



Child Welfare Policies, Procedures and Guidelines at Inter Kenmare FC

Dear Member,

The various documents enclosed in this pack, which relate to the welfare of both underage and adult members at the club, was reviewed and adapted at a committee meeting held on 24th August 2021.

The documents are available to all members for review.

Yours Sincerely
Denis O'Brien
Chairman
Inter Kenmare FC.

24th August 2021

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Child Safeguarding Statement

Inter Kenmare FC (“the Club”) is committed to safeguarding children and, by working under the guidance of a Child Safeguarding Policy, the Club volunteers seek to create a safe environment for young people to grow and develop.

The Club has undertaken a written Safeguarding Risk Assessment which indicates areas of potential risk of harm and outlines the required policy and guidance required to alleviate these risks.

Risks identified are categorised under the headings: Club and Coaching Practices; Complaints & Discipline; Use of Facilities; Club Communications & Social Media; Recruitment, Reporting Procedures and General Risk of Harm.

The Safeguarding Risk Assessment was undertaken on 4th August 2021

This Child Safeguarding Statement has been developed in line with the requirements of the Children First Act 2015 and Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice.

In addition to the Safeguarding Risk Assessment document described above, there are further procedures that support the Club’s intention to safeguard children while they are availing of Club activities.

Inter Kenmare FC has the following procedures in place as part of its Child Safeguarding Policy:

- Procedures for the safe recruitment of volunteers to work with children in the Club;
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedures for the management of allegations of abuse or misconduct by Club volunteers against a child availing of Club activities;
- Procedures for reporting of child protection or welfare concerns to Statutory Authorities.

The Club recognises that implementation of these procedures is an ongoing process and is committed to the implementation of this Safeguarding Statement and the procedures that support the Club’s intention to keep children safe from harm while availing of its activities.

This Child Safeguarding Statement will be reviewed regularly and no later than August 2022.

Signed:

Ken O’Sullivan,
Child Welfare Officer

Denis O’Brien,
Chairperson

For further information on this Child Safeguarding Statement please contact Ken O’Sullivan by email at kosullivan1@gmail.com

Child & Vulnerable Person Safeguarding Policy

Introduction

Inter Kenmare FC is committed to ensuring that all necessary steps will be taken to protect and safeguard the welfare of children and young people who participate in activities in our Club.

All children and young people who participate in Club activities 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, sexual, neglect or bullying.

The responsibility for protecting children lies with all adults involved in this Club.

These policies and procedures, in addition to relevant training programmes, will ensure that everybody in Inter Kenmare FC is aware of what is expected of them in relation to protecting children and young people within the Club.

In pursuit of this goal Inter Kenmare FC will:

- Advise all members of Inter Kenmare FC (coaches, players, parents/guardians and spectators) of their responsibilities in relation to the welfare and protection of children and young people who participate in soccer.
- Operate within the recommended FAI Codes of Conduct and best practice guidelines as set out in the Children First Act 2015 and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice.
- Appoint a Club Child Welfare Officer.
- Appoint a Designated Liaison Person
- Endeavour to provide child protection and welfare courses to all managers/coaches at Inter Kenmare FC.
- Endeavour to provide emergency first aid courses for all coaches and staff.
- Ensure that all coaches and staff of Inter Kenmare FC are Garda Vetted.

The aims of this Inter Kenmare FC Child Protection Policy are:

- To be pro-active in order to best protect all children and young people who participate in activities at Inter Kenmare FC.
- To provide appropriate guidance and advice to all Club members (players, coaches, volunteers, spectators and parents) in all matters concerning child welfare and protection.
- To promote best practice in child welfare and protection.
- To promote ethics and best practice standards throughout the Club.

The key principles underpinning this Policy are that:

- The welfare of the child is the first and paramount consideration.
- The safety and welfare of children is everyone's responsibility.
- All children and 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 must be taken seriously and responded to swiftly and appropriately.
- The Club will cooperate fully with the statutory authorities in accordance with procedures as outlined in the Children First Act 2015.

Inter Kenmare FC Child Welfare Key Personnel & Roles:

The Child Welfare Officer and Relevant Person for the purpose of Children First 2015 is;
Ken O'Sullivan Tel: 087 910 1780 Email: kosullivan1@gmail.com

The Designated Liaison Person is
Denis O'Brien Tel: 087 234 4161 Email: denis3307@gmail.com

Roles:

Relevant Person: Responsible for leading the development of guiding principles and child safeguarding procedures and for ensuring that policies and procedures are consistent with best practice. The relevant person is the first point of contact in relation to the Clubs' Child Safeguarding Statement and Safeguarding Policy.

Designated Liaison Person: Responsible for making sure that the reporting procedure within Inter Kenmare FC is followed so that suspected cases of child abuse or neglect are referred promptly to Tusla or, in an emergency and the unavailability of Tusla, to An Garda Síochána.

FAI Mandated Person:

The Mandated Person for the FAI is
James Geraghty Tel: 01 8999319 Email:james.geraghty@fai.ie

Recruitment of coaches, managers and volunteers:

Inter Kenmare FC will take all reasonable steps to ensure that all coaches, managers and volunteers are suitable to work with children and young people.

