



Aisling Annacotty AFC

Code of Conduct And Good Practice

September 2007

| | |
|--------------------------------------------------------------------------|----|
| Mission Statement | 2 |
| Child Protection and Welfare Policy | 4 |
| Children's Officer | 7 |
| Child Welfare Policy for Players | 8 |
| Child Welfare Policy for Parents | 11 |
| Disciplinary, Complaints and Appeals Policy | 14 |
| Recruitment Policy | 17 |
| Policy on Substance Abuse | 18 |
| Travelling and Away Trips Policy | 19 |
| Policy on Use of Photographic and Filming Equipment | 21 |
| Policy on Touching | 23 |
| Guidance in the Event of Concerns/Allegations of Bullying or other Abuse | 24 |
| Away Trip Permission Slip and other Forms | 34 |

AISSLING ANNACOTTY AFC

Football for Children/Young People

Mission Statement

The following principles will influence the development of sport for children/young people in Aisling Annacotty AFC:

- children¹ and young peoples' experience of soccer should be guided by what is best for the child or young person.
- the ability of the child and his/her stage of development should guide the types of activity provided within the club.
- adults should have a basic understanding of the physical, emotional, and other personal needs of young people.

Integrity in relationships:

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

Quality atmosphere and ethos

Soccer for children/young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. Too often unhealthy competitive demands are placed on children/young people too early resulting in excessive levels of pressure on them and often, as a consequence, high levels of dropout from sport.

Equality

All children/ young people should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social or ethnic background or political persuasion. Children/young people with disability should be involved in sports activities in an integrated way, thus allowing them to participate with their peers. The 'star' ethos is not appropriate in underage soccer.

Fair Play:

Fair play is the guiding principle of the Irish Sports Councils *Code of Ethics and Good Practice for Children's Sport* that states, "all children's sport should be conducted in an atmosphere of fair play". Ireland has contributed to and is committed to the European Code of Sports Ethics, which describes fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It also incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (*European Sports Charter and Code of Ethics, Council of Europe, 1993*).

Competition

A balanced approach to competition can make a significant contribution to the development of children/young people, while at the same time providing fun, enjoyment and satisfaction. Coaches/managers should aim to put the welfare of the child/young person first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Aisling Annacotty AFC

Child Protection and Welfare Policy Statement

Aisling Annacotty AFC is committed to ensuring that all necessary steps will be taken to protect and safeguard the welfare of children¹ and young people who participate in soccer. This policy document demonstrates clearly the importance placed by Club on the protection and safety of children and young people who participate in soccer.

The Club's Child Protection and Welfare Policy is informed by:

Legislation:

- The Child Care Act 1991
- The Protection for Persons Reporting Abuse Act 1998

International Conventions:

- UN Declaration on the Rights of the Child 1989 (adopted in Ireland September 1992)
- European Convention on Human Rights
- Council of Europe Sports Ethics 1993

Government Guidelines:

- Code of Ethics and Good Practice for Children's Sport in Ireland 1996
- *Children First* 1999 National Guidelines for the Protection and Welfare of Children in Ireland
- Code of Ethics and Good Practice for Children's Sport (Irish Sport's Council 2000)
- *Our Duty to Care* Dept. of Health and Children 2002
- FAI Code of Ethics and Good Practice 2003

All children/young people* who participate in soccer should be able to do so in a safe and enjoyable environment. While doing so, they should be protected from any form of abuse be it physical, emotional, or sexual, or by neglect or bullying. The responsibility for protecting children/young people lies with all adults involved in soccer.

Aisling Annacotty AFC recognises and accepts its responsibility to safeguard the welfare of all children/young people by protecting them from physical, emotional or sexual harm, and from neglect or bullying.

Clear policies, practices and procedures, in addition to relevant training programmes, will ensure that everybody in Aisling Annacotty AFC knows exactly what is expected of them in relation to protecting children/young people within soccer.

It is our policy to ensure that children/young people who participate in Aisling Annacotty AFC are able to do so in a safe, enjoyable and quality environment.

In pursuit of this policy Aisling Annacotty AFC will:

- advise all members of the Club (coaches, players, parents/guardians and spectators) of their responsibilities in relation to the welfare and protection of children/young people who participate in soccer
- operate within the recommended Football Association of Ireland codes of conduct and best practice guidelines

- appoint a Club Children's Officer in line with FAI requirements provide a child protection and welfare module in staff induction and development programmes.

The aims of the Child Protection and Welfare Policy are:

- to develop a positive and pro-active position in order to best protect all children/young people who participate in soccer, in order for them to do so in a safe and enjoyable environment
- to provide appropriate guidance and advice to all club members (players, coaches, volunteers, spectators and parents/guardians) in all matters concerning child welfare and protection
- to demonstrate best practice in the area of child welfare and protection
- to promote ethics and best practice standards throughout soccer.

The key principles that underpin this policy are:

- the welfare of the child is the first and paramount consideration
- all children/young people have a right to be protected from abuse of any kind regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity
- all suspicions and allegations of abuse/poor practice will be taken seriously and responded to swiftly and appropriately. It is essential that we work in partnership with children/young people and their parents/guardians. The Health Service Executive (HSE) has a statutory responsibility to safeguard and protect the welfare of children/young people and Aisling Annacotty AFC is committed to cooperating fully with HSE in accordance with procedures as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*
- Aisling Annacotty AFC will cooperate fully with the FAI National Children's Officer, the Gardai and the HSE in any investigation of child abuse in soccer.

The Football Association of Ireland's regulations in regard to child welfare and protection are defined in the rulebook as **Rule 68: The Protection and Welfare of Children:** In line with recent legislation and Government Guidelines (The Child Care Act 1991 and The Protection for Persons Reporting Abuse Act 1998) in relation to child protection and welfare, it is mandatory that all National Associations, Divisional Associations and Affiliated Leagues should operate to Football Association of Ireland recommended codes of conduct and best practice guidelines (see Football Association of Ireland Code of Ethics & Good Practice for Under Age Soccer for Players, Coaches, Parents and Spectators).

1. Any act, statement, conduct or other matter, which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour that is improper and brings the game into disrepute.
2. Breaches will become a disciplinary offence.

Aisling Annacotty AFC, through confirming this policy document, has demonstrated its commitment to ensuring that children and young people can participate in all soccer activities in the knowledge that their safety and welfare are of paramount importance.

