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1. General Policies

1. 1 Policy Statement

Our Club is fully committed to safeguarding the well being of all its members, particularly children. Every member of our Club should, at all times, show respect and understanding for the rights, and safety of others, and conduct themselves in a way that reflects the principles of the Kilcock CPC, and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport in Ireland*.¹

It is the policy of our club to ensure that every child or young person who takes part in any of our Club activities should be able to do so in a fun and safe environment, and be protected from neglect, bullying, and any form of physical, sexual or emotional abuse, while taking part in Club activities.

1.2 Fair Play

Sport can have a very powerful and positive influence on young people. Not only can it provide opportunities for personal enjoyment and development, but it can also help to develop valuable qualities such as self-esteem, leadership and teamwork and hopefully a lifelong passion for their chosen sport.

All our sporting activities shall be conducted in an atmosphere of fair play. Ireland has contributed to and is committed to the European Code of Sports Ethics, which defines fair play as “much more than playing within the rules” . Fair Play incorporates concepts of friendship, respect for instructors / coaches and opponents, and playing with the right spirit, and recognising that winning is important but how you play the game is equally important. Fair Play is a way of thinking not just behaving. We shall endeavour at all times to promote “ Fair Play” within our organization.

¹ *Code of Ethics and Good Practice for Children's Sport* (Irish Sports Council, 2000); *Children First: National Guidelines for the Protection and Welfare of Children* (Dept. of Health and Children, 1999); *Our Duty to Care* (Dept. of Health and Children, 2000).

1.3 Quality Atmosphere and Ethos

All children should be treated in an equitable and fair manner irrespective of age, gender, religion, race, ability, social or ethnic background, or political persuasion, and have the right to protection at all times from sexual, physical or emotional abuse.

A child-cantered ethos will ensure that competition and specialisation are kept in their appropriate place. High levels of dropout from sport are mainly due to competitive demands, resulting in excessive pressure being placed on young people too early. Children with a disability shall be involved in an integrated way thus allowing them to participate to their potential alongside other children.

The key principles underlying this policy are:

Every person under the age of 18 years should be considered as a child for the purpose of this document. While recognising that the protection of the good name of all members of our Club is of the utmost importance, the safety and welfare of the child is paramount.

1.4 Safety Statement

Kilcock Canoe Polo Club will ensure the following:

- (A) Activities are suitable for age and stage of development of participants.
- (B) Keep a record of any specific medical conditions of the participants.
- (C) Keep a record of emergency contact numbers for parents/guardians.
- (D) Ensure any necessary protective gear is used.
- (E) Ensure First Aid kit is close at hand with access to qualified first –aider.
- (F) Know the contact numbers of emergency services.
- (G) Keep first aid kit stocked up.
- (H) Ensure easy access to medical personnel if needed and have an emergency plan.
- (I) If an incident occurs, make a brief report of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant’s parents and keep them informed of all details.
- (J) Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety. Full rules are available from the International Canoe Federation. www.canoeicf.com/canoepolo/rules/htm
- (K) Leaders should hold appropriate qualifications required by the governing body
- (L) Ensure there is adequate insurance cover for all activities
- (M) Make every effort to ensure that parents / guardians are present at finishing time of sessions or events.

1.5 Code of Conduct for Players

- (A) Do not canoe alone.
- (B) Train for your own enjoyment, not to please parents, instructors or coaches.
- (C) Learn the rules of our sport and abide by them.
- (D) Respect your opponents. Treat them, as you would like to be treated.
- (E) Do not use foul/Vulgar language, or use unfair or bullying tactics to gain advantage of another opponent.
- (F) Always compete to win but recognize that it is not the only aim. Participation is equally important.
- (G) Behave in a manner that reflects the quality atmosphere and ethos of the club.
- (H) You are responsible for your own gear. Please ensure that it is of a correct size and specification. Please make sure your name is on it.
- (I) Buoyancy aids must be worn at all times while canoeing.
- (J) Helmets with face guards must be worn at all times while playing canoe polo.
- (K) Remember to always bring a drink of water with you. You need 1 litre of fluid per one hour of exercise.
- (L) Cameras, camera mobile phones and other visual recording devices are not be allowed at training sessions or competitions. See Section 2.7 of this document for guidelines on photography at competitions.
- (M) Respect the Club's equipment.
- (N) Respect and accept the decision of the referees, coaches, leaders, and instructors.
- (O) In order to play canoe polo, you must be able to swim.
- (P) Alcoholic drink, smoking or other illegal substances are forbidden at Club activities.

1.6 Code of Conduct for Parents/Guardians

Kilcock Canoe Polo Club is committed to providing a safe and fair environment for all juvenile players. Our first priority is the welfare of young players and we are committed to providing an environment, which will allow participants to perform to their best ability, free from bullying and intimidation. Kilcock Canoe Polo Club believes that parents should:

- (A) Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organizers.
- (B) Encourage your child to play by the rules.
- (C) Always behave responsibly on the sidelines and do not seek to unfairly affect the game on the pitch or the player on the pitch.
- (D) Take care not to expose any junior player, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- (E) Always recognize the value and importance of the volunteers who provide sporting/recreational opportunities for your child.
- (F) Respect referees, coaches, organisers and other players.
- (G) Do not publicly question the judgement or honesty of referees, coaches or organizers.
- (H) Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- (I) Set a good example by applauding good play on both sides
- (J) Encourage mutual respect for teammates and opponents.

Parents should support all efforts to remove all abusive and bullying behaviour in all its forms. For details, see Guidelines on Bullying, Section 2.6 of this document.

2. Child Protection

2.1 Child Protection and Welfare

Kilcock Canoe Polo Club accepts that sporting organizations, which include children as members, are vulnerable to the occurrence of child abuse and therefore there is a need for policies and procedures to deal with this issue. The safety of young people is everyone's responsibility.

All involved adults, children and parents/guardians operating within the junior section of Kilcock Canoe Polo Club should be aware of how to report, and to whom concerns should be reported, within the club/organization. Everyone involved in child protection matters should be aware of his/her responsibility to work in co-operation with the statutory child protection authorities.