- All new volunteers must first submit a volunteer application.
- All appointments are subject to approval and ratification by the Management Committee.
- All managers/coaches and volunteers associated with the Club must be Garda Vetted through the FAI.
- All new coaches and volunteers must first be Garda Vetted before they commence working with children young persons.
- All coaches, managers and volunteers are expected at all times to abide by all Club rules, policies and procedures.

In the event of failure by any volunteer to abide by Club rules and by the highest standards of ethics and good practice the Club may issue an immediate stand down order. Once recruited the Club will make all efforts to support coaches, managers and volunteers.

Safeguarding Training:

The Club will endeavour to provide approved Safeguarding training for all managers/coaches. Records of Safeguarding training for volunteers will be kept.

Categories and Indicators of Abuse:

The Club encourages all managers/coaches/volunteers to be aware of the signs and types of abuse that may be experienced by young players involved in the Club.

Further information on categories of abuse and statutory guidelines can be found at www.tusla.ie/children-first.

Safe Management of Activities:

Policies and procedures that support the safe management of activities in Inter Kenmare FC include:

- Supervision Policy;
- Code of Conduct for Players;
- Code of Conduct for Managers/Coaches;
- Code of Conduct for Parents/Guardians & Spectators;
- Incident/Accident Reporting Procedure;
- Anti-Bullying Policy;
- Complaints & Disciplinary Procedure.
- Recruitment Policy

FAI Guidelines:

The Football Association of Ireland's regulations in regard to child and vulnerable Persons welfare and protection are defined in the rulebook (Feb 2019) as:

RULE 36. THE PROTECTION AND WELFARE OF CHILDREN (PERSONS UNDER THE AGE OF 18) AND VULNERABLE PERSONS.

1. General

a) The protection and welfare of children and vulnerable persons as defined in the FAI Child Welfare and Safeguarding Policy is of paramount importance to the FAI. Any act, statement, conduct or other matter which harms a child/children or vulnerable persons, or poses or may pose a risk of harm to a child/children or vulnerable persons, shall constitute behaviour which is improper and brings the game into disrepute. The FAI Child Welfare and Safeguarding Policy sets out how all matters pertaining to the protection and welfare of children and vulnerable persons are governed.

b) It is mandatory that all Members and Participants shall comply with all FAI rules, regulations, codes, policies and guidelines in respect of child protection, the protection of vulnerable persons and the welfare of both.

c) It is mandatory that all Members and Participants shall comply with all legislation and guidelines issued by any Statutory Authority in respect of child protection, the protection of vulnerable persons and the welfare of both.

d) All Members and Participants are responsible for ensuring that their members are made aware of and understand their legal and football obligations in respect of child protection, the protection of vulnerable persons and the welfare of both.

2. Designated Liaison Persons and Children's Officers

a) All Affiliated Members shall appoint a person to be responsible for all child protection, the protection of vulnerable persons and welfare matters within their organisation. In accordance with legislation, this person shall be known as the "Designated Liaison Person". The Designated Liaison Person shall be the person holding the highest office within the football body however day to day duties may be delegated to a suitable person who shall be known as a "Children's Officer". In accordance with legislation, the Children's Officer will also be referred to as the "relevant person" within the affiliated member's organisation with regards the organisation's child safeguarding statement.

b) The Designated Liaison Person and Children's Officer shall ensure that they discharge their duties in accordance with any legislation and all FAI rules, regulations, codes, policies and guidelines in respect of child protection, the protection of vulnerable persons and the welfare of both.

3. Vetting Obligations

a) All those engaging with persons under the age of eighteen (18) and/or vulnerable persons shall be Garda Vetted.

b) All Designated Children's Officers, Designated Liaison Persons, Chairpersons and Secretaries of each Affiliated Member involved with teams that are competing in any age group up to and including Under 18's and/or vulnerable persons shall be Garda Vetted.

c) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18's and/or vulnerable persons shall be Garda Vetted.

d) Any other person working or volunteering with children and/or vulnerable persons in any capacity on behalf of an Affiliated Member shall be Garda Vetted. It is the responsibility of the football body concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines.

e) Failure to ensure that persons are vetted in accordance with Rules and/or legislation may result in disciplinary action against the individual and/or Affiliated Member and may also constitute a legal offence under relevant legislation.

f) Affiliated Members shall not accept confirmation of the Garda Vetting status of any individual prior to confirmation being received by the individual from the FAI that the Garda Vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, League and Provincial Association, who engage individuals, to ensure that they have received a copy of a completed vetting application letter issued by the FAI from the individual. No letter other than that issued by the FAI can be accepted.

g) In addition to carrying out Garda Vetting, all Affiliated Members shall follow safe recruitment practices, as outlined in the FAI Child Welfare and Safeguarding Policy, when engaging persons to work or volunteer with children and/or vulnerable persons within their organisation.

