

St. Brigid's

CLUB CONSTITUTION

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Revision History

1. TITLE AND OBJECTS

(a) The name of the Club is: St. Brigid's.

(b) The Objects of the Club are:

- To promote and encourage girls to become active in sport, and fitness.
- To protect and promote the interest of the members.

(c) No subject of a political or sectarian nature may be discussed at any meeting of the Club, and in order so as to respect the different political views of all the members, no individual, team or group may officially represent the Club on any occasion which is organised or sponsored by a political party.

(d) No individual, team or group may represent the Club in any game or other function without first having had the authority of the Executive Committee to do so.

2. COLOURS

The colours of the Club shall be Royal Blue and White.

3. MEMBERSHIP

(a)

(i) Full Members, shall be members who are 16 or over on the 31 December of the year in which the AGM is held.

(ii) Honorary Members, who shall be any persons who are 18 or over on the 31 December of the year in which the AGM is held and who in the opinion of the Executive Committee merit such membership. Such members shall be Full Members, but shall be exempt from paying their Annual subscriptions.

(iii) Youth Members, shall be members who are under 18 (and meet the criteria in (i) above) on the 31 December of the year in which the AGM is held. Such members shall be Full Members.

(iv) Social Members, shall be members who are 18 or over on the 31 December of the year in which the AGM is held. Such members shall be Full Members.

(v) Full Members (including Honorary Members) and Youth Members of the Club will also become Members of the main Association.

(b) The annual subscriptions for respectively, Full Members, Full Members who are full-time students or unwaged, Youth Members and Social Members shall be determined by the Executive Committee and be ratified at the Annual General Meeting.

1. In addition the Executive Committee will determine the annual subscription for a family which will be ratified at the Annual General Meeting. A family subscription will cover a maximum of two Full Members (Parents/Guardians) and any children in the family who are under 18 on the 31 December of the year in which the AGM is held and are therefore Youth Members. In any instance where the subscription that should be paid in respect of a member is unclear the Executive Committee will have the power to decide.

(c) The Annual Subscription for each member shall become due on the first day after the Annual General Meeting and shall be paid on or before the day of registration, this date will be set each year by the executive. Where a member's Annual Subscription has not been paid by the date specified (s)he shall have no Rights of Membership. Furthermore this person will remain ineligible to play for club or county until such time as membership is paid. The executive must ensure that no unregistered player fields for club or county as they would not be insured and both club and / or county would be disqualified from any competition where an unregistered player takes part.

(d) The Executive Committee shall have discretionary power to reinstate Rights of Membership, under such terms as they think fit, to any person who has lost them.

(e) Any member may only cease to be a member of the Club by:

(i) Notifying the Club Chairperson or Secretary in writing of his/her resignation from the Club;

(ii) Transferring to another Club;

(iii) Being expelled from the Club by the Executive Committee in accordance with the provisions of this Constitution.

(iv) Not renewing their annual subscription.

(f) Communication with members will be via one or other of the following

- Text message *(see policy on social media)
- Letter
- Email

(g) All persons that have involvement with the training of any of the teams from underage up to and including Adult grades will be Full Members of the club.

4. RIGHTS OF MEMBERSHIP

(a) The rights of any member of the Club shall be conditional upon the member complying with the provisions of this Constitution, the Official Guide and the Club Policies and Procedures including the timely payment of any annual subscriptions and levies. Such rights may be lost in accordance with Rule 3 (c) above or be withheld, restricted or suspended by a decision of the Executive Committee.

(b) Every member shall have the right to seek membership of any committee of the Club with the exception that members of the Executive Committee must be Full Members.

(c) Full members shall have the right to nominate in writing another member for election to positions on the Executive Committee not less than two weeks (10 days) prior to the AGM.

(d) Full members shall have the right to be notified of any General Meeting of the club by text not less than two weeks (14 days). Full Members also have the right to act as part of a group comprising not less than twenty per cent of Full members in requesting the Secretary to convene a Special General Meeting.

(e) Full Members will have the right to propose or second Motions, to speak at and/or vote at an Annual or Special General Meeting.