2.2 Responding to Allegations of Abuse

If a young person says or indicates that he/she is being abused, or information is obtained which gives cause for concern that a young person is being abused, you should react immediately. False allegations of abuse can occur but are very rare.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse "reasonably and in good faith" to the Health Board or the Gardai (See 5.13.1 – *Irish Sport Council Code*). The act also covers the offence of "false reporting". This Act came into operation on 23rd January 1999.

If a Coach or a parent/guardian is uneasy or suspicious about a child's safety or welfare the following response should be made:

Responding to a child:

- (A) React calmly.
- (B) Listen compassionately and carefully –keep the questions to an absolute minimum, facilitating the child to tell about the problem.
- (C) Take what the child is saying seriously.
- (D) Remember the child has decided to tell about something very important and has taken a risk to do so.
- (E) Reassure the child.
- (F) If the nature of what the child is saying is unclear, use open, non-specific questions such as "Can you explain to me what you mean by that".

(G)The child should be given some indication of what happens next - informing parents/guardians, health board or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

(H)Carefully record the details.

The following actions should be avoided:

(A)Do not make promises of confidentiality – it may not be possible to keep that promise.

(B)Do not make a judgment or make negative comments about the alleged abuser.

(C)Do not speculate or make assumptions.

(D)Do not interview the child – do not probe for more information than is offered.

(E)Do not approach the alleged abuser.

(F) Do not allow your shock or distaste to show.

2.3 Definitions of Abuse

The term “child abuse” is used to describe ways in which children are harmed, either by adults or peers, and often by those they know and trust.

(A) Neglect

Neglect is normally defined in terms of omission, where a child suffers harm or impairment of development by being deprived of food, clothing, warmth, hygiene, supervision, affection or medical care. It would also include occasions where an adult leaves a child alone without proper supervision.

(B) Emotional Abuse

Emotional abuse is normally to be found in the ongoing relationship between an adult and a child. It occurs when a child’s need for affection, approval, consistency and security is not met. For children with disabilities it may include over-protection or conversely failure to acknowledge or understand a child’s disability.

Persistent criticism, sarcasm, hostility or blaming, inconsistent or unrealistic expectations of a child, use of unrealistic or over-harsh disciplinary measures, are some examples of emotional abuse.

(C) Physical Abuse

Physical abuse occurs when parents, adults or other children deliberately inflict injuries on a child or knowingly do not act to prevent such injuries. It includes injury caused by biting, shaking, squeezing, burning, hitting, or excessive force or giving children alcohol, drugs or poison. Physical abuse may also be deemed to occur if the nature or intensity of a training session disregards the ability of a child, the capacity of the child’s immature and growing body or puts the child in danger of injury as a result of fatigue or overuse.

(D) Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her sexual gratification or arousal, or for that of other. This form of abuse can range from inappropriate suggestions to sexual intercourse. It includes intentional touching or molesting. Encouraging children to look at pornographic material or to behave in sexually inappropriate ways also constitutes sexual abuse. Taking photographic images of children for purposes of sexual arousal also constitutes abuse. For guidelines on the use of photography at Kilcock Canoe Polo Club events, see “Guidelines for Photography”, Section 2.7.

Some of our coaching techniques require physical contact or support and it is good coaching practice to first ask the player's permission. (E.g. would you mind if I take your arm to show you what I mean?) Touching can be appropriate, as long as it is neither intrusive nor disturbing.

(E) Bullying

Bullying may include several forms of abuse. It is the firm's policy of Kilcock Canoe Polo Club that bullying, in any form or circumstances, will not be tolerated and a prompt and decisive response will be made to any indication that it is taking place.

Bullying can be defined as repeating aggression and may be seen as deliberately hurtful behaviour, usually repeated over a period of time, conducted by an individual or group against others. It is behaviour that is seen as intentionally aggravating and can be very intimidating. It can take many forms including; Physical (e.g. hitting pinching or kicking), Verbal (e.g. racist, sexual, or homophobic remarks, taunting and threats, and Emotional (e.g. isolation from games and activities and social rejection by their peer groups).

Bullying can occur from child-to-child, adult-to-adult or indeed child-to-adult. It is the responsibility of all members of Kilcock Canoe Polo Club to deal with bullying that may take place or to refer the situation to members of the Executive Committee for action. Incidents of bullying will be dealt with immediately in the manner laid out in Section 2.9 of this document. and will not be tolerated under any circumstances.

Many children are reluctant to tell adults that they are being bullied, for fear of ridicule, inaction or further intimidation if the circumstances are made public. It is important to remember that bullying also takes place in older age groups. If an allegation of bullying is reported to the Children's Officer, or to any member of the Executive Committee, and if the problem cannot be resolved informally, immediate steps will be taken. The Kilcock Canoe Polo Club Executive Committee will be the final arbitrator as whatever action it considers appropriate in the circumstances.

2.4 Reporting Abuse

It is not the responsibility of anyone working under the auspices of the Kilcock Canoe Polo Club in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

If a coach or member of the executive of Kilcock Canoe Polo Club has reason to believe that abuse has taken place, the following course of action should be taken:

- (A) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
- (B) Report the matter as soon as possible to the Children's Officer, or to any member of the Executive Committee.
- (C) The person to whom the abuse was reported will document the allegation in writing.
- (D) If the person to whom the abuse was reported has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health board/social services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- (E) In cases of emergency, where a child appears to be at immediate and serious risk and the designated person is unable to contact a duty social worker, the police authorities should be contacted. **Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.** Make a record of the report.
- (F) If the designated person is unsure whether reasonable grounds for concern exist or not, s/he should informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report.
- (G) A designated person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

(H) The designated person should give a report to the Statutory Authorities in person or by phone, and in writing. It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities.

(I) See the Abuse Report Form, Appendix G of this document.

