



Ennis Track A.C

Policies & Guidelines

Version 1.3

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Table of Contents

1	Club Constitution
2	Committee
3	Club Structure
4	Registration
5	Membership
6	Insurance
7	Coaches
8	Training
9	Recruitment Policy
10	Photography
11	Child Welfare & Safeguarding
12	Anti-Bullying Policy
13	Complaint & Grievances Procedures
14	Disciplinary Procedures & Sanctions
15	Club trips
16	Club event
17	Appendices:
	➤ Code of Conduct for Children & Young Athletes - I
	➤ Code of Conduct for Parents/Guardians - II
	➤ Guidelines for Coaches/Leaders - III
	➤ Guidelines for Club Overnight & Away Trips - IV
	➤ Travel consent form including Overnight stays - V
	➤ Code of conduct & consent form for young athletes on overseas training camps - VI

1. Club Constitution

Ethos

Ennis Track AC is dedicated to participation in sport for all ages and abilities. The club's primary ethos is the promotion of fitness, health and wellbeing. We strive to encourage and support our community athletes to be the best they can be.

Aims & Objectives

- To provide athletics training to children & adults of all ages in a safe and friendly environment.
- To support long term athletic development through age appropriate coaching.
- To encourage athletes of all abilities to achieve their highest potential.
- To promote a culture of respect, good behaviour and tolerance at all times.
- To support and encourage coach development and improvement.

Policy Statement

Ennis Track A.C. is fully committed to safeguarding the wellbeing of its members. Every individual in Ennis Track should at all times show respect and understanding for members' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children Sport*.

The first priority for the club is the welfare of our young athletes and we are committed to providing a safe environment which will allow participants to perform to the best of their ability.

2. Committee

Roles & Duties

Ennis Track's committee will be elected yearly at the Annual General Meeting. The committee will consist of the following positions;

A. Chairperson

- Manage the club in an efficient and effective manner.
- Give direction, keep focus, and provide guidance.
- Take charge of meetings and ensure that those present are heard in a fair and equal manner.
- Ensures all appropriate documents including minutes are available for committee members.
- Ensures that committee members are aware of their roles and responsibilities.
- Act as an ambassador and/ or as a spokesperson for the club.

- May be called upon to act as a mediator.

B. Treasurer

- Reliable and accurate financial records are kept.
- The safe keeping of all club funds
- The collection of subscriptions.
- Depositing of monies
- Paying bills and issuing of receipts.
- Preparing year end accounts
- Not to commit to any expenditure without prior approval.
- Manage all income and expenditure including banking arrangements.
- Report regularly to committee on financial affairs.
- Prepare and present financial year end report to AGM.
- Financial planning, budgeting and monitoring throughout the year.

C. Secretary

- Put club efficiencies in place
- Mediator between club committees and all other members
- All written communication that the club receives will go through the club secretary
- Put in place appropriate measures to deal with all forms of club communication.
- First point of contact for all enquiries.
- Organising meetings.
- Taking and distributing minutes.
- Dealing with correspondence
- Record date of incoming mail
- Deal with correspondence promptly
- Keep notes of important phone conversations.

D. Registrar

- Register club members with AAI
- Distribute club membership application forms every year

- Receive completed club membership forms every year
- Verify proof of age of juvenile athletes
- Entering all members on the online Athletics Ireland registration system
- Keeping up to date records of members
- Amending member details online as required
- Storing membership forms securely
- Reporting membership numbers to the committee as required
- Liaising with the Treasurer to ensure registration fees are dealt with appropriately

E. Public Relations Officer – The role and duties of the PRO are as follows;

- A general knowledge of athletics, and club policies.
- Regular updates of club activities in the local media.
- Advertising for members.
- Ensuring results of competitions are given to local media.
- Positive promotion of club.
- Access and usage of Social Media.
- Knowledge of marketing tools.

F. Children's Officer – The role and duties of the Children's Officer are as follows;

- Obtain a good knowledge of current guidelines in safety and welfare of children
- Obtain a good Knowledge of child safeguarding procedures.
- Partake in Children's officer training.
- Maintain confidentiality.
- Record all incidents, meetings, investigations thoroughly.
- Promote awareness of Code of Ethics
- Influence policy regarding children's needs
- Liaise with Athletics Ireland Child welfare Officer
- Ensure that children know how to make concerns known
- To ensure the children have a voice in the running of the club
- Ensure all children/athletes, volunteers and parents agree to abide by and sign up to code of conduct.