(f) Persons who have been Full Members of the Club for the two previous consecutive years to the AGM and are over 18 years of age will have the right to be nominated for the positions of Chairperson, Vice-Chairperson, Secretary and Treasurer.

(g) Rights of Youth Members (Under 18) All Youth Members have the right to be protected from any kind of abuse, i.e. sexual, physical and verbal. The Executive Committee shall adopt the code of conduct for the protection of youth members as introduced by the publication ‘Our Code Our Games’ and shall ensure that this code is updated from time to time as necessary to ensure that it is always in accordance with the code of conduct in force at any given time within the Camogie Association.

(h) All Members have the right to be protected from any kind of abuse, i.e. physical and verbal. All members also have the right to be treated with respect and in a fair and professional manner. (As per 2.3 (f) An Treoir Oifigiuil)

(i) Any Full or Youth Member who has been expelled, suspended, warned or fined by the Executive Committee or whose rights of membership have been withheld, restricted or suspended by a decision of the Executive Committee, shall have the right to appeal to the relevant Committee of the County Board.

5. MEETINGS

(a) The supreme authority of the Club shall be the outgoing Executive Committee until such time as the incoming committee are instated - elected at the Annual General Meeting (AGM) and the Executive Committee elected thereat, shall conduct the affairs of the Club in conformity with the policies determined at the Annual General Meeting. The outgoing Executive Committee shall conduct the Annual General Meeting and the incoming Executive Committee shall hold office until the following Annual General Meeting.

(b) The Annual General Meeting shall be held in the month of November each year, although the Executive Committee shall have power to defer the date of the AGM not later than 31st December each year.

(c) The Secretary shall give at least twenty one days' notice (as per 3(f) above) of the AGM to each Full Member at the same time inviting Nominations for election to the Executive Committee for the following year and Motions for consideration at the Annual General Meeting, and specifying that such Nominations and Motions shall be received in writing by him/her by a date not less than ten days prior to the date fixed for the meeting.

(d) The Secretary shall then, on or after the date specified for return to him/her of such Nominations and Motions, but so as to give the members seven days clear notice before the meeting, circulate to the Full Members the following documentation:-

- (i) Copy of the Agenda for the meeting.
- (ii) Details of the Nominations for election to the Executive Committee.
- (iii) Copies of any Motions for consideration at the meeting.

(e) The order of business to be transacted at the AGM shall be as follows:

- (1) Minutes of previous Annual General Meeting.
- (2) The Chairperson's Address.
- (3) Secretary's Report.
- (4) Treasurer's Report.
- (5) Ratification of Trainers
- (6) Election of Officers
- (7) Any Other Business

(f) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. The quorum for meetings of all units of the Association must be 20 per cent of those entitled to attend and vote, in addition to the Officers present.

(g) If within 15 minutes after the time appointed for a General Meeting, a quorum of members is not present, the meeting if convened on the requisition of members shall be dissolved; in any other case it shall stand adjourned to the same day in the following week, at the same time and place; and if at the reconvened meeting a quorum of members is not present within 15 minutes after the time appointed for the meeting, the meeting will be dissolved.

(h) The Secretary shall convene a Special General Meeting within fourteen days in the circumstances shown below and ten clear days' notice shall be given to Full Members:

(i) If directed to do so by the Executive Committee

(ii) If requested to do so in writing by not less than twenty per cent of Full members entitled to vote. This request must set out the reason for calling the meeting; a fee of €100.00 shall accompany the requisition by the members calling such Special General Meeting, which fee shall be forfeited to the funds of the Club if the matter shall be considered frivolous by the majority of those present and entitled to vote.

(i) If the Special General Meeting is not called for a date within the fourteen days stipulated, then those who requested same may themselves convene a Special General Meeting, if necessary using newspaper advertisements to notify the members of such meeting.

(j) No other business shall be discussed at a Special General Meeting beyond that set out in the notice convening the meeting.