2.5 Allegations of Abuse Against Instructors, Coaches, Leaders or Club Members.

In case of allegations against an instructor, coach, leader (see Appendix J for a definition of these terms) or club member, the safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, Kilcock Canoe Polo Club will take any necessary steps that may be immediately necessary to protect children

If a coach, instructor, leader or club member are the subject of the concern s/he should be treated with respect and fairness. The matter should be reported to the local health board/social services following the standard reporting procedure outlined in Section 2.3, above.

In the event that the concern is connected to the actions of a coach, instructor or other club members in the club, the individual involved in the concern should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities. It is advisable that this task be undertaken by an appointed committee member other than the Chairperson who takes the responsibility for reporting.

The accused should be informed, in private, (a) that an allegation has been made against him/her, and (b) the nature of the allegation. S/he should be afforded an opportunity to respond. His/her response should be noted and passed on to the health board/social services personnel.

All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Information should be stored in a secure place, with limited access to designated people. The requirements of the Data Protection laws should be adhered to. Breach of confidentiality is a serious manner.

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

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

2.6 Anti-Bullying Policy

What is Bullying?

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

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening hitting and extortion behaviour by one or more children against a victim.

Bullying Can Occur As Follows:

Child to Child – includes physical aggression, verbal bullying, intimidation, or isolation.

Adult to Child – includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child.

Adult to Adult – includes verbal aggression towards other adults in order to achieve a beneficial outcome for own self or own child.

Child to Adult - includes repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore 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 person might be getting bullied.

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

There are other possible reasons for many of the above.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board of An Garda Siochana, dealing with bullying behaviour is normally the responsibility of all Leaders within this club / organisation,

How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but 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, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operative and help others, particularly new or different children
- Offer victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person 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 is not their fault

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

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

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will be not come out in the investigation
- Actively listen

Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a minimum 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 to all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: 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 the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like if it happened to them
- “Someone here in this group was bullied by someone within the group, what could we do to see 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 loose out as a result

Step 5 – Asking 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 responsibility over to the group and give a time frame within which something must be done

Step 7 – Meet 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.

2.7 Guidelines on use of Photographic and Filming Equipment at Competitions and Practice Sessions

Amateur photographers/film/camera mobiles/video operators wishing to record an event or practice session should seek accreditation with the event organizer or leader of practice session.

During competitions or practice sessions, children must not be photographed or filmed without their permission and the express permission of one of their parents or person acting for the parent. A record of the permission should be kept.

Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the event organizer by producing their professional identification for the details to be recorded.

A record should be kept of accreditations.

This information should be published prominently in event programs and should be announced over the public address system prior to the start of an event.

Recommended wording:

"In line with the recommendation in the Kilcock Canoe Polo Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organizers. On no account should children be photographed or filmed without their permission and the permission of their parents ".

Videoring as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent/carer.

Anyone concerned about any photography-taking place at events or training sessions can contact the organizers and ask them to deal with the matter.

2.8 Role of Club's Children's Officers

Kilcock Canoe Polo Club will appoint one or more Children's Officers. These officers are an essential element in the creation of a quality atmosphere in any club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can freely talk of their experiences.

Government guidelines advise that all clubs should appoint a children's officer and this should be done in accordance with recommended selection and recruitment procedures.

The Children's Officer should have the following functions:

- (A) To promote the Code of Ethics & Good Practice.
- (B) To influence policy and practice and to prioritise children's needs.
- (C) To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the Department of Health and Children's Guidelines "*Children First*".
- (D) To encourage the participation of parents/guardians in club activities.
- (E) To co-operate with parents to ensure that each child enjoys his/her participation in canoe polo.
- (F) To act as a resource with regard to best practice in children's sport.
- (G) To report regularly to the Executive Committee.
- (H) To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or coach, instructors or other sports leaders.

Children's Officers *do not* have the responsibility of investigating or validating child protection concerns within the club and have *no counselling or therapeutic role*. This responsibility lies with the Health Boards and An Garda Síochána.

2.9 Disciplinary Procedure

When an infraction of the rules of the Kilcock Canoe Polo Club occurs, the following procedure shall apply:

1st Offence: A verbal warning is given by a committee member, coach or instructor, whichever is appropriate. A verbal will be recorded by the Club.

2nd Offence: In the case of a child, the parent/guardian is informed in writing. In the case of a member over 18 years of age, the member is informed in writing that they are in breach of the Club's code. The warning will be sent by a committee member, coach or instructor, whichever is appropriate.

3rd Offence: A sanction, appropriate to the nature, frequency, and consequences of the infringement will be decided by the Committee, in consultation with any coach, instructor or other leader who might be involved.

2.10 Disciplinary Complaints Procedure

It is part of the ethos of Kilcock Canoe Polo Club that infractions of the rules are dealt with, in the first instance, through the disciplinary procedures laid out in 2.9, above. However, where this fails, or where the infractions of the rules are persistent, of a serious nature, or likely to cause injury, damage or offence, the Committee has in place a complaints procedure that allows all members with dissatisfaction to register their complaint in a formal way and put an open process of investigation into action as follows:

- (A) Complaints may be lodged by all members of the club.
- (B) The secretary of the club should receive them in writing within 7 days of the alleged incident.
- (C) The complaint should outline all relevant details about other parties involved.
- (D) The complaint will be brought to the attention of the Chairperson by the secretary, who will convene the disciplinary committee, consisting of the chair and 2 other ordinary members.
- (E) If the complaint involves a criminal offence the Chairperson should inform the statutory authorities and disband the disciplinary committee.
- (F) The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation has been infringed.
- (G) They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member.
- (H) Keep all records on file. The Secretary will be responsible for storing all records. Allegations that prove to have been unfounded will be kept on file for a maximum of 12 months of being received.
- (I) If any party does not agree with the disciplinary committee they an appeal can be lodged. (See Section 2.10 of this document, "Appeals Procedures").
- (J) For disciplinary procedures involving coaches, sports leaders, or members of the executive committee, see Section 3.5 of this document.