- Ensure the club has an anti-bullying policy.
- Ensure safe Recruitment Guidelines are followed, including Garda Vetting.
- Monitor and promote the correct use of social media and communications within the club.

In addition to the above positions, where possible, deputy officers for each role will also be elected at the AGM. Their role will be to assist the committee members and fill in during absences at meetings.

Meetings

- The committee will meet a minimum of 3 times per year. All committee members will be asked to submit items for the meeting agenda.
- The secretary will take written minutes of the meeting and provide typed copies to committee members.
- Actions arising from the meetings will be delegated and where necessary, the outcomes of these will be communicated to committee members wither by email or at follow up meetings.

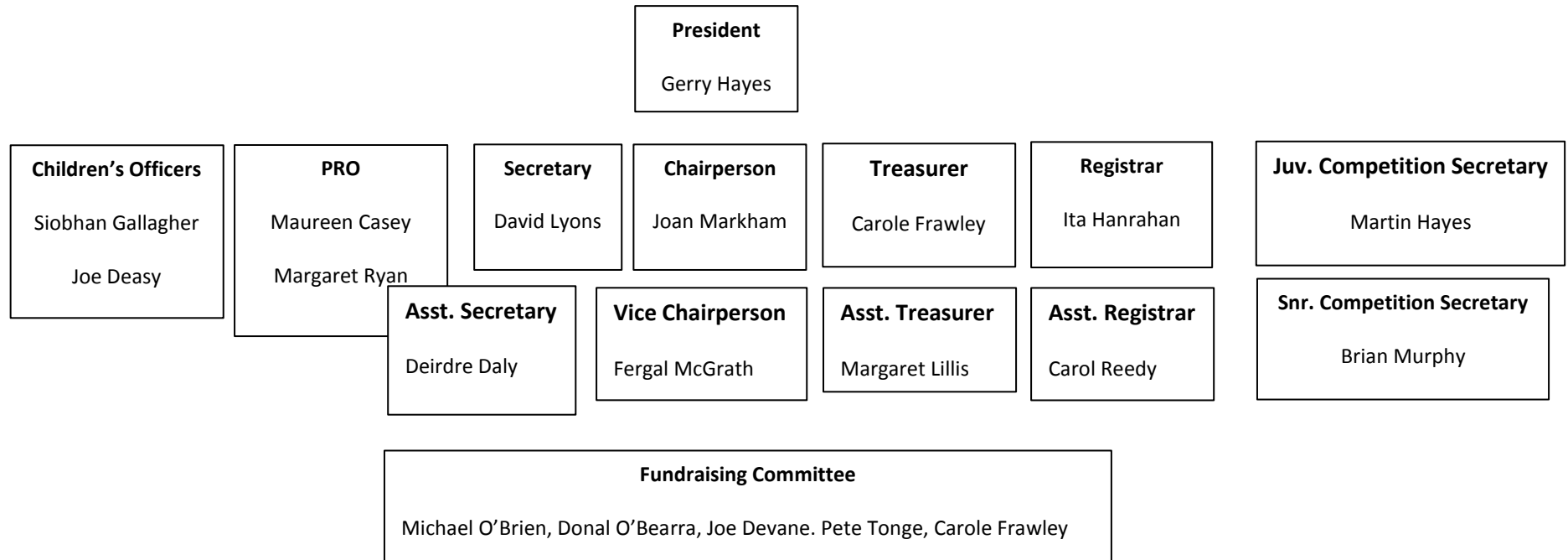
AGM

- Notice of AGM – The club will have an AGM annually. It is the most important meeting of the year and the club will do their utmost to ensure that the AGM is organised in strict accordance with the rules as laid out in the club constitution
- Notice of the AGM will be advertised on the clubs website, including date, time and location.

Purpose of the AGM

1. Review the work of the previous year.
2. Review financial statements and auditor reports.
3. Elect officers and executive committee members.
4. Get member views on club and association policy
5. Consider club constitution, policy and revise or endorse.

