



CUAFC

CHILD WELFARE POLICY

COACHES/VOLUNTEER INFORMATION

Required Mandatory Documentation

All coaches/volunteers working, in any capacity, with underage players must complete and submit the following documentation:

1. A CUAFC Volunteer / Coach Self Declaration Form

The names and contact details of two referees who will support your application will be required. Written references will be verified and kept on file.

The form should be submitted to the club Child Welfare Officer, Mr Chris Hickey or the club Chairperson, Mr Willie Walsh.

2. A copy of a current Garda Vetting Letter of Clearance

This document should be forwarded to the club Child Welfare Officer, Mr Chris Hickey.

3. A copy of a current Child Welfare Course Completion Certificate

This document should be forwarded to the club Child Welfare Officer, Mr Chris Hickey.

Contact Details

1. Willie Walsh, CUAFC Chairperson/Data Protection Officer.

Mobile: 086-0829025

Email: walshw00@gmail.com

2. Chris Hickey, CUAFC Child Welfare Officer

Mobile: 086-8101477

Email: hickeychris.chris@gmail.com

CUAFC Safety Policy

All coaches/managers in CUAFC 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:

Adequate supervision must be maintained at all times. Best practice advice would advocate adult:child ratios of 2 Leaders to every 16 children (1:8), but no coach, manager or volunteer works alone.

- Regular safety checks should be carried out in relation to premises, training facilities and equipment. Ensure that the FAI Goalpost safety policy is strictly adhered to at all times
- CUAFC safety rules should be adhered to at all times
- Parents/guardians should be informed of the starting and finishing times of training sessions and matches.
- 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.
- Parents/Guardians should be notified of injuries/illness that their children incur while participating in any CUAFC soccer activity.
- Records of attendance should be maintained

CUAFC Substance Abuse Policy

In CUAFC the use of drugs, alcohol and tobacco shall be actively discouraged as being incompatible with a healthy approach to sporting activity.

Coaches/managers shall not smoke when taking a session or drink alcohol before taking a session.

In relation to our under-age teams CUAFC shall endeavour to organise receptions and celebrations in a nonalcoholic environment and in a manner that is suitable for the age group concerned.

Where this is not possible, the Club will comply with the **Football Association of Ireland directive that under no circumstances whatsoever 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.**

Our coaches/managers/committee shall act as role models for appropriate behaviour and refrain from drinking alcohol at such functions.

CUAFC
Guidance 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 children and young people in vulnerable positions.

Carrigaline United 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 try to use models or illustrations when promoting an activity and 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 their photograph.
- If a photograph is used, avoid naming the player.
- Ask for the player's/parent's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.
- A player's club registration form will have a consent section for the appropriate club use of photographic and video images.
- 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

Amateur photographers/film/video operators wishing to record an event or practice session should seek permission/accreditation with either the club committee or the children's officer or the team manager/coach or the event organiser of the session. CUAFC will display the following information to inform spectators of the policy:

*“In line with the recommendation in the Carrigaline United AFC Code of Conduct, the committee of CUAFC request that any person wishing to engage in any videoing or photography should obtain permission from the club and register their details with the club.
Children and young people should only be photographed or filmed with their permission and/or the permission of their parents/guardian”*

Any club committee sanctioned photography or videoing of events where other clubs are involved, such as matches, blitzes etc, must also obtain permission from an appropriate representative from the other club or organisation.

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 club committee or children's officer or event organiser/team manager by producing their professional identification for the details to be recorded.

We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Not allow unsupervised access to players or one to one photo sessions at events
- Not approve/allow photo sessions outside the events or at a player's home

Videoring as a coaching aid:

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

Clubs should also be aware of the dangers of permitting camera phones in dressing rooms and should apply appropriate safety rules. Anyone concerned about any photography taking place at events/matches or training sessions should bring their concerns to the attention of the club committee, team manager/coach, children's officer.

Mobile Phone Policy

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Therefore, we need to encourage responsible and secure use of mobile phones by adults and young people.

Therefore club personnel should advise children:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or children's officer/designated person within the club.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a coach/manager remember:

- Use only group texts for communication among players and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication for individual players

Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms

CUAFC Travelling Guidelines

When travelling with young people coaches/volunteers of CUAFC should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure the use of safety belts
- Keep to the rules of the road
- Avoid being alone with one player; if with one player you could: put all passengers in the back seat, drop off/pick up at central locations, get parental permission for transporting children on a regular basis, and clearly state times of pick up and drop off.