(k) Failure to comply strictly with the time limits set out in this Constitution or the non receipt of Notice of a Meeting by any persons entitled to receive notice shall not invalidate the proceedings at that meeting, but shall entitle the majority of members present to seek and be granted an adjournment of the meeting to such date by which they would be given an adequate time to be furnished with and consider the contents of any relevant documentation.

(l) Except where otherwise provided in this Constitution, all decisions at General Meetings and Committee Meetings shall be taken by a simple majority of those present entitled to vote and voting, and in the event of a tie, the presiding Chairperson shall have a second or casting vote. Any decision taken at a duly convened meeting of any Committee, shall not be rescinded at a subsequent meeting, unless due notice of intention to propose rescindment has been previously conveyed to each member, and the consent of two thirds of those present entitled to vote and voting is obtained.

6. THE EXECUTIVE COMMITTEE

(a) The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Assistant-Secretary, Registrar, Treasurer, Public Relations Officer, Children's Officer. The suggested maximum period of office for any specific role shall be five consecutive years.

(i) The Executive Committee shall be elected (as per 5 (c) above) by the Full Members present, entitled to vote and voting at the Annual General Meeting.

(ii) **Exception:** The Children's Officer shall be appointed by the Executive Committee.

(b) The Executive Committee shall meet at least six times a year and four members shall constitute a quorum.

(c) Any member of the Executive Committee being absent from three consecutive meetings shall, in the absence of a satisfactory explanation, be considered to have resigned from office.

(d) The Executive Committee shall have the power to co-opt a member to fill any vacancy arising on the Committee in between the Annual General Meetings.

(e) All Club Policies and Procedures so long as they shall be in force, shall be binding upon all members of the Club, provided nevertheless that no Club Policies and Procedures shall be inconsistent with or shall affect or repeal anything contained in this Constitution or the Official Guide, and that any Club Policies and Procedures may be set aside by a special resolution of a General Meeting of the Club.

(f) The Executive Committee shall have complete control of all property, funds, affairs and management of the Club.

(g) The Executive Committee shall appoint such personnel as are required to efficiently manage the affairs of the club, and any other Sub-Committees it considers necessary from time to time. It shall instruct each Sub-Committee to keep minutes of **all** meetings held by it and keep records of all Club funds expended. The findings of each Sub-Committee shall be subject to ratification by the Executive Committee.

(h) A special meeting of the Executive Committee may be called, as the occasion demands, by the Secretary, with the approval of the Chairperson.

(i) The Secretary shall convene a special meeting of the Executive Committee within three days of the receipt by him/her of a requisition duly signed by not less than three members of the Executive Committee (this will include the officer requesting this meeting). This requisition must set out the purpose for which the special meeting is required. The Committee shall not discuss any business or listen to any complaints not set out in the notice requesting the special meeting.

(j) The Executive Committee shall have the power to investigate any matter, and to expel, suspend, warn or fine Members for breach of the Official Guide this Constitution or Club Policies and Procedures or for conduct considered to have discredited or harmed the Club or the Association. Unless the offence is brought to the notice of the relevant Committee of the County Board by the Club, and that body, having considered the merits of the case and having regard to the rights of the player or member, confirms the penalty imposed, the member continues to be a legal member of the Association and is suspended from Club activities only.

(k) The Chairperson shall preside over all meetings of the Executive Committee and in his/her absence the Vice- Chairperson shall preside. If both the Chairperson and the Vice- Chairperson are absent the Committee may elect one member present to preside at the meeting.

(l) The Chairperson, Vice-Chairperson and Secretary shall be ex officio members of all sub-committees.

(m) The Executive Committee shall, at its discretion, ratify the management / training teams, nominated by the members.

(n) The Executive Committee shall appoint subcommittees which it deems necessary for the efficient running of the Club e.g.

(i) A Conduct Committee whose function is to investigate matters referred to it by the Executive Committee and to make recommendations to the Executive Committee as to how these should be dealt with.

7. FINANCE

(a) All monies shall be held in the name of *St. Brigid's* and shall be controlled by the Executive Committee (for the time being appointed) who shall keep correct accounts and books showing the financial affairs, receipts and disbursements of the Club.