3. Club Structure 2016/17



Coaches				
7-13 Years	14 Upwards	Masters	Field events + Hurdles	Sprinters
Siobhan Lennon	Pat Hogan	Gerry Hayes	Martin Curley	Alex Conway
Lorraine Hayes	Marie Roche		David Courtney	Rianne McHugh
David Lyons	Ita Hanrahan		Eoin Hanrahan	
John Murphy	Ger Casey			
Mary Cahill				
Rianne McHugh				
Maria Carey				
John Moloney				

4. Registration

- Club registration takes place every autumn on a designated evening. New and existing members fill out an application and pay their fees for the year.
- Registration year runs from January to December each year.
- Prospective members can join at any time throughout the year by submitting an application form to a coach who then passes to the registrar.
- All registration fees must be accompanied by a signed registration form
- Suitable ID displaying a date of birth is required for registration.
- The Registrar or a designated member records membership details on the club database. This data base is managed by one individual and updated on regular basis.
- A membership form is available for download from the club website.

5. Membership

- Membership shall consist of officers and members of the club.
- All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.
- All members will be registered with Athletics Ireland
- Membership fees will be set annually and agreed by the management committee or determined at the Annual General meeting. Fees will be paid annually along with a completed membership form. The form along with the fee will be paid to Ennis Track A.C.

6. Insurance

The committee and members of Ennis Track A.C. are insured through Athletics Irelands insurance brokers, McMahon Galvin Ltd.

Details of the policy can be requested from the club Secretary or can be found at www.athleticsireland.ie

The policy excludes the following;

- Events requiring International Permits
- Permitted event with in excess of 1,000 entries
- Non IAAF/EAA approved activities
- Libel & slander

7. Coaches

Coach structure: A minimum of 2 coaches or 1 coach & a general assistant MUST be present for all training with athletes under the age of 18. A head coach to guide coaches and oversee training schedules shall be available for advice.

Coach Supports: A panel of parents shall be put in place to assist coaches with training sessions and travelling to events.

Coach Ethics and Guidelines: All coaches must abide by the Code of Ethics in sport guidelines and the clubs own guidelines for coaches found in Appendix III

Meetings: Coaches should come together a minimum of once a year. Coaches will be given the opportunity to raise issues at committee meetings.

Training – All coaches will be encouraged to attend relevant Athletics Ireland training courses to further their coaching skills. The cost of attendance will be covered by the club.

Internal training between club coaches shall be encouraged and facilitated.

Safeguarding – All coaches will be Garda vetted every 3 years and must attend a Safeguarding 1 Basic awareness child protection training valid for 4 years.

Communication – It is recommended that all communication with club members takes place through use of the club phone or via the official club email account.

Coaches must communicate with all U18 athletes through their parents or Guardians.

8. Training

Locations – Training sessions take place at a variety of venues including St. Flannans College, Lees Road Amenity Park and the Fairgreen, Ennis.

Any change in training dates or venues or taking children away to a non AAI event must be approved by the committee.

Sessions

- Juvenile athletes U 14 will have two sessions a week linked in with whichever two days the club are training, a third session may be considered in preparation for upcoming competitions .
- Athletes will be introduced to different disciplines when coaches are available.
- Training outside of scheduled training times and venues will have to be approved by the committee.
- Parental help with group training will be used and encouraged
- Attendance will be taken at the start of all sessions
- Training sessions will be age appropriate and cater for all abilities

Volunteers & Parents

- Parents and volunteers can contact the club Secretary with any queries or concerns
- All phone contact will be through designated club officials

Relay Team Selection

- All registered athletes are eligible for selection.
- Time permitting, relay teams will be picked by holding a trial on a designated day and time. The trial will be communicated to athletes/parents and only those available on the competition date can partake. The final team will include substitutes in the event of a withdrawal.
- Where a limited number of athletes are available then the coach may select the team without a trial.
- On competition day, in the event of unavailability of selected team including subs, the coach can select from available athletes by putting names in a hat.

9. Recruitment Policy

The club is fortunate to have many dedicated coaches, leaders and assistants. However, like every club, more help is always required. In recruiting leaders, the club will ensure the following:

- They are Garda vetted
- They complete the safeguarding 1 (Code of ethics in sport) course
- They read and understand the guidelines for leaders contained in the code of ethics in sport
- They receive support, advice and encouragement
- They are supervised during an initial probationary period.
- They are offered opportunities to avail of both official AI coaching training and internal club coaching
- The Children's Officer will be informed of any new volunteers/leaders

10. Photography

- Parental consent is required to take and display photographs of U18 athletes.
- All photographs taken on behalf of the club will be taken by a designated photographer.
- Club photographs will only be displayed on the club's official website, Facebook page and in publications such as local media.