2.11 Appeals Procedures

- (A) If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period.
- (B) The appeals committee is convened, whose chairperson should be taken from the executive committee (not the original chair) and 2 other ordinary members (not the original members).
- (C) The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee

3. Coaches, Instructors, Leaders and Committee Members

3.1 Preamble

Kilcock Canoe Polo Club recognises the key role coaches and instructors play in the lives of children in sport. All coaches and instructors should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the club's Code of Conduct.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Kilcock Canoe Polo Club will take all reasonable steps to ensure that people working with young people in canoeing are suitable and appropriately qualified. Application procedures are therefore necessary and these procedures apply to all persons, paid or unpaid, with substantial access to young people. References will be needed and will be followed up.

There will be a "sign-up" procedure, whereby the appointed/re-appointed coach/instructor agrees to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the Code of Conduct of Kilcock Canoe Polo Club.

Potential appointees should be given a copy of *Code of Ethics and Good Practice for Children in Sport* and be made aware of *Children First* and *Our Duty to Care*.²

² *Code of Ethics and Good Practice for Children's Sport* (Irish Sports Council, 2000); *Children First: National Guidelines for the Protection and Welfare of Children* (Dept. of Health and Children, 1999); *Our Duty to Care* (Dept. of Health and Children, 2000).

3.2 Recruitment Policies for Coaches, Instructors & Leaders

The committee will take reasonable steps to ensure that suitable people work with members and young players. Specific procedures will be adopted for all persons with substantial access to young people, see junior section of this manual.

All coaches and instructors should undergo a recruitment process, (see application form) and those taking on a temporary coaching role should be aware of the guidelines for coaches.

- (A) Checks with referees will be followed up.
- (B) It is recommended that terms of reference, clearly outlining the tasks to be performed and the skills required, be drawn up before recruiting and appointing a sports leader.
- (C) A decision to appoint a leader is the responsibility of the Club and not of any one individual within it.
- (D) The club committee should ratify all recommendations for appointment.
- (E) Every effort will be made to manage and support appointed instructors and coaches.

There will be a “sign-up” procedure, whereby the newly recruited coach or instructor agrees to abide by the Code of Conduct and the policies procedures of Kilcock Canoe Polo Club.

3.3 Code of Conduct for Coaches, Instructors and Leaders

- (A) An instructor or coach of juvenile teams has a duty of care, which is more onerous than that of a coach to an adult team.
- (B) An instructor or coach must act as a role model and promote the positive aspects of canoeing and maintain the highest standards of personal conduct.
- (C) The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.
- (D) Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.
- (E) Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.
- (F) Be careful to avoid the “star system”. Each child deserves equal time and attention.
- (G) Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- (H) Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.
- (I) Insist that players in your care respect the rules of the game. Insist on fair play and ensure that your players know that you will not tolerate cheating or bullying behaviour.
- (J) Remember that young players play for fun and enjoyment and that skill and playing for fun have priority over highly structured competition. Never make winning the only objective.
- (K) Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders. Coaches and instructors are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is inadvisable for coaches or instructors to involve young players in their personal life *i.e.* visits to coaches home or overnight stays.

3.4 Policy for Travelling with Children

The Kilcock Canoe Polo Club recognises the extra responsibilities taken on by coaches/leaders/leaders and other leaders when they travel with children to events. This responsibility is even more onerous when overnight stays are involved.

Cars used to transport players/teams:

Those who use their own vehicles to transport players must ensure that they have adequate insurance cover and be careful not to carry more than the permitted number of passengers.

In addition leaders should:

- (A) Avoid being alone with one player (e.g. travelling to a venue or consulting/ advising in closed off room – If necessary leave the door open and be in earshot of others.
- (B) Avoid unnecessary physical contact outside the normal coaching, technical area.
- (C) Remember casual comment can be open to misconstruction.

At Residential events, the following rules shall apply:

- (D) Adults should not enter a player's room without first knocking. Adults should not share a room with children. If the presence of an adult is needed there should be more than one child in the room. When children are sharing a room it should be of the same sex and age.
- (E) All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- (F) Alcoholic drink, smoking or other illegal substances are forbidden to players and those in a supervising role .
- (G) The behaviour of the group should at all times be such that the good name of Kilcock Canoe Polo Club is upheld.
- (H) There must be at least one authorised adult of each gender with a mixed party.
- (I) Lights out times should be enforced.
- (J) Young players should be under reasonable supervision at all times and should never be allowed to leave the accommodation or sports venue without prior permission. The recommended ratio of minors to supervisor/team leader shall be 8:1.

Injury(s):

Make a brief record of injury and action taken.

Behavioural Problems:

Make a brief record of the problem/action/outcome.

Submit report on return home.

Coaches/Instructors/Leaders/Authorised Volunteer asked to travel with the group in a supervisory capacity must sign up for each overnight trip.(Appendix I)

Parents must sign an agreement that their children will abide by the rules laid down. (Appendix C)

Players must sign a " Code of Conduct for Players" on a yearly basis. (Appendix H)

Players must sign a Travel Consent Form for travel with Kilcock Canoe Polo Club (Appendix D & E as appropriate) .

3.5 Disciplinary Procedures: Coaches, Instructors, Leaders and Committee Members

- (A) An allegation of misconduct involving Executive Committee members, instructors, or any other person involved in the running of the Kilcock Canoe Polo Club is a serious matter, with implications for the well-being of the alleged victim, the good name of the alleged perpetrator, and a potentially detrimental effect on the proper conduct of the organisation. In instances in which the misconduct is not serious, or arises from a misunderstanding, Kilcock Canoe Polo Club prefer to deal with such allegations by means of informal reconciliation. However, (a) when, in the opinion of the Executive Committee such informal means have been exhausted; (b) when the accusations are of a serious nature; or (c) when either the accused or the accuser requests, the following process will be applied:
- (B) Within a period not exceeding two weeks of the first verbal statement of allegations of misconduct, the accuser shall furnish, in writing, a signed and dated statement containing the following:
- a. General substance of the allegations of misconduct
 - b. Details of individual instances of misconduct, including the location, date, approximate time, as well as names and contact details of witnesses who were present, as well as their relationship to the accuser and accused.
 - c. Good cause as to why the alleged instances of misconduct outlined in the statement constitute a matter that falls within the jurisdiction of the Club.
- (C) Upon receipt of such an allegation of misconduct, the Chairperson of the Executive Committee shall appoint a Sub-Committee of Enquiry, who shall be authorised to investigate the allegations.
- (D) The Sub-Committee of Enquiry shall be composed of four members, at least one of whom shall be external to the Executive, and who will have relevant experience. Every effort will be made to achieve gender balance in the composition of the Sub-Committee. If it deems necessary, the Sub-Committee may request that the Executive Committee provide resources to obtain specialised professional advice.
- (E) As a part of their investigations, the Sub-Committee of Enquiry shall discuss the allegations with the person or persons accused of misconduct. The Sub-Committee will offer the accused the opportunity to supply the names and contact details of witnesses who were present at the time of the alleged instances of misconduct. The Sub-Committee will also discuss the allegations with the accuser.

