



## **Policy Statement**



Galway City Harriers is fully committed to safeguarding the well-being of all of its members. We will provide an environment, which will allow them to perform to the best of their ability, free from bullying and intimidation.

We will strive to create a positive environment whilst encouraging an active and healthy lifestyle through our sporting activities.

Each member of the club will at all times, show respect and understanding for the rights of others, their safety and welfare and conduct themselves in a way that reflects the principles and guidelines of the club and as contained in the ***Code of Ethics and Good Practice for Children's Sport.***

# Training Guidelines with Galway City Harriers

## Juvenile Athletic Club

### Hours of Training:

- Sunday 10.30-12.00 ... Age 7 +( attained 7 years of age prior to starting training)
- Wednesday 19.00-20.15 ... Age 10+
- Friday 19.00-20.15 ... Age 9+

**Note:** An indoor session takes place on Friday nights from early November to mid-March in the Pavilion for all age groups up to and including u-12's.

### Registration for Membership

- Registration Fee €40 for one member, €60 for two, €80 for 3 or more. Renewable annually and covers period January to December followed by €2 per athlete per training session. A 3-week introductory period applies. Thereafter the child **must** register as a club member. An entry form is available for completion and should be returned accompanied with the appropriate fee and a copy of the birth certificate. Membership must be renewed annually and fees paid on time.
- Spikes are not suitable for training on a regular basis. They are only required for competition but not necessary. Sometimes track conditions require spikes for the older age groups. Should the children wish to bring them training, they will be worn only on instruction of the coach. Club vests must be worn in competition.

### Punctuality of Arrival and Collection

- Punctuality is of vital importance to the child because if he/she arrives late, then the proper warm-up has been missed and the child may risk injury.
- For safety reasons the parent/guardian must be on site for collection of their child at the aforementioned times. On occasion, nearing competition, the sessions may slightly over-run the allotted times.
- Children who train on the right hand side of the track, must be brought to the sign-in desk and collected there by an adult. Their parents/ guardians if not waiting for the session must ensure that we have emergency contact nos
- **Parents/ Guardian must agree to be included in a rota of adults who bring children to the toilet facilities**

### Illness/Injury

- Should, at any time, a child suffer from an illness or injury it is best advised that he/she does not attend the training session until a full recovery has been reached. Should the child attend and is deemed unfit for training the coach will have no option but to arrange to have him/her collected immediately. Therefore, we ask that your contact number is reachable in an emergency. Should an injury/illness occur while training and the coach thinks it unwise to continue a call will be placed to the parent to arrange collection.

### Behaviour

- A Code of Conduct for all members, coaches and parents is available and must be adhered to.

### Newsletter

- A newsletter is issued free of charge on a regular basis and will keep you updated on forthcoming competitions, latest results, contact details, fees and any other relevant new data.

### Other Club Behaviour Rules:

- Chewing gum is not allowed inside the gate of the track.
- In order to maintain the surface of the track sliding is not permitted.
- Footballs/sliotars are not permitted onto track while training or competition is in progress.
- Decisions will be taken by the Coach/Leader regarding teams, relays, order of participation, etc. and must be respected.
- In the event of a breach of club behavior/guidelines a disciplinary action may be taken and a verbal warning will be issued followed by a written warning. In the event of non-compliance, further action leading to suspension will be pursued.
- If the complaint involves suspected abuse or criminal offence the Children's Officer will be informed.
- GCH has a child protection policy in line with that of Athletics Ireland and the Code of Ethics and Good Practice for Children's Sport

## Galway City Harriers Code of Conduct for Young Athletes

**Galway City Harriers** wishes to provide the best possible environment for all of its members. It is our intention to provide an enjoyable and safe sporting environment for the children. Listed, hereunder, are a few simple guidelines to follow:

### **Children are entitled to:**

- Be listened to.
- Be believed.
- Be safe and feel safe.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the Club.
- Participate on an equal basis.
- Be happy, have fun and enjoy the experience.
- Experience competition at a comfortable level.
- Make complaints and be listened to.
- Get assistance if being bullied or mistreated.
- Say No.
- Protect their own bodies.
- Confidentiality.