4. Vetting Applications

a) The FAI shall provide a Garda Vetting service to all Members. Applications for vetting may be made through the Children's Officer of the relevant football body or the person responsible for the vetting applications with the relevant football body or directly through the FAI.

b) The FAI shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the National Vetting Bureau in accordance with the FAI Child Welfare and Safeguarding Policy.

c) All persons shall complete their vetting application in good faith and shall ensure all information provided is accurate, complete and up to date. Providing false or incorrect information carries legal penalties.

d) All matters, disclosed as part of the Garda Vetting application shall remain confidential to FAI authorised personnel, the applicant, the Child Welfare and Safeguarding Committee, Statutory Authorities, and are stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant football personnel in accordance with the FAI Child Welfare and Safeguarding Policy.

5. Education and Training

a) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or vulnerable persons shall complete an FAI approved Safeguarding One "Basic Awareness" training course.

b) Any person working or volunteering with children or vulnerable persons in any capacity on behalf of an Affiliated Member shall complete an FAI approved Safeguarding One "Basic Awareness" training course. It is the responsibility of the football body concerned to determine the appropriate persons within their organisation who this applies to, subject to the relevant legislation and guidelines.

c) Failure to ensure that the appropriate persons have completed the FAI approved training course may result in disciplinary action against the individual and/or Affiliated Member and may also constitute a legal offence under relevant legislation.

d) Affiliated Members shall not accept confirmation of completion of an approved FAI training course from any individual prior to the individual receiving confirmation from the FAI in the form of a certificate which should be presented to the Affiliated Member from the FAI.

6. Stand Down Orders

a) Any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any child welfare, young person or vulnerable person concern shall be issued with a stand down order from all football activities. This order shall be issued by the Child Welfare and Safeguarding Manager of the FAI or any Affiliated Member, pending the outcome of any inquiry and any subsequent internal disciplinary proceedings. Terms of a Stand Down Order must be complied with.

b) Affiliated Members shall immediately notify the FAI of any Stand Down Order issued.

c) The FAI may also issue a stand down order in circumstances where concerns are raised with the FAI outside of a Statutory Authority investigation. An Affiliated Member may also issue a Stand Down Order in these circumstances, however the FAI Child Welfare and Safeguarding Manager must immediately be informed as per the Child Welfare and Safeguarding Policy.

d) Stand Down Orders shall be issued, managed and lifted in accordance with FAI Child Welfare and Safeguarding Policy.

7. Disciplinary

Anyone who breaches these Rules or commits any other offence relating to child protection, the protection of vulnerable persons and welfare may be subject to sanction, up to and including a ban from membership, by the FAI Child Welfare and Safeguarding Committee and/or FAI Disciplinary Bodies.

Conclusion:

Inter Kenmare FC, through confirming this policy document has demonstrated its commitment to ensuring that children, young people and vulnerable persons can participate in all soccer activities with their safety and welfare being of paramount importance.

It is essential that this document represents a process of continual improvement in the area of child and vulnerable person protection and welfare in soccer.

It is the responsibility of all adults involved in soccer to actively promote safe and best practice standards whilst being ever vigilant and aware of their responsibilities to children, young people and vulnerable persons in their care.

Inter Kenmare FC Coach Application & Self Declaration Form

Please use block capitals

Name: _____ Date of Birth: _____

Address: _____

Home Tel.: _____ Mobile: _____

Coaching Qualifications

Sport	Award Held	Date of Award

Previous experience/involvement in sport? Please give details.

Have you ever been asked to leave a sporting organisation in the past?

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

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 is 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: _____

Name: _____ Title: _____ Tel.: _____

Address: _____

I agree to work within Inter Kenmare FC Rules and FAI approved codes of conduct & best practice guidelines.

Signed: _____ Date: _____

Private and Confidential

Name: _____

Address: _____

The above has applied for a post with Inter Kenmare FC 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 are satisfied that this person is suitable to work with children in a sporting capacity.

How long have you known this person?

In what capacity?

Are you satisfied that the above named person is suitable to work with children in a sporting capacity?

Yes

No

(If you have answered no, we will contact you in confidence)

Signed: _____ Date: _____

Club Child Welfare Officer

The appointment of Club Child Welfare Officer is an essential element in the creation of a quality atmosphere in any club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can freely talk of their experiences.

Government guidelines advise that a children's officer should be appointed by all clubs and this should be done in accordance with recommended selection and recruitment procedures. The appointment of this person should be carried out in consultation with juvenile members and their parent/guardians.

The Club's Child Welfare Officer has the following functions:

- To promote the Code of Ethics & Good Practice.
- To influence policy and practice and to prioritise children's needs.
- To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should 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 to ensure that each child 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 dropout, absenteeism or club transfers by children or coach/volunteers

Club Child Welfare Officers do 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.

Inter Kenmare FC have appointed **Ken O'Sullivan** as our Child Welfare Officer and he can be contacted at 087 910 1780.

Code of Conduct and Best Practice for Coaches

This code of conduct and the guidelines contained herein are designed to protect both our players and our Managers/Coaches and to help everyone uphold the laws and ethics of the game.