(b) The Executive Committee shall open an account in Bank of Ireland, Callan, Co. Kilkenny.

(c) The cheque signatories shall be two of the following: Chairperson, Secretary and / or Treasurer and such other signatory as the Executive Committee may from time to time determine.

(d) The annual accounts shall be made up to the end of October in each year.

(e) All items for payment which are not part of normal regular expenses and which exceed €2,000 in value shall be presented to the Executive Committee for approval before payment.

8. CONSTITUTION OF THE CLUB

(a) This Constitution shall be read in conjunction with and be subject to the Official Guide.

(b) An up to date copy of the Constitution shall be available to members to view on the club website.

(c) Alterations or additions to the Constitution may be made at the Annual General Meeting or at a Special General Meeting called for the purpose, provided that the resolutions proposing same are carried by a vote of two thirds of the members present and entitled to vote.

(d) New and amended rules shall become operative one month from date of the General Meeting at which they were passed.

(e) Members desiring to propose alterations or additions to this constitution must send notice of their intentions to propose such motions in writing to the Secretary not later than fourteen days before the date of the General meeting at which they are to be discussed.

(f) The Executive Committee shall have the power of deciding all questions not provided for in the Constitution subject to ratification at the next Annual General Meeting.

(g) The foregoing Rules shall be the laws of the Club and their acceptance a fundamental condition of membership.

9. SOCIAL MEDIA GUIDELINES

1. When in doubt don't post
2. You are personally responsible for your words and actions online
3. Do not post pictures of others without first seeking their permission, it is a matter of common courtesy to seek permission first.

COMMUNICATING WITH UNDERAGE PLAYERS AND TEAMS

- (a)** Coaches and mentors should never place themselves in a compromising position by texting or communicating via social media sites with underage players. All such communications regarding Camogie activities should be sent via the parents or guardians of the underage player, unless otherwise agreed with the parents/guardians, in writing.

In general the following should apply when communicating with underage players:

- Use of mobile phones, only via a group text or email system for communicating with the parents/guardians of players. Any exception to this form of group texting can only be proceeded with the permission / approval of the committee.
 - Do not communicate individually by text/email with underage players.
 - Do not engage privately (one to one) in communications with underage players via social network sites.
- (b)** This policy on social media must be read in conjunction with other policies. Particular attention is drawn to equality, bullying and harassment, internet, e-mail usage, data protection, all of which are applicable to social media usage.
- (c)** The club recognises that members use social media tools as part of their daily lives. Members should always be mindful of what they are posting, who can see it, and how it can be linked back to the organisation.
- (d)** All members should be aware that the organisation regularly monitors the internet and social media in reference to its work and to keep abreast of general internet commentary, brand presence etc. The organisation does not specifically monitor social media sites for member content on an ongoing basis, however members should not expect privacy in this regard. The organisation reserves the right to utilise for disciplinary purposes any information that could have a negative effect on the organisation or its members, which the executive comes across in regular internet monitoring, or is brought to the organisation's attention by club members or members of the public, etc.

(e) All members are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect the organisation or its members. Examples of such behaviour include, but are not limited to:

- publishing material that is defamatory, abusive or offensive in relation to any member, or office holder of the organisation;

RULES REGARDING SOCIAL MEDIA USAGE

(f) All members must adhere to the following when engaging in social media...

1. Be aware of your association with the club / organisation when using online social networks. You must always identify yourself and your role if you mention or comment on the club / organisation. You must write in the first person and state clearly that the views expressed are your own and not those of the club / organisation. Wherever practical, you must use a disclaimer saying that while you are a member of the club / organisation, anything you publish is your personal opinion, and not necessarily the opinions of the club / organisation.
2. You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the club / organisation into disrepute, you may face disciplinary action up to and including dismissal.
3. Be aware of data protection rules – you must not post members' details or pictures without their individual permission, or in the case of juvenile(s), the permission of the parent / guardian, where the parent / guardian has not signed / agreed permission to use photographs as per registration form.
4. Be respectful at all times, in both the content and tone of what you say. Show respect to your audience, your colleagues, other members and non-members. Do not post or publish any comments or content relating to the club / organisation or its members, which could be seen as unacceptable or in conflict with the club / organisation's policies. Make sure it is clear that the views and opinions you express are your own.
5. Once in the public domain, content cannot be retracted. Therefore always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for / with you. Think through the consequences of what you say and what could happen because of your comments.
6. If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.