11. Child Welfare & Safeguarding

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club. If there are grounds for concern about the safety or welfare of a young person, the Club Children's Officer or Club Designated Liaison Person should be contacted who is familiar with the reporting procedure. A report can be made by any member in the club but should be passed on to the Club Children's Officer or Designated Liaison Person who may in turn have to pass the concern to the local Statutory Authorities. All Coaches are required to attend Safeguarding 1 basic awareness in child protection. The Club Children's Officers and Designated Liaison Person are required to attend Safeguarding 2.

Ennis Track A.C. fully adopts the Athletics Ireland Child Safeguarding Statement which can be found on our website. We are fully committed to its implementation and the procedures that support our intention to keep children safe from harm while availing of our services. This Child Safeguarding Statement will be reviewed every 2 years.

The Club has carried out a Child Safeguarding Risk Assessment and has indicated measures within this policy document which address those risks.

12. Anti-Bullying Policy

Definition of Bullying - Bullying is recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Combating of bullying

At the commencement of each season athletes will be briefed on the seriousness of bullying and how it will not be tolerated in the club.

Athletes will sign up a code of conduct which specifically forbids bullying

Children, Leaders & Parents will be encouraged to report alleged bullying and the complaints and disciplinary procedures outlined in this booklet will be followed.

Athletes will be supervised during training and competitions.

Victims of bullying will be fully supported, cared for and listened to.

Actions in response to reporting of Bullying:

All reports of bullying will be dealt with through our Disciplinary Procedures (section 14).

13. Complaints and Grievance Procedures

The committee shall have the power to make rules governing the conduct of the club. Such rules shall be binding on membership. All complaints will be investigated and dealt with by the management committee. Anyone representing the club in competition must be a registered

member of the association. The club and all its members will follow the rules and guidelines outlined by the Athletic Association of Ireland. The club have agreed to all the principles set out in code of conduct as detailed in the code of ethics.

The principal steps outlined in the Code of Ethics are as follows:

1. The complaint should be in writing to the secretary or children's officer and be acknowledged within 5 working days.
2. A disciplinary committee should be formed consisting of a club committee member, the children's officer and an ordinary member of the club.
3. If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
4. It is the role of the chairperson to liaise with authorities in the case of suspected abuse or criminality
5. The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing.
6. This committee should meet and review the complaint and discuss separately with the complainant and the accused member. If the complainant or accused is under 18, he/she should be accompanied by a parent/guardian.
7. The disciplinary committee should notify the member of any sanction being imposed or not. The notification should be made in writing setting out the reasons. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
8. The member has a right to appeal any decisions to an appeals committee independent of a disciplinary committee. Any appeal should be made in writing within 10 working days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the club management committee along with two other ordinary members, neither of whom has participated on the disciplinary committee leading to the appeal. The club appeals committee has the power to confirm set aside or change any sanction imposed by the disciplinary committee.
9. If any party is not satisfied with the outcome at club level the matter shall be referred to the county board for consideration. "(The County Board) Shall decide any dispute that may arise between registered members, if called upon to do so" (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a County Board, item 8).
10. If at the County Board level the party is not satisfied with the outcome the matter shall be referred to the Provincial Council for consideration. "(The Provincial Council) shall decide any dispute that may arise between registered members, if called upon to do so" (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a Provincial Council, item 6).
11. If at the Provincial Council level the party is not satisfied with the outcome the matter shall be referred to Athletics Ireland for consideration under Article 25(f) of the Memorandum and Articles of Association of the Athletic Association of Ireland. All decisions issued under the appeals procedure set out in Article 25(f) and Article 25(g) may be appealed exclusively by referral to Just Sport Ireland within 14 days after the decision has been communicated to the person or body in respect of whom or which the decision was made, for final and binding arbitration in accordance with the Just Sport Arbitration Rules. All costs associated with Just Sport Ireland will be the responsibility of the person or persons disputing the decision(s) issued under the appeals procedure by Athletics Ireland.