Coaches/Managers are key to the establishment of good ethics in football and their concept of ethics and their attitudes directly affects the behaviour and attitude of players under their supervision.

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 underage players (under 18 years). 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 Guidelines for Coaches

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

Priorities

Most children and their respective Managers/Coaches would naturally prefer to be winning matches. That said, the best interests of children (especially at an early age) are served by providing a football environment that concentrates on improving and developing their football skills, allowing them to make friends and, above all, ensuring they have fun.

At underage level Managers/Coaches at the Club must disassociate themselves from the “winning at all costs” mentality. This mentality inhibits player development and can lead to young players having a sense of frustration and failure. The Clubs’ approach in this regard is consistent with FAI Guidelines for the development of young players which the Club fully supports. The health, safety, welfare, moral education and skill development are Club priorities and MUST at all times be put before the achievement or reputation of any Manager and/or Coach.

Managers/Coaches should appreciate that children's reasons for playing football and their expectations and values are quite different from those of adults.

We would ask all Managers/Coaches to familiarise themselves with the following Club policies so they can understand and appreciate the expectations of the Club, the Parents/Guardians and the Children:

- Players Code of Conduct
- Parents/Guardians & Spectators Code of Conduct
- Child Safeguarding Policy
- Reporting Procedures for Child Abuse Allegations & Concerns
- Bullying Policy & Guidelines

Garda Vetting & Volunteer Recruitment

It is a legal requirement that anybody working in a voluntary capacity with children must first be Garda Vetted through the FAI. Garda Vetting application forms are available from the Club Child Welfare Officer or the website of the FAI.

In addition, a Volunteer Registration form must be completed. These are available from the Child Welfare Officer.

If you recruit somebody to help with your team, that person **MUST** be approved by the Management Committee in advance. As with all volunteers they must first go through the Garda Vetting process.

Record Keeping

Managers/Coaches are encouraged to keep both match record sheets and attendance record sheets for training sessions. These are important to ensure there is an official record of attendance and playing time.

Coach Education & Development

Managers and Coaches are encouraged to develop their coaching skills by attending Coach Education Programmes such as FAI PDP 1, PDP 2, etc. The Club will pay or reimburse the cost of attendance. Such courses are advertised periodically, especially if they are being held at the Club grounds. Please consult with the Football Development Officer if you are interested in further developing your coaching skills.

The Club will endeavour to facilitate approved child welfare training for all Managers/Coaches e.g. Safeguarding 1.

Ensuring Player Participation

There will be Roll on/Roll Off substitutes at all age levels.

The Club strongly discourages the use of permanent substitutes and advocates that all players should get minimum playing time, at least consistent with FAI player development guidelines.

In the interests of fair play the strongest team should not necessarily start every game. It's up to the Managers/Coaches to use their skills to field a combination of players at different stages of the game to achieve the best result making sure throughout that all players are treated fairly.

General Points

Managers/Coaches must be prepared to allow their players to move to other teams if it is felt by the Club to be in their best interests of the player's future development.

Avoid dictating to players on the on the side line as this only undermines their confidence and hinders their development. Appropriate advice and guidance can be given at half-time.

Club Officials may seek assistance from Managers/coaches in collecting outstanding registration fees from time to time.

Resist the temptation to engage in verbal squabbles, inappropriate language or gestures with match officials, opposition teams or parents as it reflects badly on the Club. Ignore any that may arrive in your direction from the opposition.

Cooperate fully with any person the Club appoints to work with your players or team. (e.g. other coaches)

Never have player contact details or phone numbers stored on your phone or any other place. Managers/Coaches should have Parent/Guardian contact details only.

Managers/Coaches should avoid situations where they are asked to give a child a lift in their car unless accompanied by others for the full duration of the trip. Encourage parents/guardians to take full responsibility for travel arrangements for their child.

Respect the rights, dignity and worth of each and every player on their team, and treat each player equally.

Ensure that the activities you advocate are appropriate for the age, maturity, experience & ability of your players.

First Aid Kits are available to Managers. If you do not have a First Aid Kit or you need to replenish an existing one, please liaise with Football Development Officer.

All coaches at Inter Kenmare FC must read this code of conduct and sign their name giving an understanding that they will follow this code of conduct at all times.

As a coach at Inter Kenmare FC I will:

- Complete Garda Vetting before commencing my role and I will complete the Safeguarding 1 course.
- Respect the rights, dignity and worth of each person and treat each person equally within the context of the sport.
- Not subscribe to the ethos of “win at all costs”.
- Place the health, well-being and safety of each player above all other considerations.
- Abide by the rules of the game.
- Strive to develop an appropriate working relationship with each player based on mutual respect.
- Have particular regard for the code when working with young players in the game.
- Not exert undue influence to obtain personal benefit or reward.
- Guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities and strategies that I direct and advocate are appropriate for the age, maturity, experience and ability of players involved.
- Clarify with the players (and if under 18, their parents/guardians) exactly what is expected of them and also what they are entitled to expect from the coach.
- Co-operate with specialists within the game e.g. other coaches, officials, sports scientists, doctors and physiotherapists etc. in the best interest of the players.
- Be conversant with the laws of the game and the rules of any competition in which a team under his/her stewardship is participating.
- Encourage players to adhere to the club’s code.
- Observe the highest standards of integrity and fair dealing.
- Promote a positive approach to the game e.g. fair play, honest endeavour and genuine teamwork.
- Not encourage or condone violations of the laws of the game, behaviour contrary to the spirit of the game, or the use of questionable strategies or tactics.
- Not encourage or condone the use of prohibited substances.
- Consistently display high standards of behaviour and comment.
- Use or tolerate the use of inappropriate language.
- Demonstrate due respect towards match officials.
- Accept the decisions of the match officials

I understand that if I do not follow the Code of Conduct, action may be taken by my club, league or national association.