7. It is very important that members immediately report any inappropriate activity or behavior regarding the club / organisation, its members or third parties. Inform a member of the club executive committee. All allegations made in good faith will be fully and confidentially investigated. You are required to cooperate with all investigations of alleged policy violations.
8. Adults (18 years and over) should not send or accept 'friend requests' from any underage (juvenile – under the age of 18 years) member.
9. In addition to the above rules, there are a number of key guiding principles that members should note when using social media:
 - remember that online content is never completely private;
 - regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;
 - consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading;
 - At all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of this information. You must always give proper credit to the source of the information used.

10. ROLES AND RESPONSIBILITIES

YOUNG PLAYERS

(a) Young Players can benefit greatly from sports in terms of personal development and enjoyment. As part of their participation our players must be encouraged to realise that due to their participation in sport they also have a responsibility to treat others with fairness and respect. With rights there will always be responsibilities.

(b) There will be a ‘sign-up’ procedure, whereby Young Players agree to abide by this Code of Behaviour and to any other policies or codes in our Club or National Governing Body.

(c) YOUNG PLAYERS SHOULD BE ENTITLED TO:

- Be safe and feel safe.
- Have fun and experience a sense of enjoyment and fulfilment.
- Be treated with respect, dignity and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Participate in games and competitions at levels with which they feel comfortable.
- Make their concerns known and have them dealt with in an appropriate manner.
- Be protected from abuse.
- Be listened to.

(d) YOUNG PLAYERS SHOULD ALWAYS:

- Play fairly, do their best and enjoy themselves.
- Respect fellow team members regardless of ability, cultural or ethnic origin, gender, sexual orientation or religion beliefs.
- Support fellow team members regardless of whether they do well or not.
- Represent their team, their Club and their family with pride and dignity.
- Respect all coaches, officials and their opponents.
- Be gracious in defeat and modest in victory.
- Shake hands before and after a game as part of the Give Respect Get Respect initiative, irrespective of the result.
- Inform their Coach/Mentor/Manager in advance if they are unavailable for training and games.
- Take due care of Club equipment.
- Know that it is acceptable to talk to the Club Children’s Officer with any concerns or questions they may have.
- Adhere to acceptable standards of behaviour and their Club’s Code of Discipline.
- Tell somebody else if they or others have been harmed in any way.

(e) YOUNG PLAYERS SHOULD NEVER:

- Cheat – always play by the rules.
- Shout at or argue with a game’s official, with their Coach, their team mates or opponents and should never use violence.
- Use unfair or bullying tactics to gain advantage or isolate other players.
- Spread rumours.
- Tell lies about adults or other young people.
- Play or train if they feel unwell or are injured.
- Use unacceptable language or racial and/or sectarian references.

(f) PARENTS/GUARDIANS SHOULD ...

(i) Parents/Guardians have an influential role to play in assisting and encouraging their children to fully participate in Gaelic Games, whether by playing our games or attending training or coaching sessions.

(ii) In common with coaches and Club personnel the parents/guardians of underage players should act as role models for their children as they participate in Gaelic Games.

(g) ENCOURAGE THEIR CHILD TO:

- Always play by the rules.
- Improve their skills levels.
- Appreciate everybody on their team, regardless of ability.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play. Advice may be sought if necessary from Club officials on this issue.

(h) LEAD BY EXAMPLE:

- Adopt a positive attitude to their children’s participation in our games.
- Respect officials’ decisions and encourage children to do likewise.
- Do not exert undue pressure on your child.
- Never admonish your own child or any other child for their standard of play.
- Be realistic in their expectations.
- Show approval for effort, not just results.