**When trips or tours are organised by the club a CUAFC Trip/Medical Consent Form should be filled in by the participating player and parents/guardian.
See Appendix for form.**

CUAFC Touching Guidelines

All managers/volunteers of CUAFC are advised that:

Any necessary physical contact 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. You should not do anything that a child can do for him/herself

Coaches should not treat injuries out of sight of others. Use a "Two-Deep" (two personnel, or two players) supervision system. Only personnel who are qualified in administering 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. Example: Only uncover the injured area, or cover private areas of the athlete's body.

Any doubts of a medical nature should be passed on to a suitably qualified medical person. Coaches should not play injured players.

Always complete an Incident/Accident report form.

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

Guidelines for this type of touch are:

Limit touching to "safe" areas, such as hand-to-shoulder. It should not involve touching genital area, buttocks, breasts, or mouths.

Make your intention to congratulate or comfort clear to the player.

Get permission from the player before embracing them - remember that personnel are in the position of power.

Respect a player's discomfort or rejection of physical contact.

Be sure that touching occurs only when others are present.

Avoid unnecessary physical contact and never engage in inappropriate touching

CUAFC Guidance on the use of Sanctions

Discipline in Soccer

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

Discipline should be a positive reinforcement for effort. It should encourage the development of emotional and social skills as well as skills in soccer. Players have to 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 soccer for fighting, bullying, over aggressive or dangerous behaviour.

At all times, players should treat others in a respectful manner. They should never bully, interfere with or take unfair advantage of others.

The use of sanctions is an important element in the maintenance of discipline. However Coaches/Managers/Volunteers and Administrators should have a clear understanding of where and when particular sanctions are appropriate.

It should be remembered that effectively controlled organisations and successful coaches/managers/volunteers are characterised by the sparing use of sanctions. The age and developmental stage of the child should be taken into account when using sanctions.

Sanctions should always be fair, consistent and applied evenly, and in the case of a persistent offence, should be progressively applied.

The following steps are suggested:

- Rules should be clearly stated and agreed
- A warning should be given if a rule is broken
- A sanction (use of time out for example) should be applied if a rule is broken for a second time
- If a rule is broken three or more times, the child should be spoken to and parents/guardians involved if necessary
- Sanctions should only be used in a corrective way that is intended to help children improve both now and in the future. They should never be used in retaliation or to make coach/manager/volunteer feel better or more powerful
- When violations of the team rules or other misbehaviours occur, sanctions should always be applied in an impartial and fair manner
- Sanctions should never be used as threats. If a rule is broken, the appropriate sanction/s should be implemented consistently, fairly and firmly
- Sanctions should not be applied if the coach/manager/volunteer is not comfortable with them. If an appropriate action cannot be devised immediately, the child should 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, it is important to make the child feel he/she is a valued member of the team again
- A child should be helped, to understand if necessary why sanction/s are imposed
- A child should not be sanctioned for making errors whilst playing soccer
- Physical activity (e.g. running laps or doing push ups) should not be used as a sanction as to do so may cause a child to resent physical activity which is something that he/she should learn to enjoy throughout his/her life. Remember Soccer has to be Fun if participants are to continue playing
- Sanctions should be used sparingly. 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 (2005)

CUAFC

Code of Conduct for Parents/Spectators

- Remember that although children play organised soccer they are not miniature professionals. Don't place excessive pressure on children to perform to unrealistically high expectations. Children play soccer to develop their skills, to have fun and enjoy the game.
- Be on your best behaviour and lead by example. The behaviour of a team's supporters will often be remembered long after the result of the game. Be remembered for the right reasons.
- Applaud good play, sportsmanship and best effort by the visiting team as well as your own.
- Welcome and respect all your team's opponents. Without them there would be no match.
- Condemn the use of violence or overly aggressive behaviour in all forms at every opportunity.
- Verbal abuse of players, match officials or opposing supporters cannot be accepted in any shape or form. Players or match officials should never be regarded as fair targets for ignorant or abusive behaviour.