Name _____ Signed _____ Date _____

Code of Conduct - Player

All Adult players at Inter Kenmare FC must read this code of conduct and sign their name giving an understanding that they will follow this code of conduct at all times.

As a player at Inter Kenmare FC I will:

- Make every honest effort to develop my sporting ability, to include fitness, skill, technique and tactical ability.
- Strive to set a positive example for younger players and supporters.
- Safeguard the physical fitness of opponents, avoid violence and rough play and where possible help injured opponents.
- Give maximum effort and strive for the best possible performance during each game.
- Refrain from using inappropriate language, particularly to referees/officials and other players.
- Make every effort consistent with fair play and the laws of the game to help my team win.
- Abide by the laws and rules of the game at all times.
- Accept victory and defeat with equanimity.
- Be respectful to your opponents at all times.
- Be respectful to match officials at all times.
- Accept the decision of the match officials without protest.
- Avoid words or actions which may mislead a match official.
- Abide by the lawful instructions and directions of mentors and team officials.
- Be respectful to the opposing teams' mentors and match officials.
- Demonstrate due regard for the interest of supporters.
- Not act or speak so as to incite or encourage supporters to act in a way that may endanger the safety of anyone attending or participating in the game.
- Not either directly or indirectly place a bet on the outcome of any game in which I am involved.
- Have regard to the best interests of the game when publically expressing an opinion on the game or on others involved in the game.
- In making public comments on a particular fixture or on the game in general, I will be mindful of upholding and promoting the good name of the game and others involved in it in the wider community.

I understand that if I do not follow the Code of Conduct, action may be taken by my club, league or national association.

Name _____ Signed _____ Date _____

In addition to the above code of conduct Child members of Inter Kenmare FC are entitled to:

- Be safe, be treated with dignity, sensitivity and respect.
- Participate in soccer on an equal basis, appropriate to their age/ability and stage of development.
- Experience competition at a level at which they are comfortable.
- Be happy, have fun and enjoy soccer in an environment where winning at all costs is not the priority.
- 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.
- Have a voice in the running of the club.

We do encourage players to realise that they also have responsibilities; to treat other children, fellow players, coaches and volunteers with the same degree of fairness and respect they expect in return.

In this regard child members of Inter Kenmare FC must undertake to:

- Play fairly, do your best, have fun & be on be on your best behaviour at all times.
- Abide by all club rules & have high standards of Fair Play.
- Respect opponents remembering they are not the enemy; they are friends/partners in a sporting event.
- Line up and shake hands before and after the match, whoever wins.
- Thank the referee at end of game.
- Give opponents a hand if they are injured, if in possession put the ball out of play so they can get attention.
- Accept any apologies offered by opponents when they are offered.
- Respect fellow team members, support them when they do well and when things go wrong.
- Treat everyone equally.
- Exercise self-control and tolerance for others, even if others do not.
- Be modest in victory and be gracious in defeat. "Be A Sport".
- Approach the club Child Welfare Officer with any questions or concerns you might have.

Child members of Inter Kenmare FC must not:

- Cheat.
- Bully or use bullying tactics.
- Use abusive language or argue with referees or officials, team mates, opponents or coaches.
- Use violence, harm others or their property.
- 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, or others, harm.
- Behave in any manner that may bring the name of Inter Kenmare FC into disrepute.
- Misbehave at training sessions and/or matches by refusing to participate or being generally disruptive.

All Underage players at Inter Kenmare FC must read this code of conduct and sign their name giving an understanding that they will follow this code of conduct at all times.

As a player at Inter Kenmare FC I will:

- Play fairly, do your best, have fun & be on be on your best behaviour at all times.
- Abide by all club rules & have high standards of Fair Play.
- Respect opponents remembering they are not the enemy; they are friends/partners in a sporting event.
- Line up and shake hands before and after the match, whoever wins.
- Thank the referee at end of game.
- Give opponents a hand if they are injured, if in possession put the ball out of play so they can get attention.
- Accept any apologies offered by opponents when they are offered.
- Respect fellow team members, support them when they do well and when things go wrong.
- Treat everyone equally.
- Exercise self-control and tolerance for others, even if others do not.
- Be modest in victory and be gracious in defeat. "Be A Sport".
- Approach the club Child Welfare Officer (See Below) with any questions or concerns you might have.