14. Disciplinary Procedures & Sanctions

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied.

- Rules should be stated clearly and agreed
- A warning should be given if a rule is broken
- A sanction (for example, exclusion from an activity) should be applied if a rule is broken for a second time.
- If a rule is broken for the third time the parents/guardians of the athlete should be spoken to.
- If rules continue to be broken the matter should be referred to the disciplinary committee.

15. Club Trips

Trip Guidelines – See Appendix IV

Code of conduct overseas – See Appendix VI

Travel Consent – See Appendix V

16. Club Events

Permit – All official Club events require a permit from Athletics Ireland. The secretary will apply for the permit on behalf of the club.

Insurance – All club events using community locations require specific insurance cover. The club secretary will notify the insurance company prior to these scheduled events.

Event Running – All official events will be run as per Athletics Ireland Guidelines

17. Appendices:

- Code of Conduct for Children & Young Athletes - I
- Code of Conduct for Parents/Guardians - II
- Guidelines for Coaches/Leaders - III
- Guidelines for Club Overnight & Away Trips - IV
- Travel consent form including Overnight stays - V
- Code of conduct & consent form for young athletes on overseas training camps - VI

Appendix I

Ennis Track A.C.

Code of Conduct for Children & Young Athletes (Updated Nov 2017)

Sport should be safe, fun and conducted in a spirit of fair play

As a child or young person you are entitled to the best possible environment to participate in sport. You deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. You have rights, which must be respected, and responsibilities that you must accept. You are encouraged to treat other athletes and team officials with fairness and respect.

You are entitled to:

- Be safe and to feel safe.
- Be listened to.
- Be believed.
- Be treated with dignity, sensitivity, and respect.
- Have a voice in your club
- Participate on an equal basis
- Have fun and enjoy sport
- Experience competition at a level at which you feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say no
- To protect your body

You should always:

- Treat Sports Leaders with respect
- Act fairly at all times, do your best
- Respect other club members
- Respect opponents and be gracious in defeat
- Abide by the rules

You should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue
- Cause harm or damage property
- Bully
- Take banned substances
- Tell lies
- Spread rumours

Parent/Guardian of participant: I have read and accept the Code of Ethics & Good Practice for Children in Athletics.

Parent/Guardian Name: _____ Date: _____

Emergency contact number(s): _____

Young person: I have read and accept the code of conduct as set out by Athletics Ireland

Name: _____

Date: _____

Appendix II

Ennis Track A.C.

Code of Conduct for Parents (Updated Nov 2017)

Ennis Track A.C. recognises that parents play a key role in relation to volunteer support for clubs and athletic teams.

Parents/Guardians can ensure that our sport has a beneficial impact when they adhere to the following principles:

- Ensure in particular that their child also reads and understands what is expected from them in relation to this code.
- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect the competition or an athlete.
- Never intentionally expose young athletes to embarrassment or ridicule by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of volunteers.
- Do not publicly question the Judgement or honesty of officials, organisers and mentors.
- Set a good example by applauding good performances regardless of club affiliation.
- Show approval and give praise and encouragement to your child and their team mates for effort, skill and improvement and not just results. Praise in defeat is particularly important.
- Support all efforts to remove abusive behaviour and bullying.
- Inform club coaches if your child is unable to attend an event.
- Know the start and finish times of training.
- Reply, where necessary to communications issued by club mentors/officials.
- Arrange to collect your child after training and events.
- Attend events/training on a regular basis.
- Listen to what young people have to say.
- Should not criticise performance.
- Provide accurate information to club officers/coaches relating to medical condition or physical limitations relating to your child.
- Where possible, assist in helping with equipment and organisation of activities associated with your Childs participation in Ennis track Club.
- Bring and concerns that you may have in relation to club activities to the attention of their childs mentor, or to the clubs Children's Officer, or committee members.

I have read & understood the above

Parent/Guardians Signature: _____ **Date:** _____

Appendix III

Ennis Track A.C.