### **Athletes are required to:**

- Treat Coaches/Leaders and other athletes with respect.
- Do their best while in training and in competition while only being fair to others.
- Respect their opponents in competition.
- Abide by the rules and guidelines set down by the Coaches/Leaders both at training and when travelling to away events.
- Be modest in victory and gracious in defeat.
- Talk to the Children's Officer if there is a problem.

### **Athletes are required NOT to:**

- Cheat
- Use violence or unauthorized physical contact.
- Shout or argue with coaches/leaders, officials, team-mates or opponents.
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate, offend or hurt another athlete either physically or verbally. This includes the use of mobile phones/texts; inappropriate use of cameras or camera phones and do exercise caution and sensitivity to other athletes when using social networking sites such as Facebook etc.
- Use unfair or bullying tactics to gain advantage.
- Keep secrets, especially if you have been caused harm.
- Tell lies about adults/ young people.
- Spread rumours.
- Take banned substances.

I agree to abide by the above Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Galway City Harriers Code of Conduct for Leaders

Leaders must complete:

- An Athletics Leaders Programme
- Code of Ethics and Good Practice for Children in Sport Programme.
- A Garda vetting application form (even if filled out for other clubs previously).
- Existing Leaders Information Form
- Leaders should familiarize themselves with the Governing Bodies Code, in particular the Code of Conduct.
- Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration question annually.

As a Leader in the **Galway City Harriers** I agree that I should:

- Be positive during training sessions and competitions, praise and encourage effort as well as results.
- Put welfare of young people first, strike a balance between this and winning/results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities and appropriate for the individual.
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code.
- Involve parents where possible and inform parents when problems arise.
- Keep record of attendance at training and competitions.
- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcome, if behavioural problems arise.
- Report any concerns in accordance with this Code's reporting procedures.

Where possible I will avoid:

- Spending excessive amounts of time with children away from others.
- Taking training sessions alone with an athlete.
- Taking children on journeys alone in my car.

Sports Leaders should not:

- Use any form of physical punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Take children to their home.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gesture and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis, etc.) in the training of children.

### Self-Declaration

- |   |            |           |
|---|------------|-----------|
| ➤ Do you agree to abide by the guidelines contained in the above Code of Conduct?   | <b>Yes</b> | <b>No</b> |
| ➤ Have you ever been asked to leave a sporting organization?<br><i>(If you have answered yes, we will contact you in confidence)</i>  | <b>Yes</b> | <b>No</b> |
| ➤ Have you ever been convicted of a criminal offence or been the subject of a caution:<br>Bound Over Order, or, are you at present the subject of criminal investigation?<br><i>(If you have answered yes, we will contact you in confidence)</i> | <b>Yes</b> | <b>No</b> |

**(Taken from Code of Ethics, Good Practice for Children in Sport)**

## Galway City Harriers Guidelines for Parents

- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organizers.
- Always behave responsibly and do not seek to unfairly affect the competition or training your child is participating in.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognize the value and importance of the volunteers who engage in sporting/recreational opportunities for your child. Do not publicly question the judgment or honesty of officials, coaches, organizers, or other athletes.
- Encourage your child to participate within the rules. Teach your child that honest endeavor is as important as winning and to do all they can to encourage good sportsmanship.
- Set a good example by applauding other participants. Encourage mutual respect for individual competitors, team mates and all participants in specific events.
- Parents should support all efforts to remove abusive behavior and bullying behavior in all its forms.
- Parents should never be seen to actively coach their child during competition either inside or outside of the track or cross-country course.