As a player at Inter Kenmare FC I will not:

- Cheat.
- Bully or use bullying tactics.
- Use abusive language or argue with referees or officials, team mates, opponents or coaches.
- Use violence, harm others or their property.
- 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, or others, harm.
- Behave in any manner that may bring the name of Inter Kenmare FC into disrepute.
- Misbehave at training sessions and/or matches by refusing to participate or being generally disruptive.

Child Welfare Officer:

Ken O'Sullivan Tel: 087 910 1780 Email: kosullivan1@gmail.com

Any breaches of Club policy could result in you being suspended or expelled from the club.

I understand that if I do not follow the Code of Conduct, action may be taken by my club, league or national association.

Parent Name _____ Signed _____ Date _____

Parent Name _____ Signed _____ Date _____

Code of Conduct – Parent, Guardian & Spectators

We all have a responsibility to promote high standards of behaviour in the game. Parents/Guardians have a significant influence on children's enjoyment and success in football. Children play football because they first and foremost love the game – it's FUN.

Remember children's football is a time for them to develop and learn. We want them to win but not at all costs. Play your part by supporting your child, supporting the FAI's Player Development Plan and observe the Code of Conduct at all times.

- Remember that children play for FUN.
- Encourage but do not force your children to play football. Your own instincts will tell whether they are ready to start playing.
- Encourage and assist your children in attending all training sessions and matches throughout the season. Ensure they arrive on time and collect them promptly. Be mindful of others when using the carpark. Respect our coaches and managers by letting them know in good time if players will not be available for training or matches.
- Develop an appropriate supportive relationship with both the coach and my child based on mutual trust and respect.
- Transport arrangements for your child to and from away games are strictly your responsibility.
- The use of foul or abusive language will not be tolerated in the presence of any child at Inter Kenmare FC. You will be asked to leave our grounds if you fail to comply with this. Verbal abuse of players, referees or opposing supporters cannot be accepted.
- Welcome and respect all your teams' opponents. Without them there would be no match. Do not argue with opposition players/coaches/parents or supporters.
- Promote and teach FAIR PLAY. Applaud good play, sportsmanship and best effort by the visiting team as well as your own. Show approval for effort, not just results.
- Do not place an emphasis on winning at all costs.
- Teach young children that honest endeavour is as important as winning, so that the result of each game is accepted without disappointment.
- Teach your child to treat referees, other players, coaches, officials and spectators with respect regardless of difference.
- Let the referee do their job and teach your child to respect the decisions of referees.
- Encourage your child to appreciate all on the team, regardless of ability.
- Lead, as most parents do, by good example. Condemn the use of violence in all forms at every opportunity.
- Do not shout instructions to your child as they may conflict with manager's/coaches instructions and will only lead to confusion for our players. Don't interfere with the coach. Your job is to support your child and offer only positive encouragement.
- You are encouraged to establish regular contact with the individual/s responsible for coaching your child.
- Refrain from any negative commentary concerning players and/or managers/coaches at all times and especially in the company of children. If you are unhappy or wish to lodge a complaint about any issues, please do so through the correct complaint procedures and same will be fully considered and addressed by Inter Kenmare FC.
- Any support and assistance that parents/guardians can provide is greatly appreciated. Don't be too shy to ask.

- Please do not ignore or dismiss complaints or concerns expressed by your child which relate to his/her involvement in football. These should be relayed back to Inter Kenmare FC so that, if necessary, corrective action can be taken.
- Under no circumstances should a child be ridiculed or shouted at for losing a game or making a mistake – mistakes are part of learning. Do not admonish your child, or any other child, for the standard of their performance.
- Ensure your child is adequately prepared for the weather.
- Inform coaches/managers and other relevant Club personnel of any medical needs your child has that should be known.
- Please remember that although children play organised soccer they are not professionals. Don't place excessive pressure on children to perform to unrealistically high expectations. Children play soccer to develop their skills and have fun.
- Remain outside the field of play or within the Designated Spectators' Areas.
- Please do not approach a manager/coach with any issues you may have about a game until at least 48 hours has passed, as often emotions can take over.
- Remember that coaches and managers are volunteers and congratulate them on a job well done.
- The behaviour of a team's supporters will often be remembered long after the result of the game. Be remembered for the right reasons"
- Watch and be familiar with the Coach/Parents Education Video on www.fai.ie.

Any breaches of this policy could result in you being suspended or expelled from the club.

Coach, Manager, Volunteer Education & Support Policy

The Committee of Inter Kenmare FC are indebted to our coaches, managers and volunteers who give freely of their valuable time in providing a stimulating, challenging, supportive and fun soccer experience to children and young people in the Club.

The Committee will endeavour to support these coaches, managers and volunteers in their work by providing an environment where all activities are carried out in a safe, fun manner at all times conducted in the spirit of "Fair Play".

Inter Kenmare FC will make all efforts to assist all new volunteers, managers, coaches in whatever way they can.

Inter Kenmare FC will provide an induction pack to all new volunteers/coaches which will familiarise them with club rules, policies and procedures and expected codes of behaviour for children, coaches and parents/spectators.