- (F) The Sub-Committee will be asked to report under three headings:
- a. The Sub-Committee will report on the truthfulness of the allegations of misconduct.
 - b. If the Sub-Committee determines that misconduct has occurred, it will report on the seriousness of such misconduct.
 - c. The Sub-Committee will report on whether or not such misconduct falls within the jurisdiction of the Club and its activities.
 - d. The Sub-Committee will present its major findings under these three headings in writing.
- (G) All Sub-Committee decisions will be decided by a majority vote within the Sub-Committee. In the case of an evenly balanced vote, the Chairperson shall be co-opted to the Sub-Committee to cast the deciding vote.
- (H) The report of the Sub-Committee of Enquiry will be presented to a meeting of the whole Executive, convened solely for that purpose, excluding the accuser, the accused, and any other Executive member who may feel the need to declare a conflict of interest.
- (I) The Executive Committee thus composed will adjudicate on the truthfulness of the allegations of misconduct, based on the report of the Sub-Committee. If it finds that the allegations are truthful, it will further rule on whether or not the misconduct falls within the jurisdiction of the Club. It will then rule on the seriousness of the misconduct. All decisions of the Executive Committee on these matters will be determined by a majority vote.
- (J) If the Club decides, based on the report of the Sub-Committee, that the allegations are truthful, within the jurisdiction of the Club, and of a serious nature, it will decide whether or not disciplinary action is warranted, and if so, what form such disciplinary action will take. Should the Executive Committee determine that the allegations are unfounded and malicious, it may decide to implement disciplinary procedures against the accuser.
- (K) All decisions of the Sub-Committee, and actions arising from such decisions, may be appealed by any party to the original allegation. The composition of the Appeals Sub-Committee will be determined by the Chairperson, who shall take cognisance of the nature of the original allegation in convening such a Sub-Committee. The Appeals Sub-Committee will either uphold, uphold with modifications, or reject the decision of the original Sub-Committee.

4. Appendices

Appendix A: Constitution of Kilcock Canoe Polo Club

KILCOCK CANOE POLO CLUB CLUB CONSTITUTION AND RULES

1. NAME

The club shall be known as THE KILCOCK CANOE POLO CLUB hereinafter known as THE CLUB.

2. OBJECTIVES

The objectives of the Club are to promote the sport and recreation of canoeing.

3. MEMBERSHIP

1. Qualification

Any person who undertakes to behave in the best interest of canoeing shall be eligible for membership.

2. Classes of Membership

(a) Full Member: over the age of 18

(b) Junior Member: under the age of 18

3. Election

Candidates for election to membership shall make written application to the Secretary of the Club on the form provided. The power of election shall rest with the Steering Committee, who may refuse to elect to membership any applicant without assigning a reason for so doing.

4. Restriction

A person who has been expelled from, or refused membership of, the Irish Canoe Union, shall not be eligible for membership.

5. Acceptance

The Steering Committee may at its sole discretion, decline to accept renewal of membership, from any person, without disclosing the reason.

4. ENTRANCE FEE

1. Each applicant for membership shall, if his/her application be accepted, pay an entrance fee. The entrance fee shall be determined by the Steering Committee.

5. CESSATION OF MEMBERSHIP

1. Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may be suspended or expelled in accordance with the disciplinary procedures of the Club, as drawn up in its Policies and Procedures document.
2. A member shall be deemed to have resigned from the Club if, after due notice in writing, he/she has not paid by 1st July the annual subscription which became due .

6. ELECTED OFFICE

1. Only members entitled to vote are eligible to hold office.
2. Any member who is under the age of 18 years, shall not be eligible for election to any Committee of the Club.
3. The term of office for any Committee shall be for one year, and members shall be eligible for re-election.

7. EXECUTIVE COMMITTEES: STRUCTURE AND DUTIES

1. The Executive will be composed of three Committees (in no particular order of precedence): (A) Coaching and Competition Committee; (B) Development Committee; and (C) the Steering Committee. The term "Executive Committee" shall refer to all three committees.
2. The Coaching and Competition Committee will be responsible for all matters relating to the organising and operating of teaching, coaching and competition. It will also be responsible for the maintenance of equipment, excluding buildings. It shall liaise with the Steering Committee in all matters of policy and finance in these areas.
3. The Development Committee will be responsible for the development of the Club's infrastructure, including fund-raising. It shall liaise with the Steering Committee in all matters of policy and finance in these areas.
4. The Steering Committee will be responsible for matters of policy (including disciplinary procedure), procedure, record-keeping, and finance.
5. The Coaching and Competition Committee, and the Development Committee will each be composed of at least three members, and no more than six members each. The Steering Committee will be composed of at least three permanent members. In addition, membership of the Steering Committee will include one representative from each of the other committees.
6. Each committee will take it upon itself to elect a chair from among its members, and will determine the frequency and means by which it will meet. In addition to electing a Chair, the Steering Committee will elect an Honorary Treasurer and an Honorary Secretary. The duties of these officers are defined in Section 8, below.
7. An individual may be elected to more than one committee. In the case of an individual being elected to both the Steering Committee, and one other Committee, such an individual will act as the representative of the other committee on the Steering Committee under the terms of 7.5, above.