CUAFC

Players Code of Conduct

Children in CUAFC are entitled to:

- Be safe
- Be treated with dignity, sensitivity and respect
- Participate in soccer on an equal basis, appropriate to their ability and stage of development.
- CUAFC have decided that all players are entitled to a minimum playing per match as suggested in the FAI Development Plan 2015. U6 to U9 -75% of match time, U10 to U11 - 50% of match time, U12 to U16 - 25% to 50% of match time. The criteria for team selection should be clearly defined by each team's management at the beginning of each season.
- Be happy, have fun and enjoy soccer
- Make a complaint in an appropriate way and have it dealt with through a proper and effective complaints procedure
- Be afforded appropriate confidentiality
- Be listened to and to be believed
- Have a voice in the running of the club

Children should also be encouraged to realise that they also have responsibilities to treat other children, fellow players, coaches and volunteers with the same degree of fairness and respect.

In this regard children in CUAFC should undertake to:

- play fairly, do their best and have fun

- be on their best behaviour at all times
- abide by all club rules
- make high standards of Fair Play the standard others want to follow
- respect opponents, they are not the enemy, they are partners in a sporting event
- shake hands before and after the match, whoever wins
- give opponents a hand if they are injured, put the ball out of play so they can get attention
- accept apologies from opponents when they are offered
- respect fellow team members and support them both when they do well and when things go wrong
- treat players from minority groups with the same respect you show other people
- be modest in victory and be gracious in defeat- ***“Be A Sport”***
- approach the club Children’s Officer with any questions or concerns they might have. Coaches and parents should encourage children to speak out and support them in doing so

Children in CUAFC should not:

- cheat
- use abusive language, or argue with, the referee, officials, team mates or opponents
- use violence, use physical contact only when it is allowed within the rules
- bully
- tell lies about adults or other children
- spread rumours
- take banned substances to improve performance
- keep secrets about any person who may have caused them harm
- behave in any manner that may bring the name of CUAFC into disrepute

In CUAFC we want children in CUAFC to have fun and develop skills in a safe and *Fair Play* environment where standards of behaviour are just as important as winning.

We recognise that competition and winning is an important goal, but winning at all costs does not meet the needs of young players.

CUAFC are aware that recent research would suggest that increasing numbers of children leave sport between the ages of eight and thirteen. A number of the most common reasons given were; that sport was no longer fun, they did not get to play and overemphasis on winning.

Therefore we have to make every effort to ensure that we keep a balanced approach to competition, make sure all players get a chance to play and strive to keep the fun in soccer.

Making sport fun.

In promoting “Sport for Fun” we in CUAFC will insist on:

- Encouraging participation and fun
- Promoting the development of skills as opposed to winning at all costs
- CUAFC have decided that all players are entitled to a minimum playing per match as suggested in the FAI Development Plan 2015. U6 to U9 -75% of match time, U10 to U11 - 50% of match time, U12 to U16 - 25% to 50% of match time.
- Emphasising and praising effort
- Acting as a good role models
- Insisting on **Fair Play** (we will take off offending players)
- Being realistic with our expectations
- Being aware of children’s feelings
- Teaching players to respect different cultures
- Teaching players that standards of behaviour are just as important as winning

Best Practice-Coaches

In keeping children and young people at the forefront of planning and practice, our coaches can be confident that participants will enjoy their football experiences and that their actions are regarded as safe and in keeping with the principle that the safety and welfare of children is of paramount consideration.

Our Coaches are given a position of trust by parents/guardians and players, and are expected to operate to the highest standards of behaviour whilst in the company of under age players (under 18years). Our coaches are also expected not to engage in any activity that could reasonably be viewed as bringing the club or soccer in general into disrepute.

It is important to for our coaches to note that in adhering to these guidelines ensures not only a safe environment for children but also a safe environment in which coaches and volunteers can operate.

Most coaches work in an environment where it is recognised that, in a sporting context, certain types of coaching require a 'hands on approach', i.e., it may be necessary to support a participant in order to physically demonstrate a particular technique. This should only occur when necessary and in an open and appropriate way with the knowledge, permission and full understanding of the participant concerned and his/her parents/guardians.

Coaches must realise that certain situations or friendly actions could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety. Therefore coaches should be aware of, and avoid all situations conducive to risk.

Where possible, our coaches/volunteers should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone (always employ "Two Deep" supervision).
- Taking children to their homes.
- Taking children on journeys alone in their care.

Our Coaches/volunteers should never:

- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Share a room with a young person alone on away trips.
- 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.
- Use any form of corporal punishment or physical force on a young person.
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission from the Committee
- Undertake any form of therapy (hypnosis etc.) in the training of young people.