The Committee of Inter Kenmare FC recognise the value of having appropriately qualified personnel in the club, and therefore will endeavour to support any of our coaches in the coach education process.

At no time will any coach, manager, volunteer be expected to work or deal with any problem alone and they will be assured of Committee assistance and support at all times. Also, coaches, managers and volunteers are encouraged to share ideas, expertise and support other club personnel in any way they can.

Complaints & Disciplinary Policy

This Policy covers all matters other than suspected child abuse which has to be referred to the Statutory Authorities.

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 formal complaints and appeals procedure. All reasonable efforts to resolve matters should be exhausted at local level before accessing the appeals procedure.

Step One

Any person who has a complaint or concern should bring it to the attention of the secretary under the relevant rules of the body concerned. The complaint or concern should be in writing and should outline all relevant details and other parties involved in line with procedure.

Step Two

The complaint or concern should then be brought to the attention of the appropriate person in line with club rules who will convene the disciplinary committee/panel (this committee/panel will consist of three members) **unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities.**

Where there are potential contentious issues, due consideration will be given to ensure the independence of the disciplinary committee/panel and therefore, hence members of the disciplinary committee/panel will not be Offices/Directors of the body concerned with the complaint as lack of independence is often cited as a ground for appeal.

(The Chairperson of the Club will not sit on the Disciplinary Committee)

Step Three

The disciplinary committee/panel should furnish any participant 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 child, the parents/guardians should be informed and advised of the process.

Step Four

The disciplinary committee/panel should then hear the case of all parties involved and decide if a rule or regulation has been infringed.

Step Five

The disciplinary committee/panel should then inform in writing those involved of their decision and any sanctions if any that are to be imposed. This notification will be in writing, setting out the reasons for the sanction. (Written notification should be forwarded to parents if the proceedings involve a participant under eighteen years of age)

Step Six

Any party unhappy with the findings of the disciplinary committee/panel can appeal the decision in writing to their respective superior body as per rules. Clubs, leagues, divisional associations and other football bodies should review their rules to ensure they contain a provision that facilitates an appeals procedure in this respect.

Step Seven

The appeal body should then rehear the case and all evidence, should be considered. The appeals body should have the power to uphold or reject the appeal or to vary, alter or set aside any sanction imposed by the disciplinary committee/panel. Written confidential records in relation to disciplinary proceedings should be safely and confidentially kept on file (procedures should clearly define the possession of such records in the event of election of new officers)

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 Club. 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 your local HSE duty social worker or alternatively the Football Association of Ireland National Children's Officer.

Rumours

Rumours should not be allowed hang in the air. Any rumour/s relating to inappropriate behaviour/s 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 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 or bad practice within the club.

The following points will 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

Data Protection & Privacy Policy

Some significant changes to Data Protection legislation came into effect with the new General Data Protection Regulation (GDPR) in May 2018. GDPR essentially requires all sports clubs (as data controllers and processors) to demonstrate how they obtained consent from data subjects for fair & lawful usage and for a specific purpose. Therefore, it's important that every member is aware of how these changes in the law will affect the ways in which members' personal information can be collected and used for the club's purposes.

Inter Kenmare FC is fully committed to protecting the rights and privacy of club members, in accordance with the General Data Protection Regulations (GDPR), May 2018. Information about our committee, coaches, managers, assistants, administrators, players, parents and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence; Inter Kenmare FC is committed to:

- Protecting members' personal details and records.
- Keeping members' and other individuals' personal data up to date and confidential.
- Maintaining personal data only for the time required
- Releasing personal data only to authorized individuals/parties such as leagues for registration purposes.
- Collecting accurate and relevant data only for specified lawful purposes

Members are required to report any allegation in relation to the unlawful treatment of personal data by contacting the clubs Data Protection Officer. A concern should be raised if members feel that records of their personal data have been:

- Lost.
- Obtained by another party other than Inter Kenmare FC through unlawful disclosure or unauthorized access.
- Recorded inaccurately and/or in a misleading manner.

Where required, Inter Kenmare FC will take appropriate action/corrective measures against unauthorized/unlawful processing, loss, destruction or damage to personal data.

Registration System

Inter Kenmare FC uses a secure online membership system by a third-party supplier, Clubforce. For more information on Clubforce click <https://clubforce.com/about-us/>

When you register online as a member with Inter Kenmare FC your personal data is kept securely on a membership system and will be used only for the purposes of the club and league registrations. When submitting your registration online you are requested to consent to using the data in the registration form as stated below.

Inter Kenmare FC uses this data to register the player(s) with the relevant leagues which includes passing on the players and parents personal data (including name, email, gender, DOB, phone number) and for football related communications (non-commercial).

This data is also shared with authorised club coaches/managers who need it to communicate information about training and fixtures and for them to be able to contact parents/emergency contacts in the case of an emergency. Medical details (if provided) are also shared with team coaches/managers for awareness and in case of an emergency where this information may need to be passed on to medical staff.

Data obtained via the registration process is only kept for the period of the current registered season and a further 2 seasons thereafter. Any member leaving Inter Kenmare FC must inform the Club Secretary.

