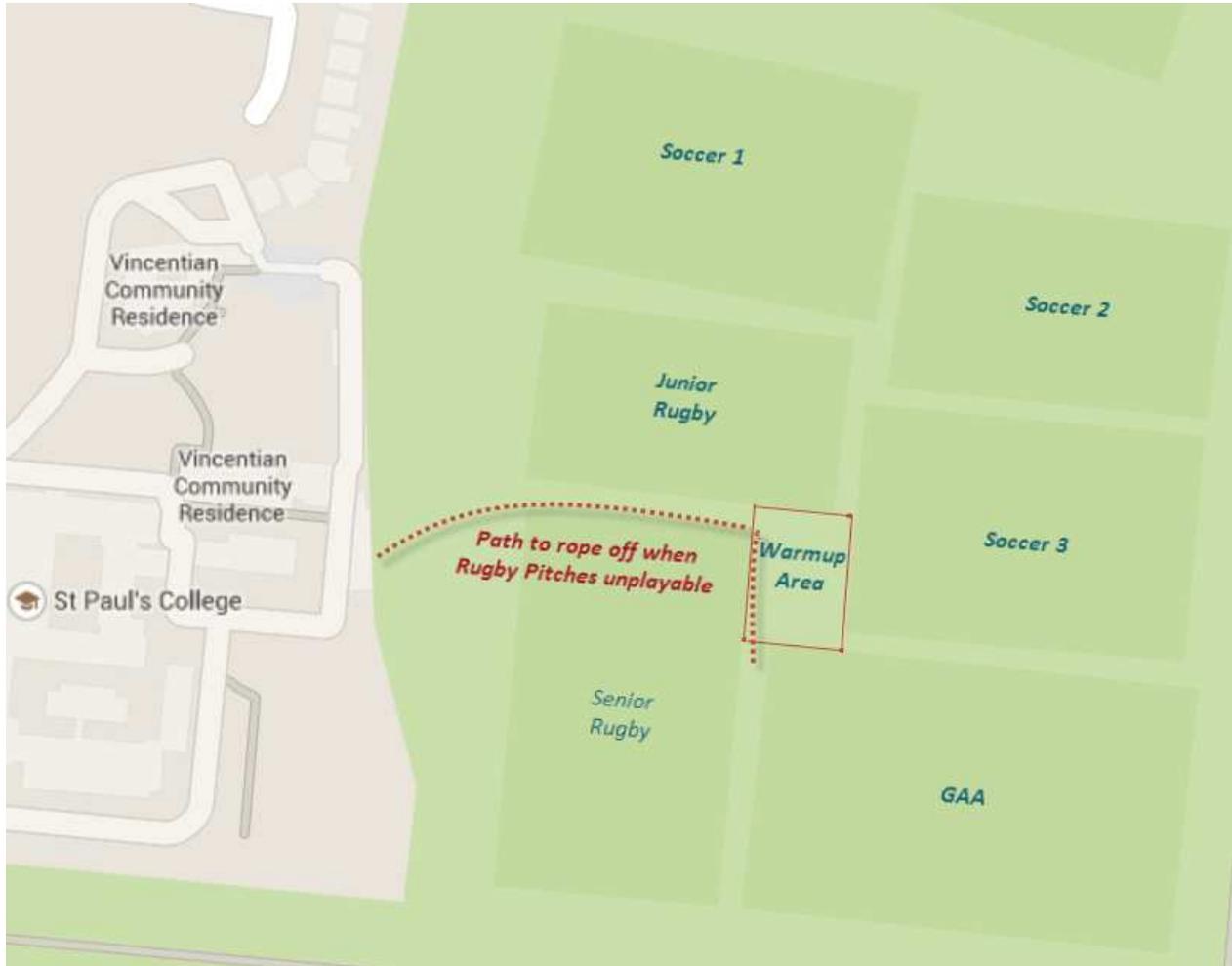
There is a specific set of nets/flags for each pitch – use the correct set for your allocated pitch. The nets are configured and marked for each individual set of posts.