- Avoid asking a child or young person, ‘How much did you score today’ or ‘What did you win by’ or ‘what did you lose by.’ Ask them ‘Did they enjoy themselves.’
- Never embarrass a child or use sarcastic remarks towards a player.
- Applaud good play from all teams.
- Do not criticise playing performances. Identify how improvements may be made.
- Do not seek to unfairly affect a game or player.
- Do not enter the field of play unless specifically invited to do so by an official in charge.
- Complete and return the registration/permission and medical consent forms for their child’s participation in the Club.
- Inform the coaches, and any other relevant Club personnel, of any changes in their child’s medical or dietary requirements prior to coaching sessions, games or other activities.
- Ensure that their child punctually attends coaching sessions/games or other activities.
- Provide their child with adequate clothing and equipment as may be required for the playing of our games including for example helmets, shin guards, mouth guards etc.
- Ensure that the nutrition/hydration and hygiene needs of their child are met.
- Listen to what their child may have to say.
- Show approval whether the team wins, loses or draws a game.
- Never attempt to meet their own needs and aspirations for success and achievement through their children’s participation in games.

(i) ASSIST THEIR CLUB BY:

- Showing appreciation to volunteers, coaches and Club officials.
- Attending training and games on a regular basis.
- Assisting in the organising of Club activities and events as requested.
- Respecting the rights, dignity and worth of every person and by treating each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Not entering team dressing rooms unless deemed necessary by the team coach (es) so as to protect the privacy of other underage players.

(j) PARENTS/GUARDIANS HAVE THE RIGHT TO:

- Know their child is safe and to make a complaint if they believe that their child's safety is in any way compromised. Any such complaints should be directed to the club Children's Officer
- Be informed of problems/concerns relating to their child.
- Be informed if their child gets injured.

(k) COACHES, MENTORS AND TRAINERS

(i) All coaches, mentors and trainers (referred to hereafter as coaches) should ensure that young people and children benefit significantly from our games by promoting a positive, healthy and participatory approach in our work with underage players.

(ii) In developing the skills levels of every player, Coaches should always encourage enjoyment and fun while ensuring meaningful participation in our games and activities. Coaches should always remember that they are role models for the players in their care.

(l) RECRUITMENT OF COACHES

All Coaches working with young people and children are required to be suitable for their chosen role(s), and should be appropriately trained, qualified and supported to fulfil such roles. All persons working or volunteering for such roles are required to undertake agreed Garda vetting and to attend coaching and training courses relevant to their roles.

(m) COACHES SHOULD MAINTAIN A CHILD CENTRED APPROACH

- Respect the rights, dignity and worth of every person.
- Treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that underage players always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all underage players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition when working with underage players.
- Develop an understanding of relevant coaching methods and ensure that they have the appropriate level of coaching accreditation.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by underage players is the best indicator of effective coaching.

(n) COACHES SHOULD LEAD BY EXAMPLE

- Never use foul language or provocative language/gestures to a player, opponent or match official.
- Only enter the field of play with the Referee's permission.
- Do not question a Referee's decisions or integrity.
- Encourage players to respect and accept the judgement of match officials.
- Promote Fair Play.
- Promote the RESPECT campaign.
- Do not smoke while working with underage players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while underage players are in your care.
- Encourage parents to become involved in your team and Club activities wherever possible.

(o) CONDUCT OF COACHES WHEN WORKING WITH YOUNG PEOPLE

- Develop an appropriate working relationship with children based on mutual trust and respect.
- Challenge Bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, coach, parent/guardian, spectator or match official.
- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake. Children learn best through trial and error. Children and young people should not be afraid to risk error so as to learn.
- The use of any form of physical punishment is prohibited as is any form of physical response to misbehaviour, unless it is by way of restraint.
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Never undertake any form of therapy or hypnosis, in the training of children.