**I agree to abide by the above Code of Conduct**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**GALWAY CITY HARRIERS  
APPLICATION FORM FOR JUVENILE MEMBERS**

**CONTACT DETAILS**

Name \_\_\_\_\_ Male  Female   
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: Home: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Two Mobile Phone Nos. (Of Parents/ Guardians, in case of emergency) Mobile 1 \_\_\_\_\_  
Mobile 2 \_\_\_\_\_

**MEDICAL CONDITION (Details of any known allergies, condition, etc.)**

\_\_\_\_\_

\_\_\_\_\_

In the event of illness, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aid person, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

**OTHER INFORMATION**

Any other special needs, requirements or directions that would be helpful for Coaches/Leaders to know about:-

**PARENTAL/ GUARDIAN CONSENT**

I am the Parent/ Guardian of: \_\_\_\_\_

**PHOTOGRAPHS:** I understand that photographs will be taken during, or at, sport related events and may be used in the promotion of the sport.

**DRUG TESTING** (for elite athletes only). I give permission for my child(ren) to be tested for prohibited substances in accordance with the Irish Sports Council Anti-Doping Rules (where applicable). I hereby consent to the above child(ren) participating in activities of the club in line with the Code of Ethics for Young People. I will inform the Coaches/Leaders of my children's activities of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

I hereby consent to the above child(ren) participating in activities of the club in line with the Code of Ethics for Young People. I will inform the Coaches/Leaders of my children's activities of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

**SIGNATURE:** \_\_\_\_\_ **(Parent/Guardian) DATE:** \_\_\_\_\_

**Note:** Please attach copy of Birth Certificate (for first year only) and appropriate Registration Fee

Also attach signed Code of Conduct Forms for Athletes and Parents/ Guardians

Please inform us if your emergency numbers have changed.

**Galway City Harriers Juvenile Section  
INJURY/ILLESS REPORT**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_

Location: \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parties Involve: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent /Guardian Informed: Yes \_\_\_\_\_ What time? \_\_\_\_\_  
No \_\_\_\_\_ Why not? \_\_\_\_\_

Signed \_\_\_\_\_ (Injured Person)

Signed \_\_\_\_\_ (Coach/ Leader)

Note : (1) Head Coach to be informed about incident  
(2) This completed form to be given to the Children's Officer

Received and filed by the Children's Officer:

Signed \_\_\_\_\_ Children's Officer) Date \_\_\_\_\_

**GALWAY CITY HARRIERS**

**CHILD INCIDENT REPORT**

I, \_\_\_\_\_ wish to report the following incident.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Coach/Leader in Charge: \_\_\_\_\_

Details of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other party/parties involved: \_\_\_\_\_

Other than those directly involved was/were there any other witness/witnesses?

\_\_\_\_\_

Did you inform your Coach/Leader? Yes  No

If so, what action did he/she take? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (Athlete) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Coach) Date: \_\_\_\_\_



## Child Protection Policy of Galway City Harriers

### 2.7 SPORTS CLUBS

To ensure the best practice is being followed by **Galway City Harriers** we will work closely with the Athletics Association of Ireland. In promoting best practice in children's sport and in implementing this Code at club level each club should:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club.
- Have its constitution approved and adopted by club members at an AGM or EGM.
- Promote the voice of the child, in particular, through meetings and the AGM. One parent/guardian should have one vote for all their children under 18 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders (see **3.5**).
- Clearly define the role of committee members, all Sports Leaders and parents/guardians.
- Appoint at least one Children's Officer as outlined at **2.8.1** in this Code. In the event that a club caters for both boys and girls, one Children's Officer of each gender would ideally be appointed.
- Have a Designated Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse (see **5.12**) Any such reports should be made according to the procedures outlined in this Code.
- Ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's Code of Conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or Sports Leader or other members of the club. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside, while the matter is being examined. He/she should be invited to resume full duties when, and, if appropriate internal disciplinary procedures are completed.
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Club Chairperson to the Governing Body of Sport.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes (AGMs/EGMs/Committee) are recorded and safely filed.

### 2.8 CHILDREN'S OFFICERS

The appointment of Children's Officers in Governing Bodies and sports clubs/organizations is an essential element in the creation of a quality atmosphere. They act as a resource with regard to children's issues. In summary, Children's Officers should review current policies in relation to young people, check that all activities are safe and fun and inform adults of how to deal with any concerns that may arise in relation to the protection of young people.