- **Nets** - Ensure they are taken down correctly (without damaging the toggles) and stored in the correct container.
- **Goalmouth Protectors** – If a goalmouth is being used then the protectors must be removed and stored against the ball catch netting posts behind the goals in an upright position to prevent a tripping hazard. Under no circumstances can the protectors be swivelled around the posts for convenience as this damages the posts and the net holders. The 3 locks on each set of protectors should be locked on the protectors when the proctors are off the posts as a number have gone missing while left unlocked. Finally ensure that goalmouth protectors are returned to locked position following a match or training session. The protectors are very easy to fit but are post specific and only go on one way. If you are having difficulty it is likely that you are putting them on incorrectly – have another look - do not force them into place.
- **Flags** - Ensure that the 16 match flags are accounted for and placed in the correct container. (Only 16 flags required for both hurling & football). For Hurling don't flag the 45's and for Football don't flag the 65's.
- **Unauthorised users** - Take responsibility for moving unauthorised pitch users along (whether members of the club or not).
- **Roping off Pitch 34 / 35** – There are drums of rope and stakes in the store room for roping off the pitches when a large number of spectators are expected. It is the responsibility of each set of mentors to organise the ropes to be setup and dismantled.

St Pauls

In the event that St Pauls Rugby Pitches are deemed unplayable by the college but matches are proceeding on the GAA pitch, the club have a responsibility to rope off the main Rugby pitch and direct all foot traffic around the pitch. Mentors need to ensure this is done if their team is using the GAA pitch.

Rugby Pitches / Soccer pitches not available for warm ups – rectangular area (50m x 25m approx.) bordered by rugby pitches, soccer pitch and GAA pitch to be used by both teams.



Other pitches e.g. Pitch 21, Pitch 23, Pitch 30 etc.

Keep out of goal areas for warm ups. Avoid doing drills etc that dig up the pitch on the pitch area - take them to the side i.e. off the pitch. Again most drills should be carried out between the 45s.

Dealing with opposition on Match Days

One member of management team to be appointed on day to

- Direct opposition to their dressing room.
- Show them where to get water.
- Explain the rules regarding warm ups off the pitch
- Explain that it is the oppositions own responsibility to lock their dressing room door when leaving for game (Once we provide them with a key)

One set of dressing rooms to be used per home team / opposition pair. If two Clontarf team playing at the same time then each team management to take responsibility for one set of dressing rooms. Do not put two opposing teams in one set of dressing rooms

Facilities

Dressing Rooms

It is the responsibility of mentors to ensure that;

- Dressing rooms are brushed out and tidied up after each use. (the Home team must ensure their opponent's dressing room is clean and tidy after a game.)
- Dressing rooms are locked during games and training sessions. Ensure main entrance door to dressing rooms and store room are closed during games.
- All lights are turned off and dressing rooms are locked after each session
- Ensure dressing room keys are returned after match
- Check toilets and showers for running taps/ damage. Report any damage found.

Floodlights – pitches 34 and 35

- Under planning permission the **Curfew** for pitch 34 and 35 floodlights is **9.30pm**.
- **Cost management** - only turn on lights that you require for your game or session. E.g. half the lights for a training session when limited numbers / activity. As soon as a session is finished switch off as many lights as possible immediately.
- If lights are **turned off accidentally** or go out during a session allow 10 minutes for bulbs to cool down before relighting

Ice Machine

Ice Making Machine – be sensible – Don't use machine for a small amount of ice –

Bicycles

No bicycles allowed in dressing rooms or store room

Gear

Jerseys

Mentors are responsible for ensuring that all jerseys are returned by players following each match. Mentors must ensure that jerseys are washed immediately after each use. It is not acceptable to ask players to represent the club in jerseys that have not been washed.

Engagement with Club

Mentors are required to

- Comply with all Clontarf GAA club Codes , Policies and Behaviours
- Comply with all CLG Codes , Policies and Behaviours
- Be a paid up member of Clontarf GAA
- Be Garda Vetted
- Attend a Child Protection Course and any other courses as deemed appropriate by the club executive or CLG.
- Comply with Policy on texting
- Claim Expenses via proper form – Expenses should be claimed at least twice annually.
- Process Medical claims on time – Players/parents should be informed by mentors of the 60-day limit after injury occurs for players to notify insurance company re injury to be able to claim any costs
- Process gear requisition via proper form
- Comply with direction of club Executive with regard to players not playing / training if the players are not paid up

General Message - Respect all club facilities / equipment / rules.

Use of the Synthetic Pitch

Pitch Bookings: Allocated slots have been assigned to all teams. These may change from time to time with agreement of the Mentors. Booking slots that have not been allocated can be arranged by contacting the Games officer.

Saturday Slots: In the advent of fixtures being cancelled on Saturday, slots are available for juvenile teams.

- Priority will be given to teams who are competing in league, shield and championship matches.
- Mentors should check the fixtures for cancelled matches.