8. DUTIES OF THE STEERING COMMITTEE

1. Chairperson

The Chairman will preside at all General Meetings of the Club and at all meetings of the Steering Committee. He or she shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members. The Chairperson shall represent or arrange for the representation of the Club at Irish Canoe Union General Meetings.

2. Honorary Secretary

The Honorary Secretary will be responsible for the organisation of meetings of the General Committee and of the Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club. He or she shall be responsible for transmitting all correspondence relating to particular activities to the relevant individuals at the earliest opportunity. He or she will also be responsible for keeping a record of membership, and of the attainment qualifications awarded by the Club.

3. Honorary Treasurer

The Honorary Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Honorary Treasurer shall audit the accounts of the club annually and shall produce at the AGM balance sheet showing the financial state of the club and where required this to be accompanied by an Honorary Auditor's report. All cheques drawn on the club's funds should have two signatures. The Treasurer must make the Steering Committee aware of any existing or potential financial or cash flow problems.

9. GENERAL MEETINGS

1. An Annual General Meeting shall be held each year in the month of September.
2. An Extraordinary General Meeting shall be called on the instructions of a simple majority of the combined membership of the Executive Committees, or on a requisition signed by not less than 40 per cent of the members entitled to vote.
3. Not less than 14 days clear notice shall be given, specifying to all members the time and business of the General Meeting.
4. Motions for discussion at the Annual General Meeting, not of origin from within the Executive Committee, shall be lodged with the Honorary Secretary at least 21 days preceding the AGM, and be signed by 2 members entitled to vote.
5. At any General Meeting, a resolution put to the vote of the Meeting shall be decided by a show of hands, of those entitled to vote, except when more than one nomination has been received for a position on the Executive Committee, in which case voting will be by secret ballot.

6. At all General Meetings the Chairperson will preside or, in his/her absence, a Chairperson for the meeting will be elected by the voting members present.
7. At all General Meeting not less than 20 per cent of the members of the Club shall constitute a quorum.
8. If after a half hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members shall be dissolved. In any other case, the Meeting shall be adjourned. If a quorum is not present with half an hour of the time appointed for an Adjourned Meeting, the members present shall be a quorum.
9. Accidental omission to give notice of a meeting to, or the non receipt of notice of, a meeting by any member shall not invalidate the proceeding of the meeting.

10. LIABILITY

1. The Executive Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however, be the personal liability of the Committee, but shall be the responsibility of the Club as a whole.
2. All members or other persons who attend club tours or meets do so at their own risk, and neither the Club nor its officers can accept liability for any loss or injury of any kind sustained at its premises or whilst on a Club tour, meet or other activity.

11. ALTERATION OF CONSTITUTION

1. This constitution shall not be altered, amended, or rescinded except by a General Meeting of the Club.
2. A resolution to give effect to a change must be passed by least 5% of the members present at the General Meeting.

13. AUDITOR

1. Every Annual General Meeting shall appoint an Honorary Auditor who shall at least once in every year examine the Accounts of the Club, and ascertain the correctness of the income and expenditure accounts and of the Balance Sheet.

14. DISTRIBUTION OF PROFITS

1. In no circumstances can any profit be distributed to members, but any profits earned shall be contributed to a General Fund for furthering the objectives of the Club.

15. TERMINATIONS

1. The Club shall not terminate except by resolution of a Special General Meeting convened for the purpose and, in such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or to a

charity or charities agreed by the meeting which formally terminates the Club.

16. POWER OF DECISION

1. Any matter not provided for in this constitution, or any question over the interpretation of it shall be dealt with by the Steering Committee whose decision shall be final.

17. SAFETY RULES

1. The Coaching and Competition Committee, in conjunction with the Steering Committee, shall be empowered to draw up rules for the safe conduct of canoeing activities. In addition, the Coaching and Competition Committee shall appoint a Health and Safety Officer, and at least one Children's Officer.

18. DECLARATION

Each member upon joining shall sign an application form containing the following declaration

Name _____

agree to abide by the rules and regulations of Kilcock Canoe Polo Club. In consideration of and through my involvement with Kilcock Canoe Polo Club, I hereby acknowledge and agree to release the Club and its agents from any and all liabilities, which might result from my involvement in the club. **

Signed: _____ Dated: _____

To be Completed in the case of all Junior members:

I, hereby the parent or guardian of the above named applicant, witness the signature and give consent to the said applicant becoming a member of the Club and to the above indemnity.

Parent/Guardian

*** Should a medical condition exist, this does not necessarily preclude you from membership/participation, but it must be declared. Should you be in any doubt, advice should be sought from your family doctor.*

This Constitution was passed March 24, 2004 by a majority vote of a General Meeting of the Club.

Appendix B: Kilcock Canoe Polo Club Membership Form

KILCOCK CANOE POLO CLUB MEMBERSHIP FORM		
1 st May 2004 to 30 th April 2005		
BLOCK CAPITALS PLEASE		
Surname	Date of Birth:	
First Name		
Address:		
Contact Tel:		
E-Mail		
What is your preferred method of communication?	E-mail	Post
Would you use a Boat space (Polo Boat) if available?	Yes	No
Is there a medical condition that the Club should be made aware of?		
FEES 2003/2004		
<u>Please Circle appropriate membership</u>		
Paddler (Single)	€80	
Paddler (1 st Member of Family)	€80	Paddler (2 nd / 3 rd member of Family)
€40 each		
Paddling Committee Member	€40	
5 Year Option (See note attached)	Single €350	Family (2 paddling members of a family) €500
Total Enclosed: € _____	(Cash / Cheque)	
<u>INDEMNITY STATEMENT</u>		
I, _____ OF _____		
(BLOCK CAPITALS BLOCK CAPITALS)		
agree to abide by the rules and regulations of Kilcock Canoe Polo Club. In consideration of and through my involvement with Kilcock Canoe Polo Club, I hereby acknowledge and agree to release the Club and its agents from any and all liabilities, which might result from my involvement in the club.		
Signed: _____ Dated: _____		
To be Completed in the case of all Junior members:		
I, hereby the parent or guardian of the above named applicant, witness the signature and give consent to the said applicant becoming a member of the Club and to the above indemnity.		
Signed: _____ Dated: _____		
Relation to above: _____		
Membership is subject to ratification by the Committee		
Administration Use Only		Data Base Updated:
Membership Fees Enclosed: € _____	Cash or	Receipt Issued:
Cheque		
2004/05 ICU No: Applied For:	ICU No:	KCPC No:
Members Handbook Issued	Form Returned	ICU Card Issued
KCPC Policy & Procedure Handbook Issued: (1 per Family)		

Appendix C: Parent's/Guardian's Declaration Form

Kilcock Canoe Polo Club Parents Declaration Form:

I will respect the rules and procedures set down in the *Kilcock Canoe Polo Club Policies, Procedures and Code of Practice*, which I have read.