It is essential that this document be seen as representing a process of continual improvement in the area of child protection and welfare in soccer. It is the responsibility of all adults

involved in soccer to promote safe and best practice standards actively, whilst being ever vigilant and aware of their responsibilities to the children and young people in their care.

Sport for Fun:

Aisling Annacotty recognises that competition and winning are important goals, but we also realise that winning at all costs does not meet the needs of young players. The Club is aware that recent research would suggest that increasing numbers of children/young people leave sport especially between the ages of eight and thirteen. A number of the most common reasons given by young people for this drop-off in interest were:

- sport was no longer fun
- not getting any play
- overemphasis on winning.

The Aisling Annacotty will make every effort to ensure that the coaches/managers/volunteers keep a balanced and *age- appropriate* approach to competition so that all players get an opportunity to play and strive to keep a '*Sport for Fun*' approach in soccer.

In promoting '*Sport for Fun*' the Club will insist on:

- encouraging participation and fun
- promoting the development of skills as opposed to winning at all costs
- emphasizing and praising effort
- *Fair Play* (standards of behaviour are just as important as winning so we will take off offending players)
- being realistic in our expectations and aware of children's feelings
- teaching players to respect other clubs and cultures.

Aisling Annacotty

Children's Officer

Government guidelines recommend that all sports clubs should appoint Children's Officers and that this should be done in accordance with recommended selection and recruitment procedures. The Football Association of Ireland has made the appointment of Children's Officers a condition for the affiliation of soccer clubs to the FAI.

Aisling Annacotty AFC recognises that the appointment of a Club Children's Officer is an essential element in the creation of a quality atmosphere in the club, to act as a resource to members with regard to children's/young people's issues and to ensure that children¹/young people have a voice in the running of the club and can talk freely of their experiences.

The Children's Officer at Aisling Annacotty AFC has the following functions as recommended by the FAI:

- to promote the Code of Ethics and Good Practice at Aisling Annacotty AFC; to influence policy and practice with respect to children/young people and to prioritise children's/young people's needs.
- to ensure that children/young people know how and to whom they can report their concerns to within the club. Information disclosed by a child/young person will be dealt with in accordance with the Department of Health and Children's guidelines *Children First*.
- to encourage the participation of parents/guardians in club activities.
- to co-operate with parents/guardians to ensure that each child/young person enjoys his/her participation in soccer
- to act as a resource with regard to best practice in children's soccer
- to report regularly to the Club Management Committee
- to monitor changes in membership and follow up any unusual absenteeism, dropouts, or club transfers by children/young people or coaches/volunteers.

The Children's Officer does 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 HSE and Gardai.

Aisling Annacotty AFC has appointed Geraldine Critchley as the Club's Children's Officer. . .

Aisling Annacotty AFC

Child Welfare Advice for Players

Dear Player,

We in Aisling Annacotty AFC are committed to ensuring that all necessary steps are taken to protect and safeguard the welfare of children¹ and young people who participate in soccer. It is the policy of Aisling Annacotty AFC to safeguard the welfare of our underage players by protecting them from physical, emotional, or sexual harm, and from neglect or bullying.

This information is given to you not as a response to problems within soccer, rather to assure you that Aisling Annacotty AFC has accepted its moral and legal responsibilities so that you that you may enjoy soccer in safety at our club.

At all times we are committed to providing the highest possible standards of care in a safe environment. As part of that commitment we have appointed a Children's Officer.

As a player at Aisling Annacotty AFC you are entitled to:

- be safe
- be treated with dignity, sensitivity and respect
- be happy, have fun, and enjoy soccer
- participate in soccer on an equal basis appropriate to your ability and stage of development
- experience competition and the desire to win as positive and healthy outcomes of striving for your best performance
- comment and make suggestions in an appropriate and constructive manner
- be listened to
- express concerns and make complaints in an appropriate way, and have these dealt with through an effective complaints procedure.
- any concerns can be expressed to your managers or, if for any reason you feel uncomfortable with approaching your managers then to the Children's Officer.

Aisling Annacotty AFC's Children's Officer is **Geraldine Critchley**.

As a player at Aisling Annacotty, you are encouraged to realise that you too have responsibilities to treat other children/young people, fellow players, managers/coaches/volunteers, referees and spectators with the same degree of fairness and respect. You should undertake to:

- be prepared for the match or training: shin guards, appropriate boots and clothing, water/ isotonic drink (no fizzy drinks!)
- play fairly, do your best and have fun
- be on your best behaviour at all times; keep all club rules
- respect opponents, who are not the enemy but are partners in a sporting event eg do not refer to opponents in an insulting way
- shake hands after the match, regardless of the outcome

- offer an opponent a hand if s/he is injured, or put the ball out of play so that s/he can receive attention
- accept apologies from opponents when offered or apologise yourself where appropriate
- respect fellow team members and support them both when they do well and when things go wrong
- be modest in victory and gracious in defeat-have a sporting attitude
- approach the manager or the club's Children's Officer with any questions or concerns you may have.

As a player in Aisling Annacotty AFC you represent the club and should behave properly at all times. You should not:

- cheat
- use abusive language to, or argue with the referee, officials, team mates or opponents
- use violence; use physical contact except when it is allowed within the rules
- bully
- tell lies or spread rumours about adults or other children/young people
- mess with/cause damage to club/team-mates property or the property of other clubs/their members
- speak about team-mates/opponents, or other clubs in a rude or insulting fashion
- take banned substances
- keep secrets about any person who may have caused you or other children/young people harm
- take any photographs in the changing rooms
- behave in any manner that may bring the name of Aisling Annacotty AFC into disrepute.

In Aisling Annacotty AFC we want children/young people to have fun and develop skills in a safe and **Fair Play** environment where standards of behaviour are just as important as winning.

Notes for all members of Aisling Annacotty:

- wear the correct Club colours in shorts and socks for matches; the club supplies jerseys
- be on time for matches and training
- lifts are the responsibility of the player/parent/guardian **not** of the manager; wear a seatbelt
- keep in contact with manager re match arrangements/training/availability
- on match days or when training on Astroturf or other rented facilities , players should bring required contribution to help pay rental costs or referee charges.
- advise manager of any changes in contact details e.g. phone nos./addresses
- notify the manager of any special medical conditions arising since registration
- put all rubbish in bins where provided or preferably bring it home with you
- pay all Club subscriptions by due date
- players remain suspended by the Club until any outstanding fines have been paid in full

- the Club is not responsible for personal items e.g. mobile phones, jewellery, clothing
- the Club's Code of Conduct must be adhered to at all times.