(p) AVOID COMPROMISING YOUR ROLE AS A COACH

Some activities may require coaches to come into physical contact with underage players in the course of their duties. However, coaches should;

- Do not take coaching sessions on your own.
- Only deliver one to one coaching, if deemed necessary, in a group setting.
- Avoid unnecessary physical contact with an underage player and never engage in inappropriate touching of a player.
- Be aware that any necessary contact should be determined by the age and development of the player and should only take place with the permission and understanding of the player and in an open environment in the context of developing a player's skills and abilities.

(q) BEST PRACTICE

- As a coach always be punctual and appropriately attired.
- Ensure that all of your players are suitably and safely attired to play their chosen sport. E.g. helmets, shin guards, mouth guards.
- Keep a record of attendance at training and at games by both players and coaches.
- Ensure that all dressing rooms and the general areas that are occupied by your players and other Club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- Be accompanied by at least one other adult in underage team dressing rooms.
- Set realistic – stretching but achievable – performance goals for your players and team.
- Rotate the team captaincy and the method used for selecting teams so that the same children are not always selected to the exclusion of others.
- Keep a record of any injuries and action subsequently taken. Ensure that another official referee/ team mentor is present when a player is being attended to and can corroborate the relevant details.
- Make adequate provision for First Aid services.
- Do not encourage or permit players to play while injured.
- Be aware of any special medical or dietary requirements of players as indicated on the medical consent/registration forms or as informed by parents/guardians.
- With the expressed permission of parents/guardians be willing to keep necessary and emergency medication of players in a safe and accessible place for administration in accordance with the wishes of the parents/guardians.
- Do not administer medication or medical aid unless you are willing to do so and have received the necessary training to administer such aid.
- Use mobile phones, if deemed appropriate, only via a group text or email system for communicating with the parents/guardians of players. Any exception to this form of group texting can only be proceeded with following permission from parents/guardians, and club officers.
(See Appendix 1 Juvenile Membership Application Form).
- Do not communicate individually by text/email with underage players.
- Do not engage in communications with underage players via social network sites.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and your Club.
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened.
- With the exception of their own child a coach should not transport a child alone, except in emergency or exceptional circumstances

11. SUPERVISION

(a) All clubs providing opportunities for our young people to participate in Gaelic games must ensure that all adults placed or appointed by them in roles of responsibility are suitable to fulfil such roles. All such persons must:

- Have had a current Vetting (Garda/Police) check
- Have signed the Code of Behaviour (Club registration form)
- Have appropriate training and qualification to enable them fulfil their role
- Have an understanding of their responsibility to safeguarding children

(b) SUPERVISION RATIOS

- (i) Young people must always be adequately supervised regardless of activity and it is the responsibility of Clubs to ensure that a satisfactory ratio of adults to young people is always maintained.
- (ii) Supervision ratios will depend on the nature of the activity, the age of the players and any special needs of the group. It is recommended that a ratio of 1:8 for under 12 years of age and 1:10 for players over 12 years of age should be maintained as a basic minimum.
- (iii) Such recommended ratios act as a guide and will vary depending on the circumstances, e.g. players with special needs, very young players, and mixed gender groups or on away trips.

(c) PEOPLE ALLOCATED A SUPERVISORY ROLE SHOULD:

- Avoid being alone with any player, if you need to talk separately do so in an open environment, in view of others
- Not enter team dressing rooms unless deemed necessary by the team coach (es) so as to protect the privacy of other underage players and should always be accompanied by at least one other adult when in underage team dressing rooms.
- When organising a club trip always be mindful of ensuring that additional adults accompany the group in case of emergencies or unforeseen circumstances.
- When participating in an overnight stay a specific ratio of adults to children should have been agreed in advance. This ratio, which is very dependent on the age category of the children/young people, whether it is a single or mixed gender group and whether the group may be participating in certain outdoor activities or in water sports etc.
- Always clearly state start/finish times of training and if possible of games (home or away) and other activities including trips away from home.
- Remain in pairs until players have been collected or have left in accordance with parental or guardian permission.
- Keep attendance records and record any injuries/incidents as they arise.
- All female underage teams must have **at least one female** acting in a supervisory capacity (e.g. Coach, Trainer).

NOTE: This constitution will be subject to regular revision.