I will respect my child's team-mates, coaches, instructors, leaders, and other parents as well as players, parents and coaches, instructors and leaders from opposing teams.

I will give encouragement and applaud only positive accomplishments whether from my child, his/her team-mates, their opponents or the officials.

I will respect my child's coach/instructor and support his/her efforts

I will respect the officials and their authority during games

I will never demonstrate threatening or abusive behaviour or use foul language.

I will encourage my child to treat other participants, coaches, instructors, and leaders with respect.

Alcoholic drink, smoking or illegal substances are forbidden at competitions and Residential events..

Parents Name: (Block Capitals) _____

Signature _____

Children's Names: (Block Capitals) _____

Appendix D: Travel Consent Form (Under 18 Years of Age)

TRAVEL FORM FOR TRAVEL FOR UNDER 18's WITH KILCOCK CANOE POLO CLUB

NAME: _____

ADDRESS: _____

HOME PHONE: _____

MOBILE: _____

E-MAIL ADDRESS OF PARENT: _____

PARENTS/GUARDIAN SIGNATURE: _____

EMERGENCY CONTACT No. _____

I.C.U. NUMBER: _____

EXPIRY DATE: _____

ANY MEDICAL HISTORY WE SHOULD KNOW ABOUT:

ANY MEDICATION BEEN TAKEN:

IN THE EVENT OF A MEDICAL EMERGENCY I GIVE MY CONSENT TO
_____ ACTING ON MY BEHALF.

PARENTS SIGNATURE: _____

IF YOU THINK THERE IS ANY OTHER INFORMATION YOU THINK WE SHOULD HAVE:

EVENT: _____

DATES: _____

Appendix E: Consent Form (18 Years of Age and older)

KILCOCK CANOE POLO CLUB TRAVEL FORM

FOR TRAVEL FOR OVER 18's WITH KILCOCK CANOE POLO CLUB

NAME: _____

ADDRESS: _____

HOME PHONE _____ MOBILE: _____

EMERGENCY CONTACT NO. _____

I.C.U. NUMBER: _____ EXPIRY DATE: _____

ANY MEDICAL HISTORY WE SHOULD KNOW ABOUT:

ANY MEDICATION BEEN TAKEN:

IN THE EVENT OF A MEDICAL EMERGENCY I GIVE MY CONSENT TO
_____ ACTING ON MY BEHALF.

SIGNATURE: _____

I will respect and accept the rules and procedures set down in the *Kilcock Canoe Polo Club Policies, Procedures and Code of Practice*, which I have read.

I will respect team-mates, coaches, instructors, leaders, as well as players, parents and coaches, instructors and leaders from opposing teams.

I will respect the officials and their authority during games

I will never demonstrate threatening or abusive behaviour or use foul language.

Illegal substances are forbidden at Competitions. Smoking and Alcoholic drink is forbidden at Residential accommodation where young players/minors are being accommodated .

SIGNATURE _____ Date: _____

EVENT: _____

Appendix F: Coaches, Instructors and Leaders Application Form

KILCOCK CANOE POLO CLUB Application Form: Coaches/Selectors/Team Managers/ Sports Leaders Confidential:

Name: _____

Present address:

Phone: _____ Mobile: _____

Email: _____

Previous experience of working with young children in a voluntary or professional capacity

Sporting/ NGB Qualifications: _____

Have you ever been asked to leave a sporting organisation: Yes No
If you have answered yes, we will contact you in confidence.

Name and address of two people who know you (but who are not related to you and who are not committee members), who have knowledge of you working with children and whom we can contact to provide you with a reference. At least one referee must be your doctor.

Name and Address of Referee 1: **Name and Address of Referee 2:**

We are obliged to check all applications with the Gardai.

I agree to abide by the Code of Conduct of Kilcock Canoe Polo Club and the Code of Ethics and Good Practice for Children's Sport, if working in the junior section of Kilcock Canoe Polo Club

Signed _____ Date: _____

Appendix G: Standard Reporting Form for Reporting Child Protection and Welfare Concerns to a Health Board

Standard reporting Form

For

Reporting Child Protection and Welfare Concerns to a Health Board

1. Date of Report : _____
2. Name of person reporting _____
3. Address of person reporting _____
4. Relationship of reporting person with child concerned _____
5. Method of reporting (telephone call, personal call to office): _____

6. **FAMILY DETAILS** Details of child concerned

Surname
 Forename
 D.O.B.
 Male/ Female
 Alias (known as)
 Address :

 Correspondence address (if different)
 Telephone number

7. State whether you consider your report to indicate (a) suspected or actual child abuse or (b) need for family support, giving reasons

	Physical Abuse	Sexual Abuse	Emotional Abuse	Neglect
Suspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Details of other family members/household members

NAME	AGE	RELATIONSHIP TO CHILD	EMPLOYMENT/ SCHOOL	LOCATION

In cases of emergency, or outside health board hours, reports should be made to An Garda Siochana.