Facility Care:

- No players are allowed on the pitch without a Mentor being present.
- Only Astro Turf runners and moulded boots are allowed on the astro pitch.
- Steel studs or blades of any description are not allowed.
- All boots/runners must be clean before players enter the pitch.
- The back gate (adjacent to the residential neighbours) should be kept locked at all times and only used by Mentors to access training equipment.
- All kit, gear and lost items should be removed from the pitch after sessions are finished.
- Gates to the synthetic pitch must be locked after use.

Lights:

- The pitch flood lights may be used in the evening time up to 22:00 Monday to Saturday and 21:00 on Sundays.
- The lights take approximately 10 minutes to warm up and reach full brightness. Do not switch on and off the flood lights unnecessarily.
- The last team on the Astro i.e. the 9pm to 10pm slot must switch off the lights even if they turn off automatically.
- If they are not switched off they will switch on automatically the next day.

Playing Rules:

- The synthetic pitch's primary purpose is for juvenile training i.e. skills development, fitness training, stamina building, etc.
- For football and hurling games/drills modified systems should be introduced that avoid kicking/pucking the ball over the bar (e.g. only hand fisted points).
- Dead balling a sliotar or football on the pitch perimeter fencing or boards is not permitted.
- All hurleys must have the steel band taped before they are used on the pitch.

Food/Drinks:

- Food and drinks are strictly forbidden on the synthetic pitch, particularly chewing gum.

Neighbours:

- All of our neighbours should be treated with the utmost of courtesy and their rights should be respected at all times.

- Good relationships with our neighbours on all sides of the synthetic pitch are essential for the future use and development of our facilities.

Ball Retrieval:

- Under no circumstances should any member, player or Mentor attempt to retrieve a ball from our neighbour's property, including schools.
- Entering a property without permission is trespassing.
- Should you loose balls to the neighbours property please inform the Juvenile or Adult officers.
- The balls will be collected by prior arrangement with the neighbours.

Scheduled Maintenance:

- The synthetic pitch may have to undergo a programme of scheduled maintenance from time to time.
- We will endeavour to inform Mentors if their allocated slots are affected.

Mentors Store:

- The Mentor's store should be kept tidy at all times.
- All training equipment should be returned to the store after training is complete.
- The store is not to be used to house bicycles, lost property, etc.
- The store is to be kept locked at all times.
- If additional equipment is required or equipment is damaged, it should be reported to one of the Club Officers.



Appendix 1 References

Code of Ethics and Good Practice for Children's Sport (Irish Sports Council and Sport Northern Ireland, Irish Sports Council, West End Office Park, Blanchardstown, Dublin 15)

Code of Behaviour for all persons working with young people (Cumann Lúthchleas Gael (GAA). Published in association with Cumann Camógaíochta na nGael, Cumann Peil Gael na mBan, Comhairle Liathróid Láimhe na hÉireann and Comhairle Cluiche Corr na hÉireann, Páirc an Chrócaigh, Dublin 3)

Guidelines for Dealing with Allegations of Abuse (Cumann Lúthchleas Gael (GAA) Fourth Edition 2009, Páirc an Chrócaigh, Dublin 3)

Children First (National Guidelines for the Protection and Welfare of Children, Department of Health and Children, Hawkins House, Hawkins Street, Dublin 2)

Our Duty to Care (NI) (Principles of Good Practice for the Protection of Children and Young People, Volunteer Development Agency, 129 Ormeau Road, Belfast BT7 1SH)

Our Duty to Care (ROI) (Principles of Good Practice for the Protection of Children and Young People Department of Health and Children, Hawkins House, Hawkins Street, Dublin 2)

Let's Beat Bullying (An anti-bullying resource for those working with young people in Youth Work Settings. National Youth Council of Ireland, 3 Montague Street, Dublin 2)

Guidelines for taking and using images of children and young people in the arts sector (The Arts Council, 70 Merrion Square, Dublin 2)

Code of Good Practice for the Youth Work Sector (Department of Education and Science, Marlborough Street, Dublin 1)

Webwise (For information on the safe use of the Internet check www.webwise.ie)

The GAA Code of Best Practice in Youth Sport, the Code of Behaviour for all Persons Working with Young People and Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009) are downloadable at <http://www.gaa.ie>

Appendix 2 Glossary of Terms

Youth/Young Players/Children/Young People: For the purpose of these codes, policies and procedures youths, young players, children, and young people are recognised as persons under 18 years of age. Legislation in certain jurisdictions stipulates that a child is a person under 18 years who is not or has not been married.

Mentor: A Mentor is a person appointed by the Club to oversee the effective management of a team. A Mentor undertakes this role often with the help of assistant Mentors. This role is carried out in line with GAA and Clontarf's policy of fair play, respect, participation, enjoyment and skills development. All Mentors have a role to play in ensuring that procedures as described in this document are agreed, followed and reviewed on a regular basis.