Safety

Coaches have a responsibility to ensure the safety of all players 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:

- Regular safety checks should be carried out in relation to premises, training facilities and equipment. Any problems should be brought to the attention of the Committee
- Appropriate safety rules should be adopted and implemented and protective equipment should be used in any contact training session.
- Parents/guardians should be informed of the starting and finishing times of training sessions and matches.
- A first aid kit should be available at all training sessions /matches and injuries should be recorded, with a note of action taken in relation to each one.
- Parents/Guardians should be notified of injuries/illness which their children incur while participating in any football activity
- Never play injured players.
- **Ensure that the FAI Goalpost safety policy is strictly adhered to at all times**

Further guidelines for each section of the club involved in members under the age of 18 years containing section specific information will be redrafted periodically.

These sections include the Academy section, the Schoolgirls section, the Football for all section and the Underage Schoolboys section.

Carrigaline United AFC

Volunteer/Coach Self Declaration Form

Submit this form, in confidence, to the club Child Welfare Officer, Mr Chris Hickey
or the club Chairperson Mr Willie Walsh.

Name: _____ D.O.B _____

Address: _____

Tel. (H) _____ (Mobile) _____

Email: _____

Have you ever been asked to leave a sporting organisation in the past?
(If you have answered yes we will contact you in confidence)

Yes	No
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Have you ever been convicted of a criminal offence? If so give details

(Having a criminal record does not necessarily preclude anyone from working with children. If you have answered "yes" you will be contacted in confidence)

Referee: Please supply the names, addresses and telephone numbers of two people whom we can contact and who, from personal knowledge, are willing to support your application.

(If you have had a previous involvement in sport, one of these names should be that of an administrator/leader of your last club/place of involvement)

Name _____ Title _____ Tel. _____

Address _____

Name _____ Title _____ Tel. _____

Address _____

I agree to work within Football Association of Ireland / Carrigaline United AFC Rules and approved codes of conduct and best practice guidelines.

Signed: _____ Date: _____

**CUAFC
Reference Form**

Private and Confidential

Name: _____

Address: _____

The above has applied for a post within Carrigaline United Association Football Club and has supplied your name as a referee. As an organisation committed to the safety/protection and happiness of children, we are anxious to know if you know of any reason that would suggest this person is unsuitable to work with children in a sporting capacity.

How long have you known this person?

In what capacity?

Are you aware of any reason that would suggest the above named person is unsuitable to work with children in a sporting capacity?

Yes	
No	

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

Signed: _____

Date: _____

Carrigaline United AFC
Incident/Accident Reporting Form

1.	Date, time and site of incident/accident:
2.	Name of person in charge of session/team:
3.	Name of injured player: Gender:
4.	Address of injured player:
5.	Name and contact details of parent/guardian of player:
6.	Nature of incident / accident: Give details of how the incident / accident took place Describe what activity was taking place, eg. match, training, travel etc.

	<p>Nature of incident / accident continued:</p>
7.	<p>Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).</p>
8.	<p>Were any of the following contacted (police/ambulance/parent or guardian):</p>
9.	<p>What happened to the injured player in the immediate aftermath of the accident? (e.g. went home, went to hospital, carried on with session).</p>

<p>Declaration by Adult</p>			
<p>I _____ [ADULT WITNESS PRINT NAME HERE] confirm that all of the above facts are a true and accurate record of the incident/accident.</p>			
<p>Email Address: _____ Mobile: _____</p>			
<p>Address: _____</p>			
Signed:		Date:	



CUAFC TRIP/MEDICAL CONSENT FORM

The information in this form is confidential and will only be used in an emergency.

Name (as on passport): _____

DOB: _____ Team: _____

Passport number: _____ Expiry Date: _____

Emergency Phone Number: _____

ILLNESS Is your son suffering from any medical condition at the moment?
If yes, give details. If no, write NONE:

MEDICATION Is your son taking any medication at the moment?
If yes, give details. If no, write NONE:

ALLERGIES Is your son allergic to any medicine or medications?
If yes, give details. If no, write NONE:

I/We give our permission to our son to receive any attention which may be deemed necessary in the event of illness.

Signed: _____ Parent/Guardian. Date _____

I _____ during the organised trip agree to co-operate fully with any decisions /instructions made by the organisers.

Signed Player: _____