Aisling Annacotty AFC

Child Welfare Policy for Parents

Dear Parent/Guardian,

We in Aisling Annacotty AFC are committed to ensuring that all necessary steps are taken to protect and safeguard the welfare of children¹/young people who participate in soccer at our club. It is our policy to safeguard our underage players by protecting them from physical, emotional, or sexual harm and from neglect or bullying.

This information is given to you, not as a response to specific problems within our club, rather to assure you that Aisling Annacotty AFC has accepted its moral and legal responsibilities, and to assure you that your child may enjoy soccer in safety.

At all times we are committed to providing the highest possible standards of care in a safe environment. As part of that commitment we have appointed a Children's Officer in the club and have drawn up a Code of Conduct and Best Practice for Aisling Annacotty AFC, which may be viewed upon request to the Chairman/Secretary/Children's Officer.

Children playing for Aisling Annacotty AFC are entitled to:

- be safe
- be treated with dignity, sensitivity and respect
- be happy, have fun, and enjoy soccer
- participate in soccer on an equal basis appropriate to her/his ability and stage of development
- experience competition and the desire to win as positive and healthy outcomes of striving for best performance
- comment and make suggestions in an appropriate and constructive manner
- be listened to
- express concerns and make complaints in an appropriate way, and have these dealt with through an effective procedure.

At all times we are committed to providing the highest possible standards of care in a safe environment. As part of that commitment we have appointed a Children's Officer.

Aisling Annacotty AFC's Children's Officer is **Geraldine Critchley**. Parents/guardians and players are advised that they can also raise concerns with the FAI National Children's Officer who can be contacted at 087 9691422.

Parents/guardians and players are further advised that if for any reason they feel inhibited from reporting any incident internally, or are unhappy with the internal response, then such concerns may be reported to the Health Service Executive, who have the statutory responsibility for safeguarding and protecting the welfare of children in Ireland.

It is the Club's aim that no player will be exposed to unnecessary risk in keeping with the fundamental principle that the welfare of the child/young person is of paramount importance.

All allegations of child abuse will be managed in accordance with Government Guidelines as set out in “*Children First: National Guidelines for the Protection and Welfare of Children*”.

In keeping with best practice, a parent/guardian consent form is required for all activities relating to your son’s/daughter’s participation whilst in the care of Aisling Annacotty AFC. A medical form is also required where parents/guardians are aware that the child has a medical condition. Any significant change in a child’s medical condition subsequent to registration should be notified to the club and the appropriate form filled in. Any away trips will be organised bearing in mind the principles outlined in our separate “Away Trips” policy. A copy of this or any other policy may be viewed on request to the Club Chairman or the Children’s Officer.

Notes for Parents:

- players should wear the correct Club colours in shorts and socks for matches; the Club supplies jerseys
- players should be on time for matches and training
- players must bring water or an isotonic drink(**no fizzy drinks**)
- players **must** be picked up from training/ matches **on time**
- lifts are the responsibility of the parent/guardian/player **not** of the manager; ensure your child wears a seatbelt when getting a lift
- it is important to keep in contact with the manager re match arrangements/training/availability
- on match days or when training on Astroturf or other rented facilities , players should bring €2 to help pay rental costs or €4 towards referee costs
- please make an effort to attend as many of your child’s matches as possible
- please be a good example to your child and encourage him/her and the team e.g. ‘good effort’
- please speak to the manager/coach privately about any concerns you may have about your child
- all players/managers/referees/opposition/spectators should be treated with respect
- photographs must **never** be taken in the dressing room; when on the pitch, parents may only photograph their own child/children and/or the assembled team; any inappropriate use of such photos will be a breach of Club rules and may, if necessary, be referred to the Gardai and HSE
- please advise the manager of any changes in contact details e.g. phone nos./addresses
- the manager must be notified of any special medical conditions arising since registration
- players/parents/guardians should help to ensure that all rubbish is put in bins where provided or preferably brought home with you
- parents/guardians should ensure that players speak of their teammates/ opponents in a respectful fashion
- all Club subscriptions should be paid by the due date

- players remain suspended by the Club until any outstanding fines have been paid in full
- the Club is not responsible for personal items e.g. mobile phones, jewellery, clothing
- the Club's Code of Conduct must be adhered to at all times.

Aisling Annacotty AFC

Disciplinary, Complaints and Appeals Policy

Discipline in Soccer

Discipline in soccer at Aisling Annacotty AFC will always be positive in focus, providing the structures and rules that allow players to set their own goals and strive for them. It will encourage players to become more responsible for themselves and their actions and therefore more independent.

Discipline at our club is seen as a positive reinforcement for effort. Players are encouraged to develop emotional and social skills as well as skills in soccer. Players will be helped to become responsible for the decisions and choices they make within soccer, particularly when it is likely to make a difference between playing fairly or unfairly.

There is no place in Aisling Annacotty AFC for fighting, bullying, over-aggressive or dangerous behaviour. At all times, managers/volunteers/players should treat others in a respectful manner. They should never bully, interfere with or take unfair advantage of others.

While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the club's formal complaints procedure.

Any person who has a complaint or concern should bring it to the attention of the Secretary of Aisling Annacotty AFC. The complaint or concern should be in writing and should outline all relevant details and other parties involved.

The complaint or concern will then be brought to the attention of the Chairperson who will convene a disciplinary committee and appoint a Chairperson of that Committee unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities. **(The Chairperson of the Club does not sit on either the Disciplinary or Appeals Committees)**

The disciplinary committee will furnish any individual/s with details of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing.

In the event of a complaint against a child¹/young person, the parents/guardians shall be informed and advised of the process.

The disciplinary committee will then hear the cases of all parties involved and decide if a club rule or regulation has been infringed.

The disciplinary committee will then inform those involved of its decision in writing and the sanctions, if any, that are to be imposed. This written notification should also set out the reasons for the sanction. (Written notification will be forwarded to parents/guardians should the proceedings involve a club member less than eighteen years of age.)

Any party unhappy with the findings of the disciplinary committee can appeal the decision in writing to their respective League.