9. Name of other professionals involved with child/ren and/or parents/carers.
Public health nurse:
School:
General practitioner:
Any other agency or professional involved (please describe the nature of any involvement):

10. REPORT DETAILS

- Describe, as fully as possible the nature of the problem or incident being reported, giving details of times and dates of individual incidents, the circumstances in which they occurred, any other persons who were present at the time, and their involvement:
11. Has any explanation been offered by the child, and/or parents/carer which would account for the current problem or incident? (details)
12. As far as possible, describe the state of the child/rens physical, mental and emotional well-being.
13. If child abuse is being alleged, who is believed to be responsible for causing it? Include (if known):
Name:
Address:
Degree of contact with child:
Degree of contact with other children:
14. Describe (in detail) any risks to which the child/ren in this situation are believed to be exposed
15. How did this information come to your attention?
16. What has prompted you to report your concern at this time?
17. What evidence of Harm exists at present?
18. Are there any factors in the child and/or parents/carers present situation, which may have relevance to the current concern? (For Example, recent illness, bereavement, separation, addiction, mental health problem or other difficulty)
19. Are there any factors in the Childs and/or parents/carers situation which could be considered protective or helpful (for example, extended family or community support.
20. Has any action been taken in response to the current concern or Incident/ (details)
21. Are the child's parents/carers aware that this concern is being reported to the health board?
22. Is there a need for urgent protective action at this point?

SIGNED _____ **DATE** _____

Appendix H: Code of Conduct
KILCOCK CANOE POLO CLUB CODE OF CONDUCT FOR PLAYERS
(1 to be completed for the membership year)

NAME: _____

ADDRESS: _____

Members Declaration :

I will respect and accept the rules and procedures set down in the *Kilcock Canoe Polo Club Policies, Procedures and Code of Practice*

- (A) Do not canoe alone.
- (B) Train for your own enjoyment, not to please parents, instructors or coaches.
- (C) Learn the rules of our sport and abide by them.
- (D) Respect your opponents. Treat them, as you would like to be treated.
- (E) Do not use foul/Vulgar language, or use unfair or bullying tactics to gain advantage of another opponent.
- (F) Always compete to win but recognize that it is not the only aim. Participation is equally important.
- (G) Behave in a manner that reflects the quality atmosphere and ethos of the club.
- (H) You are responsible for your own gear. Please ensure that it is of a correct size and specification. Please make sure your name is on it.
- (I) Buoyancy aids must be worn at all times while canoeing.
- (J) Helmets with face guards must be worn at all times while playing canoe polo.
- (K) Remember to always bring a drink of water with you. You need 1 litre of fluid per one hour of exercise.
- (L) Cameras, camera mobile phones and other visual recording devices are not be allowed at training sessions or competitions. See Section 2.7 of this document for guidelines on photography at competitions.
- (M) Respect the Club's equipment.
- (N) Respect and accept the decision of the referees, coaches, leaders, and instructors.
- (O) In order to play canoe polo, you must be able to swim.
- (P) Alcoholic drink, smoking or other illegal substances are forbidden at Club activities.

MEMBERS SIGNATURE _____ **Date:** _____

PARENTS SIGNATURE: _____ **Date** _____
Note; A copy should be given to the member and the other retained on file:

Appendix I Coaches Sign Up

Kilcock Canoe Polo Club Coaches /Instructors/Leaders/Authorised Volunteer Overnight trip/Residential Sign Up

Part 1: (To be completed for each away event)

NAME: _____

EVENT : _____

Are you available to supervise at night: _____ HOW MANY NIGHTS: _____

Are you available to supervise a team during competition time: _____

HOME PHONE _____ MOBILE: _____

Please Read the following:

Those who use their own vehicles to transport players must ensure that they have adequate insurance cover and be careful not to carry more than the permitted number of passengers

At Residential / Away events, the following rules shall apply:

- 1 Adults should not enter a player's room without first knocking. Adults should not share a room with children. If the presence of an adult is needed there should be more than one child in the room. When children are sharing a room it should be of the same sex and age.
- 2 All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- 3 Alcoholic drink, smoking or other illegal substances are forbidden to players and those in a supervising role .
- 4 The behaviour of the group should at all times be such that the good name of Kilcock Canoe Polo Club is upheld.
- 5 There must be at least one authorised adult of each gender with a mixed party.
- 6 Lights out times should be enforced.
- 7 Young players should be under reasonable supervision at all times and should never be allowed to leave the accommodation or sports venue without prior permission. The recommended ratio of minors to supervisor/team leader shall be 8:1.

I will respect and accept the rules and procedures set down in the *Kilcock Canoe Polo Club Policies, Procedures and Code of Practice*, which I have read.

I agree to abide by *the code of ethics and good practise in children sport*.

SIGNATURE _____ DATE: _____

Appendix I cont'd

Part 2

Administration

Name of Supervisor/Team leader _____

EVENT: _____ **DATE:** _____

List Below the Names of Minors/Young Players that will be supervised at the Residential

	Names	Team Name
1		
2		
3		
4		
5		
6		
7		
8		

List Below the Names of Minors/Young Players that will be supervised during the competition

	Names	Team Name
1		
2		
3		
4		
5		
6		
7		
8		

Note; A copy should be given to the supervisor and the other retained on file:

Appendix J: Definitions Used in this Document

Child: For the purpose of this document, Kilcock Canoe Polo Club follows the practice established by the UN, and defines a child as any person 18 years of age, or under.

Coach: Any person training canoeists to play the sport of canoe polo.

Committee Member: Any member of the Executive Committee of Kilcock Canoe Polo Club. This includes both those positions defined by the Constitution (see Appendix A), as well as any additional positions that the Committee may chose to bring into being at its ordinary meetings.

Instructor: Any person teaching the sport of canoe polo or its related skills in organised classes.

Leader: All adult volunteers in the club. This includes coaches, instructors, Committee members, and others.

Member: Any person, whether adult or child, who is a fully paid-up member of Kilcock Canoe Polo Club.

Parent/Guardian: Even when it is not explicitly stated, the word “parent” in this document refers to any adult who has a duty of care towards a child.

Player: Any person, whether child or adult, who is either (a) learning the sport of canoe polo, or (b) who is playing the sport of canoe polo under the auspices of Kilcock Canoe Polo Club.

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