Parents/Guardians: The terms Parents/Guardians are used in this Code to indicate the legal parents and/ or guardians of our underage players.

Official: An Official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes referees, umpires, lines men, etc.

Club Children's Officer: A person/persons appointed to ensure that there is recognition and development of a child/youth centered ethos within the Club. They will act as the link between the young members and adults.

Club Designated Person: A person/persons whose prime responsibility is reporting allegations or suspicions of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about the protection of young members and will report to the relevant committee within the GAA.

Statutory Authorities: The government bodies who are responsible the welfare and protection of children and young people and who have a legal authority for the investigation and/or validation of suspected child abuse, i.e., An Garda Síochána and the Health Service Executive.

Club Officer: Chairperson, Secretary, Treasurer and Committee members who are appointed to oversee Club activities and developments.

Appendix 3 Useful Information

Categories/Definitions of Child Abuse.

Abuse can take place in various different ways; neglect, emotional, physical, sexual or bullying. This section defines the different categories of abuse and provides some practical examples of how they may arise in the GAA context.

Neglect is normally defined in terms of an 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 is the persistent failure to meet a youth's basic physical/psychological needs that can lead to significant harm. Some examples of neglect would include; consistent lack of team supervision, exposing players to undue heat (and the lack of necessary re-hydration fluids), cold, injury and exposure to risk or injury during games (lack of protective gear).

Emotional abuse is persistent emotional ill treatment, normally found in the relationship between a caregiver and a youth rather than in a specific event or pattern of events. It occurs when a youth's need for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms. Examples would include; persistent criticism and negative comments by Mentors or parents of young players, seeking unrealistic expectations of a young player beyond their capabilities or age level, promoting a win only ethic in the coaching and playing, downplaying a player's attempts at skill improvement and the use of un-realistic or harsh disciplinary measures.

Physical abuse is the deliberate injury to a youth or any form of non-accidental injury that causes significant harm to a youth. Possible examples of physical abuse would include; over playing/training, excessive training regimes which disregard a player's physical capacity/development, imposing performance enhancing substances or dietary programmes, shaking or physically hitting a player.

Sexual abuse occurs when a youth is used by another person for their own gratification or sexual arousal or for that of others. Examples of sexual abuse would include; intentional touching a player at training sessions or games in an inappropriate manner, exploitation of a young player for sexual gratification, creating/forwarding or exchanging sexually explicit images/messages in any e-communication format or sexual relationships with a young person or a child.

Bullying has been covered in Section 3 under the Anti Bullying procedure. Some common scenarios that occur would include; bullying carried out by young players or by adults against other young players or against adults, Mentors pursuing a "win at all costs" ethos with players, a player being intimidated by another player/players, bullying that may have commenced outside of the Club but continue on the playing fields or in dressing rooms, teasing/taunting or physical bullying.

Appendix 4 Mission, Vision, Values of the GAA Association

Mission

“The GAA is a community based volunteer organisation promoting Gaelic games, culture and lifelong participation.”

The GAA is a volunteer organisation. We develop and promote Gaelic games at the core of Irish identity and culture.

We are dedicated to ensuring that our family of games, and the values we live, enrich the lives of our members, families and the communities we serve.

We are committed to active lifelong participation for all and to providing the best facilities.

We reach out to and include all members of our society. We promote individual development and well-being and strive to enable all our members achieve their full potential in their chosen roles.

Vision

Our vision is that everybody has the opportunity to be welcomed to take part in our games and culture, to participate fully, to grow and develop and to be inspired to keep a lifelong engagement with our Association.

Values

Community Identity

- Community is at the heart of our Association. Everything we do helps to enrich the communities we serve.
- We foster a clear sense of identity and place.

Amateur Status

- We are a volunteer led organization.
- All our members play and engage in our games as amateurs.
- We provide a games programme at all levels to meet the needs of all our players.

Inclusiveness

- We welcome everybody to be part of our Association.
- We are anti sectarian.
- We are anti racist.

Respect

- We respect each other on and off the playing fields.
- We operate with integrity at all levels.
- We listen and respect the views of all.

Player Welfare

- We provide the best playing experience for all our players.
- We structure our games to allow players of all abilities reach their potential.

Teamwork

- Effective teamwork on and off the field is the cornerstone of our Association.
- Ní neart go cur le chéile (There is no strength without working together).

(Extract from *GAA Code of Best Practice in Youth Sport*)