The League appeals committee will then rehear the case and all evidence, new and old will be considered. The appeals committee will have the power to uphold or reject the appeal or to vary, alter or set aside any sanction imposed by the disciplinary committee of Aisling Annacotty AFC.

Written confidential records in relation to disciplinary proceedings will be safely and confidentially kept on file. Club procedures clearly define the possession of such records in the event of election of new officers to the committee.

Anonymous Complaints

Anonymous complaints can be difficult to deal with; however they cannot be ignored. All complaints relating to inappropriate behaviour/poor practice should be brought to the attention of the Chairperson of the Aisling Annacotty AFC. In all cases the safety and welfare of the child/children is paramount. All complaints should be checked out and handled in a confidential manner. It is important to record all such complaints and actions taken. Specific advice on dealing with anonymous complaints can be got from HSE or alternatively the Football Association of Ireland National Children's Officer (tel. 087 9691422).

Rumours

Rumours should not be allowed hang in the air. Any rumour/s relating to inappropriate behaviour/circulating in the club should be brought to the attention to the Chairperson and checked out promptly. All ensuing information should be handled confidentially and with sensitivity.

Confidentiality

Confidentiality is about managing information in a respectful, professional and purposeful manner.

It is important that the rights of both the child/young person, and the person about whom the complaint has been made, are protected. Therefore, appropriate confidentiality will be maintained in respect of all issues and people involved in concerns about the welfare of a child/young person or bad practice within the club.

The following points must be borne in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information should be treated in a careful and sensitive manner and should only be discussed with those who need to know.
- Information will be conveyed to the parents/guardians of a child about whom there are concerns in a sensitive way.
- Giving information to others on a "need to know" basis for the protection of a child is not a breach of confidentiality.

Sanctions

The use of sanctions is an important element in the maintenance of discipline. However Coaches/ managers/ volunteers and administrators of Aisling Annacotty AFC will have a clear understanding of where and when particular sanctions are appropriate, bearing in mind the age and stage of development of the child/young person.

All reasonable efforts will be taken to ensure that sanctions are fairly, consistently and evenly applied, and in the case of a persistent offence, progressively applied.

Applying sanctions:

- rules will be clearly stated and agreed
- a warning will be given if a rule is broken
- a sanction (e.g. use of time out) will be applied if a rule is broken for a second time
- if a rule is broken three or more times, the child/young person will be spoken to and parents/guardians involved if necessary
- sanctions will only be used in a corrective way that is intended to help children/young person improve both at that time and in the future. Sanctions will never be used in retaliation or to make the coach/manager/volunteer feel better or more powerful.
- when violations of the team rules or other misbehaviour occur, all reasonable efforts will be made to apply sanctions in an impartial and fair manner
- sanctions will never be used as threats. If a rule is broken, the appropriate sanction/s will be implemented consistently, fairly and firmly
- sanctions will not be applied if the coach/manager/volunteer is not comfortable with them. If an appropriate action cannot be devised immediately, the child/young person will be told that the matter will be dealt with later, at a specified time and as soon as is possible
- once a sanction/s has been imposed, the Club recognises that it is important to make the child/young person feel s/he is a valued member of the team again
- a child/young person should be helped to understand, if necessary, why sanction/s are imposed
- a child/young person will not be sanctioned for making errors whilst playing soccer
- unreasonable/age inappropriate physical activity will not be used as a sanction; as to do so may cause a child to resent physical activity, which is something that s/he should learn to enjoy throughout his/her life. Aisling Annacotty AFC recognises that soccer has to be fun if participants are to continue playing
- sanctions will be used sparingly because the Club recognises that constant criticism and sanctioning can cause participants to turn away from soccer

Adapted from the Irish Sports Councils *Code of Ethics & Good Practice for Children's Sport* (2001)

Aisling Annacotty

Recruitment Policy

Aisling Annacotty AFC will take all reasonable steps to ensure that coaches, managers and volunteers are suitable to work with children¹/young people as follows:

- all coaches, managers and volunteers are required to complete an application/self declaration form, giving the names of two referees who will then be contacted - written references will then be verified and kept on file
- all coaches/volunteers are subject to Gardai clearance (when such checks become available)
- all appointments are subject to approval and ratification by the committee of Aisling Annacotty AFC
- all coaches, managers and volunteers will be subject to a sign-up procedure in which they undertake to abide by Aisling Annacotty AFC and FAI Codes of Conduct and Good Practice
- once recruited, Aisling Annacotty AFC will make all efforts to support and manage coaches, managers and volunteers ensuring that no person is expected to work alone.

Safety

All coaches/managers in Aisling Annacotty AFC have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control. Therefore coaches should seek to create a safe and enjoyable environment in which to play and train.

In this respect:

- Aisling Annacotty AFC policies, rules and guidelines should be adhered to at all times
- adequate supervision must be maintained at all times
- regular safety checks should be carried out regularly in relation to premises, training facilities and equipment
- parents/guardians should be informed of the starting and finishing times of training sessions/matches and these times should be adhered to as much as possible
- a first aid kit should be available at all training sessions and matches and injuries should be recorded, with a note of action taken in relation to each one - never play injured players
- parent/guardians should be notified of injuries/illness which their children/young people incur while participating in any Aisling Annacotty AFC soccer activities
- records of attendance should be maintained for all training sessions
- any concerns or problems can be discussed with the Chairperson or Children's Officer.

Aisling Annacotty AFC

Policy on Substance Abuse

In Aisling Annacotty AFC the use of drugs, alcohol, and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

Coaches and volunteers should not smoke while taking a training session, or drink alcohol before taking a session. In relation to our underage teams, Aisling Annacotty AFC will endeavour to organise receptions and celebrations in a non-alcoholic environment, and in a manner that is suitable for the age group concerned. Coaches, managers, and committee members will act as role models for appropriate behaviour, and refrain from drinking alcohol at such events.

The Football Association of Ireland has directed that under no circumstances can any person under the age of 18 years consume alcohol, and any and all appropriate steps should be taken to ensure that this policy is strictly adhered to.

Coaches and managers should promote fair competition through the development of sound training practices, and should actively discourage the use of any substance that is perceived to offer short cuts to improved performance, or to bypass the commitment and hard work required to achieve success.

Coaches should also try to ensure that those in their charge are aware of the harmful side effects, and of the illegality of proscribed drugs and other banned performance enhancing substances.