Guidelines for Coaches/Leaders (Updated Nov 2017)

The first priority for all leaders should be the children's safety and enjoyment of the sport. In order to act as a role model and to promote their safety and the safety of young people, **Leaders should;**

- Be positive, praise and encourage effort as well as results.
- Put the welfare of young people first, strike a balance between this and winning.
- Encourage fair play and treat participants equally.
- Have relevant knowledge and experience to work with young people.
- Understand developmental needs of young people.
- Respect athletes, other officials and opponents
- Insist children in your care respect the rules of sport and fair play
- Not tolerate cheating or bullying behaviour
- Inform parents when problems arise
- Discuss relevant issues with the Children's officer.

Where possible and for their own safety, Leaders should avoid

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children on journeys alone in the car
- The use of alcohol before coaching, during events, and on trips with young people.

Leaders should not:

- Use any form of corporal punishment or physical force on a child
- Take children to their home
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow to engage in inappropriate touching of any kind, and or make sexually suggestive comments about, or to a child.

Appendix IV

Ennis Track A.C.

Guidelines for Club Overnight & Away Trips (Updated Nov 2017)

- Written permission of parents/guardians should be obtained for all overnight away trips; this should include permission to travel, behaviour agreement and any medical/special needs of the group, (Including permission to treat the participant. The agreement should be signed by both parents & participants.
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary) and any other necessary details, contact details, codes of conduct etc.
- All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure of this code.
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- The team manager should submit a written report to the organisers as soon as possible after the end of the trip.
- On away trips, coaches should be accountable to the Team manager in all non-performance related matters.
- Where there are mixed teams there should be leaders of both genders.
- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age & gender.
- Managers/coaches should check out the venue beforehand, so that separate & appropriate sleeping arrangements can be made in advance.
- Alcoholic drink, smoking & other illegal substances/activities are forbidden to participants. Leaders should act as role models in this respect.

Appendix V

Ennis Track A.C.

Travel with Underage Athletes including Overnight Stays

Event: _____

Venue: _____

Date: _____ Time: From: _____ To: _____

Parent/Guardian of Child

I have read and accept the Ennis Track Code of Conduct for Parents and I give my permission for the child named below to travel to, attend and travel to/from the above noted event. I understand the trip involves an overnight stay/s.

Parent /Guardian Name (Block Capitals): _____

Signature: _____ Date: _____

Junior Athlete Travelling (U18)

I have read and accept the Ennis track Code of Conduct for Young Athletes. I agree to abide by those rules.

Junior Athlete Name (Block Capitals): _____

Signature: _____ Date: _____

Note:

Please inform the club officer/coach of any current/previous medical condition(s) or special dietary requirements that may affect your child's safety while travelling/competing with the club.

Appendix VI

Ennis Track A.C.

Code of Conduct for Young Athletes on overseas trips

Event name: _____ Location: _____ Dates: _____

1. From arrival at the meeting point, you are responsible to the appointed Team Manager until the trip is complete and the team disperses.
2. As a representative of your club you are expected to behave in a fitting manner.
3. Socially improper language is not acceptable, in the company of your teammates or in public.
4. Team members must attend all meetings and other functions as directed by the Team Manager.
5. Punctuality is required on all occasions.
6. Curfews or other restrictions are in your interests and must be observed.
7. The consumption or possession of drugs, alcohol or tobacco by any athlete is strictly prohibited; any breach of this rule will result in severe penalties.
8. It is important that there is mutual respect and unity amongst team members. Athletes with a grievance should communicate it to the Team Manager who is authorised to deal with their grievance on the trip. If they are still dissatisfied with the outcome of the Team Manager's decision, they may appeal it to the Club Committee on their return from the trip.
9. The Team Manager has the authority to deal with all disciplinary matters and the duty to impose penalties. Serious breaches of this Code will be reported to the Club Committee who may take further action.
10. Team members should pass on the Team Manager's contact details to their parents/guardians in case of an emergency at home during the trip (Mr Pat Hogan, 085 1645770).

I have read the Code of Conduct and agree to its terms:

Signed _____ (Athlete) Date _____

If the athlete is under 18 years of age, a parent or guardian is required to sign below:

- I give my permission for the child named above to travel to, attend and travel to/from the above noted event. I understand the trip involves an overnight stay/s.
- I agree that my son/daughter sign the above and I accept that the terms of the Code of Conduct will apply to them whilst members of the Team.
- I consent to the treatment of my son/daughter by the team physiotherapist.

Signed _____ Date _____

You are advised to keep a copy of this document for reference.