Aisling Annacotty AFC

Travelling and Away Trips Policy

When underage players are travelling to training/matches in vehicles driven by managers/coaches/volunteers of Aisling Annacotty AFC, it is important that s/he:

- ensures that s/he has adequate car insurance cover
- keeps to the rules of the road
- carries only the number of passengers permitted in the vehicle
- ensures that the seatbelts etc are worn by all occupants
- avoids being alone with any one player;

Note: it is always preferable for parents/guardians to make arrangements for their children's transport which does not involve the manager's car.

Away Trips

Away trips are defined for the purposes of this policy as any trip involving an overnight stay. Attention to the following points should be considered when away trips are being planned:

- all away trips must be approved and sanctioned by the committee of Aisling Annacotty AFC
- the Club must ensure that there is appropriate insurance cover for the trip
- written permission of parents/guardians must be obtained for all overnight trips - parents/guardians should complete a medical form disclosing any medical conditions or special needs of their child/children
- all adults who travel on away trips with children will be carefully chosen
- adults/coaches accompanying or participating in an away trip must complete a medical form disclosing any medical conditions or special needs to the club in advance
- the roles and responsibilities of adults participating in away trips must be clearly defined
- Aisling Annacotty AFC will appoint a team manager/head of delegation for all every away trip. S/he will have overall responsibility for the children's well being, behaviour and sleeping arrangements. S/he will be appointed as an official of Aisling Annacotty AFC for the duration of the trip. Children will be informed at the outset to whom they can report any concerns they may have and will be clearly encouraged to do so. On no account should they keep secrets about any person who may have caused them or other children/young people harm
- on away trips, all coaches/volunteers are accountable to the team manager/head of delegation in all non-performance related matters
- where there are mixed teams there must be at least one female in the management/coaching structure
- the team manager/head of delegation should submit a report to Aisling Annacotty AFC as soon as possible after the trip
- where children are sharing, it should be with those of the same age and sex
- adults must never share a room with a child on an away trip except in the case of parent and child
- where a child, through illness/injury needs adult supervision, this should be provided in the appropriate manner by 2 adults

- coaches/volunteers are advised to avoid being alone with one child - if there is a need to talk privately the conversation should be held in an open environment, in view of others
- adequate child ratios should always be maintained depending on the ages of
- the children, the nature of the activity or any special needs of the group -
- guide 1:8 for children under 12 and 1:10 for twelve years and over
- adequate supervision shall be maintained at all times
- special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practicable more than one child should be placed with each host family
- parents/guardians shall be informed as soon as possible if their child suffers any injury or accident/illness.

At all times coaches/managers/volunteers of Aisling Annacotty AFC understand that a child is defined in Irish law as any person less than 18 years of age and with that in mind, will operate within FAI codes of conduct and best practice guidelines.

Aisling Annacotty AFC

Policy on the Use of Photographic and Filming Equipment

Many people use cameras and video equipment at soccer activities and the vast majority do so for perfectly legitimate reasons. However there is evidence that people have used sporting events to take inappropriate photographs and video footage of children¹ /young people in vulnerable positions.

Aisling Annacotty AFC has adopted a policy in relation to the use of images of players on their websites and in other publications.

Where possible we will avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Rules to guide use of photography

- if the player is named, avoid using his/her photograph; if a photograph is used, avoid naming the player
- ask for the player's/parent's/guardian's permission to use the player's image ensuring that all parties involved are aware of the way in which the image will be used
- only use images of players in suitable dress to reduce the risk of inappropriate use – the content of the photograph should focus on the activity, not on a particular child

Aisling Annacotty AFC will follow recognised child protection procedures for reporting the use of inappropriate images to reduce the risks to players. Any apparent misuse of under age players' photographs should be reported to the Children's Officer and the Chairperson who will, if necessary, inform the Health Service Executive and/or Gardai.

Amateur photographers/film/video operators wishing to record an event or practice session should seek permission/accreditation with the Children's Officer and the team manager/coach/event organiser. Aisling Annacotty AFC will display the following information prior to the start of an event to inform spectators of the policy:

“In line with the recommendation of the Aisling Annacotty AFC 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 organisers. Children and young people should only be photographed or filmed with their permission and the permission of their parents/guardians”.

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection.

Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Children's Officer/event organiser/team manager by producing their professional identification so that their details can be recorded.

Aisling Annacotty will then:

- provide a clear brief about what is considered appropriate in terms of content
- inform players and parents that a photographer will be in attendance at an event
- ensure they consent to both the taking and publication of films or photographs
- not allow unsupervised access to athletes or one to one photo sessions at events
- not approve/allow photo sessions outside the events or at an athlete's home.

Video as a coaching aid

Video equipment can be used as a legitimate coaching aid; however permission should be obtained first, both from the player and the player's parent/guardian. Aisling Annacotty is also aware of the dangers of permitting camera phones in dressing rooms and will apply appropriate safety rules.

Anyone concerned about the nature of the photography at events/matches or training sessions of the Club should bring their concerns to the attention of the team manager/coach, Chairperson and Children's Officer.

Aisling Annacotty AFC

Policy on Touching

All managers and volunteers of Aisling Annacotty AFC are advised that any physical contact with a member of the club should be in response to the needs of the child and not the adult. It should be in an open environment with the permission and full understanding of the player. It should be determined by the age and developmental stage of the player. It should not involve doing anything that a child could do for him/herself.

Coaches should not treat injuries out of sight of others. A “Two-deep” (two personnel or two players) supervision system should be used. Only people qualified in First Aid or treating sports injuries should attempt to treat an injury. The comfort level and dignity of the player should always be the priority. Any doubts of a medical nature should be passed on to a suitably qualified medical person. Coaches should not play injured players.

Comforting/congratulating players is an important part of the relationship between coaches and players.

Guidelines for this type of touching are:

- limit touching to ‘safe’ areas, such as hand to shoulder - do not touch genital areas, buttocks, breast, or mouth
- make your intention to comfort or congratulate clear to the player
- get permission from the player before embracing them - remember that the coach is in a position of power
- respect a player’s discomfort or rejection of physical contact
- be sure that touching occurs only when others are present.

Aisling Annacotty AFC

Guidance in the event of concerns/allegations of Bullying or other Abuse

We in Aisling Annacotty are committed to ensuring that all necessary steps are taken to protect and safeguard the welfare of children¹ and young people who participate in soccer. At all times we are committed to providing the highest possible standards of care in a safe environment.

In this respect children are entitled to:

- be safe
 - be treated with dignity, sensitivity and respect
 - experience competition and the desire to achieve/win as a positive and healthy outcome of striving for best performance
 - be happy, have fun and enjoy soccer regardless of the outcome
 - comment and make suggestions in a appropriate and constructive manner
 - be listened to
 - be actively encouraged to report problems or concerns however minor or serious the problem might seem
- and most importantly***
- to express concerns and make complaints in an appropriate way and have these dealt with through an effective complaints procedure.

Confidentiality

Confidentiality is about managing information in a respectful, discreet, professional and purposeful manner. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

Peer Abuse

In some cases of child abuse, the alleged perpetrator will be a child. In these situations, the child protection procedures should be adhered to for both the victim and alleged abuser, that is, it should be considered a child protection issue for both children.

Work must be done to ensure that perpetrators of abuse, even when they are children themselves, take responsibility for their behaviour and acknowledge that the behaviour is unacceptable.

It is important that clarity exists in respect of which behaviours constitute peer abuse, particularly child sexual abuse. Consultation with the health board should help to clarify the nature of any sexual behaviour by children which gives rise to concern

What is Bullying?

Bullying can be defined as repeated verbal, psychological or physical aggression conducted by an individual/group against others. It is behaviour which is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations.

It includes behaviours such as isolation, teasing, taunting, threatening, hitting or extortion by one or more persons against a victim. While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reportable to the HSE or Gardai, dealing with bullying is normally the responsibility of the club where it is taking place. It is important to recognise the impact that bullying can have in the lives of young people.

Aisling Annacotty AFC recognises that bullying is an increasing problem in today's world. It is imperative that the Club's policy be referred to when dealing with bullying, and that volunteers/coaches are aware of this policy and of procedural guidelines to deal with it.

In situations where the incident is serious and where the behaviour is regarded as potentially abusive, Aisling Annacotty AFC will consult the HSE with a view to drawing up an appropriate response such as a management plan. (*Children First 1999*)

All coaches/managers/volunteers/players/parents have a part to play in ensuring that nobody in Aisling Annacotty AFC is the victim of any type of bullying behaviour. Everyone in the club should be aware that bullying of any kind will not be tolerated and they have a duty to report any such behaviour to our managers/coaches/volunteers, who will in turn report to the Committee.

Where the bullying becomes abusive or is of a sexualised nature, child protection procedures should be adhered to. In the case of peers it should be considered a child protection issue for **both** children (refer to Club child protection guidelines).

Every effort must be made to ensure that the perpetrators, even when they are children/ young persons themselves, take responsibility for their behaviour and acknowledge that the behaviour is unacceptable.

It is important to recognise the impact that bullying and discrimination can have in the lives of young people. Some people may not regard bullying and discrimination as child abuse because of the settings in which this often takes place and also because it is often other young people who are responsible for the behaviour.

It is recognised that bullying is an increasing problem. It is imperative that clubs should have in place a policy to deal with bullying, and that volunteers/coaches are aware of this policy and of procedural guidelines to deal with bullying.

In situations where the incident is serious and where the behaviour is regarded as potentially abusive, the club should consult the relevant Health Board with a view to drawing up an appropriate response such as a management plan. (*Children First 1999*)

What is Bullying?

Bullying is often defined in terms of three components.

- It must occur over time, rather than being a single aggressive act.
- It involves an imbalance of power, the powerful attack the powerless.
- It can be psychological, verbal, or physical in nature.

Types of Bullying

Child to child – includes physical aggression, verbal bullying, intimidation, damage to property, stealing property and isolation

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

Child to adult- this includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual or group of children

A UK study found that the most common experiences of bullying and discrimination reported by young people was at the hands of other young people.

This included:

- Being called names, insulted or verbally abused;
- Being deliberately embarrassed and humiliated by other children;
- Being made to feel different or like an outsider;
- Being lied about;
- Being physically assaulted or threatened with violence;
- Being ignored.

In the study, boys were most likely to experience physical bullying or threats, have property stolen or damaged. Girls on the other hand, were more likely to be ignored or not spoken to.

Bullying by adults was a less common experience however one in ten reported this. Of this type of bullying the most common reported experiences were:

- Being deliberately embarrassed or humiliated;
- Being unfairly treated or verbally abused;
- Being ignored or not spoken to.

What makes a child more likely to be bullied?

- Being different in any obvious way, e.g. Having a physical disability, an unusual tone of voice, being timid or belonging to an ethnic or racial group.
- Lacking confidence and not being able to mix. This can result in name calling, slagging or physical abuse.
- Being very clever or good at what you do. Others may be jealous and you may get a cruel nickname “Lick”
- Being very weak intellectually. Children can be very hurt and distressed by name calling such as “thick” “spa” “dummy”
- Children from homes where there are problems are also vulnerable. Children can have an alcoholic or drug user in the family, a family member in jail or a relative with mental problems who sometimes acts in a bizarre manner in public.
- An overprotective parent can also attract unwarranted attention.
- Children whose hobbies are different and are not in line with main stream culture, anything that can be miss-interpreted by others as making them “snobby” or “different”.
- Children’s physical appearance, prominent physical features (teeth eyes, ears lips nose), wearing different or old-fashioned clothes, being awkward or clumsy, too big or small or fat.
- Sexual undertones. Children can be jeered about their perceived sexuality or their lack of experience of sexual matters.
- Children who react easily. The child who gets upset easily and is quick to react to jeering.

- Wearing glasses, teeth braces.

Response to Bullying

Vigilance is the most potent deterrent against bullying so that children and young people who bully will know that it will be dealt with, and the victims of bullying will have confidence in this.

Ensure adequate supervision at all times

There needs to be open discussion about bullying and a clear statement of its unacceptability. In confronting the bully or bullies in relation to specific incidents it is important to:

- Be absolutely certain about the known facts
- Confront the “bully/bullies” with the allegations
- Make it clear that the behaviour is unacceptable
- See each “bully” separately if appropriate
- Be specific about sanctions if the bullying does not stop
- Follow up to check that the behaviour has ceased
- Record all instances of bullying and action taken.

Only serious instances of bullying behaviour should be referred to the Health Board.

Reporting Child Abuse

It is important to remember that reporting suspected child abuse in good faith is not the same as making an accusation of abuse i.e. reporting does not mean accusing.

Responsibility for the investigation of child abuse cases, suspected or otherwise, lies with the Health Boards and the Gairdai. Responsibility for monitoring and co-ordinating the management of such cases also rests with the Health Boards.

It is not appropriate for individuals, clubs, or leagues to carry out internal investigations into cases where child abuse is suspected.

Any person who knows or suspects that a child is being harmed or is at risk of being harmed has a duty to convey his/her concern to the local Health Board.

It may be appropriate for a person to discuss concerns they have with another person in the club such as the Children’s Officer, or should the concern relate to this person, then the Chairperson of the club should be notified of the concerns.

The type of discussions referred to above would most likely happen in cases where no specific allegation of child abuse has been made, but the concern is based on emotional behaviour and/or physical indications of a particular child. Advice can also be sought from the relevant Health Board or the FAI National Children’s Officer.

A senior member of the Club/League other than the Chairperson (who assumes employer responsibilities) should be nominated as a designated officer with responsibility for reporting suspected or actual child abuse to the Health Board.

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 impede or undermine any subsequent investigation.

Within a school, concerns relating to child abuse must be reported immediately to the Headmaster/Principal.

In cases where an allegation has been made, then the matter has to be reported immediately to the relevant Statutory Authorities.

Should allegations of a sexual nature be made against a coach/volunteer/official, he/she should be asked to stand aside pending an appropriate investigation.

All concerns and allegations made should be carefully recorded. Confidentiality should be maintained at all stages.

In the case of a suspension, the coach/volunteer/official being suspended should be formally notified by senior personnel within the Club or League. It is advised that this task be undertaken by an approved committee member other than the Chairperson who takes responsibility for reporting to the Statutory Authorities.

A coach/volunteer/official against whom an allegation of abuse has been made should be informed that this is not an accusation and that the procedures being undertaken are in accordance with statutory guidelines.

He or she should be assured that all information will be dealt with in a sensitive and confidential manner within the Club or League and that he/she will be treated with fairness and respect.

The coach/volunteer/official should be made aware of the general nature of any allegations made against him/her and of any allegation being made known to the Statutory Authorities.

The coach/volunteer/official concerned should be afforded the opportunity to present a formal response to the allegation to senior personnel in the Club or League. His/her response should be noted and passed on to the Health Board personnel. From this point onwards the matter should only be dealt with by the Statutory Authorities.

In the case of an allegation of child sexual abuse, it may be necessary to withhold the name of the child and the precise details of the allegation, in the interest of confidentiality and child protection.

It is not always easy to accept that children can be deliberately neglected or harmed. The possibility that parents, who appear to love their children, or that committed workers/volunteers/coaches who are colleagues and friends, could hurt the children in their care is hard to take. Unfortunately, reluctance to think badly of people, or lack of understanding and knowledge about abuse can lead to resistance in hearing, recognising and dealing with it.

Children very rarely tell that they are being abused, for a number of reasons:

- They may have been bribed or blackmailed not to tell
- They may be very frightened of the abuser
- They may be afraid of being blamed or punished, or excluded from the organisation
- They may be afraid of getting the abuser into trouble
- Children with learning disabilities may not fully comprehend what is happening

Children who are being abused often feel that they have tried to tell someone else – it must be remembered that they may have different ways of communicating information and workers/volunteers/coaches must be alert and sensitive to this.

Stages in recognising child abuse

Child abuse might come to light because a child tells someone, or because someone sees it happening. However, this does not always happen, and it is often a question of someone feeling uneasy and concerned about a child, and needing to find out more. There are roughly three stages in recognising child abuse to the point where a worker/volunteer/coach knows that action must be taken. These are:

□ **Considering the possibility** – if a child has a mark, bruise or injury for which there is no reasonable explanation, or if she or he is behaving unusually or seems fearful or anxious in the presence of anybody.

□ **Looking out for signs** – a cluster of signs is likely to be more indicative of abuse than a single one. Sometimes children will hint or directly tell that they are being harmed – these disclosures should always be listened to and the information accepted as true in the first instance (See below for guidance on this).

□ **Recording the information** – observations about suspected child abuse should be recorded with dates, times and any other relevant information about the incident or behaviour. Child abuse can be difficult to recognise and can take many different forms. Coaches/volunteers should always be alert to the possibility of abuse. However, it is important to remember that no one sign should be seen as certain evidence of abuse, and there may be other explanations for it.

Coaches/volunteers who are suspicious about child abuse can seek advice from the club children's officer or the local Health Board duty social worker. Advice can also be sought from the FAI's National Children's Officer.

Response to a Child reporting abuse

Deal with any allegation of abuse in a sensitive and competent manner through listening to and facilitating the child to tell about the problem.

Stay calm and do not show any extreme reaction to what the child is saying and take it seriously.

It should be understood that the child has decided to tell about something that is very important and has taken a risk in doing so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.

Permit the child to speak without interruption, accepting what is said.

The child should not be questioned unless the nature of what he/she is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you meant by that"

Reassure the child that he/she was right to tell, and that he/she will be helped.

Alleviate feeling of guilt and isolation, while passing no judgement on the person against whom the allegation is made.

False promises should not be made such as saying no-one else will be told.

Indicate what should happen next, such as informing parents, Club Children's Officer, reporting to statutory authority etc.

Any and all consultations with others should be entirely confidential and should not involve investigative procedures.

Write a detailed account of any discussion regarding alleged or suspected abuse, as soon as possible after the discussion has taken place. In the event of a child disclosing, make a note of the actual phraseology/words used by the child.

Do not trivialise child abuse issues or trivialise or exaggerate what the child has told you.

Responsibility to Report

Any person, who suspects that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to the Health Board.

The following examples would constitute reasonable grounds for concern:

- (i) a specific indication from a child that (s)he was abused;
- (ii) a statement from a person who witnessed abuse;
- (iii) an illness, injury or behaviour consistent with abuse;
- (iv) a symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence;
- (v) consistent signs of neglect over a period of time.

A suspicion, which is not supported by any objective signs of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern.

In some situations, coaches/volunteers/parents may receive information about adults who are not involved with their own organisation, but who are in contact with children through other organisations. It is important that these organisations should be made aware of any concerns. The statutory agencies will give advice on how this should be handled.

Children First recommends that: If the designated person, on behalf of an organisation, decides that reasonable grounds for reporting the incident or suspicion to the Health Board or An Garda Síochána do not exist, the individual who referred the matter should be given a clear written statement of the reasons why the club/organisation is not taking action.

The coach/volunteer/parent should be advised that, if they remain concerned about the situation, they are free to consult with, or report to, the Health Board or An Garda Síochána themselves.

Standard Reporting Procedure

If child abuse is suspected or alleged, the following steps should be taken by professionals and members of the public who come into contact with children

- a report should be made to the Health Board in person, by phone or in writing. Each Health Board Area has a duty social worker who is available each day to meet with or talk on the telephone to persons wishing to report child protection concerns.
- it is generally most helpful if personal contact is made with the duty social worker by the person who first witnessed or suspected the alleged child abuse.
- in the event of an emergency or the non-availability of health board staff, a report may be made to the Gairdai at any Garda Station.

The Protection for Persons Reporting Child Abuse Act, 1998 makes provision for the protection from civil liability of persons who have reported child abuse 'reasonably and in good faith'.

This protection applies to organisations as well as individuals. It is considered therefore that, in the first instance, it is organisations (in this case leagues or clubs) that employ staff or use volunteers that should assume responsibility for reporting child abuse to the appropriate authorities.

The following is the suggested template for the reporting of child protection and welfare concerns to a health board. In cases of emergency, or outside health board hours, reports should be made directly to An Garda Síochána.

1. Date of Report

2. Name of person reporting

3. Address of person reporting

4. Relationship of reporting person with the child concerned

5. Method of Report (telephone call, personal call to office)

6. Family details and Details of child concerned

Surname

Forename

D.O.B

Male/female

Alias (known as)

Address

Correspondence address (if different)

Telephone numbers

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

8. Details of other family members/household members

Public health nurse

School

General practitioner

Any other agency or professional involved (please describe the nature of any involvement)

9. Referral Details

Describe, as fully as possible the nature of the problem or incident being referred, 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:

Has any explanation been offered by the child, and/or parents/carers, which would account for the current problem or incident? (Details)

As far as possible, describe the state of the child/ren's physical, mental and emotional well-being

10. 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

- 11. Describe (in detail) any risks to which the child/ren in this situation are believed to be exposed**
- 12. How did this information come to your /the referrer's attention?**
- 13. What has prompted you/ the referrer to report your concern at this time?**
- 14. What evidence of harm exists at present?**
- 15. 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)**
- 16. Are there any factors in the child and/or parents/carers' situation which could be considered protective or helpful (for example, extended family or community support)**
- 17. Has any action been taken in response to the current concern or incident?
(Details)**
- 18. Are the child's parents/carers aware that this concern is being reported to the health board? (If not, why?)**
- 19. Is there a need for urgent protective action at this point?**
- 20. Any other comments**

Signed

Date



Aisling Annacotty AFC: Away Trip Permission Form

Aisling Annacottysquad is travelling toto.....

.....

Bus departs.....at..... on..... and

returns onat.....approx. The squad will stay at

.....

The following people will accompany the players:

1..... (Manager) Mob.....

2.....Mob.....

3.....Mob.....

4.....Mob.....

Please sign the following permission slip to allow your child to travel.

Player Surname: Player First Name.....

Date of Birth:

I give permission forto travel on the above trip.

I agree to inform the trip organisers of any medical details which the parent/guardian may deem relevant to the player's/team's health and/or safety.

Medical details:

.....

Signed (Parent/Guardian). Date.....



Aisling Annacotty AFC

Coach/Volunteer Application Form

Name: _____

Address: _____

Home Telephone No. _____ Mobile _____

Coaching Qualifications (if any) _____

Please supply details of any previous involvement in sport:

| Club Name | Dates | Your role in club | Reason for leaving |
|-----------|-------|-------------------|--------------------|
| | | | |
| | | | |
| | | | |

Please supply details of any previous experience in voluntary work involving children:

| Organisation | Dates | Nature of work | Reason for leaving |
|--------------|-------|----------------|--------------------|
| | | | |
| | | | |
| | | | |

Reason for this application? _____

Do you wish to coach a particular age group? _____

Have you ever been asked to leave a sporting organisation in the past? Yes _____ No _____

(If you have answered 'yes' we will contact you in confidence.)

References:

Please supply the names, addresses and telephone numbers of two people whom we can contact and who, from personal knowledge, are willing to endorse your application. If you have had a previous involvement in sport, one of the names should be that of an administrator/leader of your last club/place of involvement.

1. Surname _____ First Name _____

Address _____

Telephone _____

2. Surname _____ First Name _____

Address _____

Telephone _____

Please note that Aisling Annacotty is an organisation committed to the welfare/protection and happiness of children. All appointments are subject to reference checks and, when available, Gardai clearance.

Signed: _____ Date _____



Aisling Annacotty AFC

Self-Declaration Form *Private and Confidential*

Surname:

First Name:

Date of Birth:

Place of Birth:

Any other name previously known as:

Have you ever been convicted of a criminal offence or been the subject of a Caution or a Bound- Over Order?

Yes* _____

No _____

If yes, please state below the nature and date(s) of the offence(s):

Nature of the
Offence(s) _____

Date(s) of the
Offence(s) _____

Signed _____

Date: _____

* Having a criminal conviction does not necessarily preclude membership of the Club. If the answer is 'Yes', then the Chairperson will contact you in confidence.



Aisling Annacotty AFC

Reference Form *Private and Confidential*

The following person _____

presently living at:

has expressed an interest in working with Aisling Annacotty AFC as coach/volunteer and has supplied your name as a referee. We are an organisation committed to the safety/protection and happiness of children/young people, and, in that context, Aisling Annacotty AFC would like to know whether you are satisfied that this person is suitable to work with children/young people in a sporting capacity.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person assessing the candidate's suitability for this work.

How long have you known this person? _____

In what capacity? _____

Are you satisfied that s/he is suitable to work with children/young people in a sporting capacity, bearing in mind that a child is defined in Irish law as any young person less than 18 years of age?

(If you have answered 'No' we will contact you in confidence)

Signed: _____ Date: _____

Please return to the Chairperson, Aisling Annacotty AFC.