Only the club administrator, registrar and the club secretary have full access to this data. The manager/coach of your team will have limited access to information required for matches such as contact info, medical details (if required) etc. Managers gain access by submitting a data protection statement to the club administrator and/or registrar.

Your Rights & Opting Out

You may opt out of information about you or your child being shared and your record deleted at any point by contacting the Club Secretary.

You have the right to request what information is stored about you or your child by emailing the Club Secretary. This information will be provided to you within one month or the request.

Contact

Questions, comments and requests regarding this Policy should be addressed to the Club Secretary.

Further information regarding your rights can be obtained through the Office of the Data Protection Commissioner, 21 Fitzwilliam Square, Dublin 2, or on the website www.dataprotection.ie

Equality Policy

Football belongs to, and should be enjoyed by everyone equally. The aim of this policy is to ensure that everyone is treated fairly and with respect and that Inter Kenmare FC is equally accessible to all. The club is responsible for setting standards and values to apply throughout the club at every level. Our commitment is to encourage equal opportunities, and confront and eliminate discrimination by reason of:

- Gender
- Sexual Orientation
- Race
- Nationality
- Ethnic origin
- Colour
- Religion
- Disability

This policy is fully supported by the club officers who are responsible for the implementation of this policy. The club, in all its activities, will not discriminate, or in any way treat anyone less favourably, on the grounds of gender, sexual orientation, race, nationality, ethnic origin, colour, religion, or disability. This means that Inter Kenmare FC will ensure that it treats people fairly and with respect and that it will provide access and opportunity where possible for all members of the community to take part in and enjoy its activities.

Inter Kenmare FC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanctions applicable is regarded as discrimination. This includes sexual or racial harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Inter Kenmare FC is committed to taking decisive action where inequalities exist, and to the development of a programme of on-going training and awareness-raising events and activities in order to promote the eradication of discrimination and promote equality in football. The club is committed to a policy of equal treatment of all members and requires all members to abide by and adhere to the policies and the requirements of the relevant legislation:

- Equal Status Acts, 2000-2008
- Employment Equality Acts, 1998-2004
- Prohibition of Incitement to Hatred Act, 1989
- Any amendments to these acts and any new legislation

The club commits itself to the immediate investigation of any claims, when it is brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

(Further information on the FAI Anti-Discrimination Rule can be found in the FAI rule book).

Missing Child Policy

Guidelines for missing child at an Inter Kenmare FC Event:

If a child goes missing during an event, the following procedure will apply:

1. Report the incident to the Coaches present and/or Child Welfare Officer.
2. Ensure that all other children continue to be supervised appropriately (if applicable), while a search for the child concerned is carried out.
3. Organise the remaining available responsible adults to conduct a search of the surrounding area, allocating each individual/team to a specific area.

NB: Never send other underage people to assist in the search for a missing child.

4. Request all those searching to report back within a short, specified time. Ensure those involved in the search have a contact phone number for the search co-ordinator, i.e. the head coach and/or child welfare officer. Reports from individual/teams in their specific area should go directly to the search co-ordinator who can update other parties in the search.
5. Where applicable, ask the head coach and/or child welfare officer to announce over the PA system for the child to come to a designated safe area, e.g. Club House. Try and avoid announcing directly that a child is missing over a PA system.
6. If the child cannot be found after an initial search of the immediate surroundings, contact the child's parents/guardians (if they are not already aware) to advise them of the concern and reassure them that everything is being done to locate the child.
7. Record/have available the following information:
 - The circumstances in which the child has gone missing and where he/she was last seen;
 - Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing;
This information will be required by the Gardaí and other searchers.
8. If the search is ongoing 20 minutes after the initial report of a missing child, the head coach and/or child welfare officer must report the concern to the local Gardaí/PSNI. The person notifying the Gardaí/PSNI should follow guidance if further action is recommended and maintain close contact with the Gardaí/PSNI.
9. Ensure that you inform all adults involved including the parents, searchers and Gardaí/PSNI when the child is located.

NB: Prior to any Inter Kenmare FC event, the Coach should ensure they have the contact details for the nearest Garda/PSNI Station, have designated a Safe Area (e.g. Club House) for a missing child to report to, for the purposes of this policy.

Recruitment Policy

Safe practice starts with safe recruitment procedures and involves:

- Always applying thorough selection procedures, no matter who the applicant happens to be.
- Judging the suitability of applicants in relation to a broad range of matters.
- Taking all reasonable steps to eliminate people who are not suitable for working with children.
- Providing training.

Most people who apply to work with community and voluntary organisations on either a voluntary or paid basis are interested, well-motivated and suitable for the various tasks involved. However, it is very important that organisations take all reasonable steps to ensure that only suitable people are recruited. Unfortunately, people with a tendency to abuse children can be attracted to the type of work that gives them the opportunity to be with children, and this always has to be borne in mind when recruiting new workers/volunteers.

Recruiting Coaches/Volunteers

This section outlines Inter Kenmare FC's approach to safe recruitment and selection practices.

- (i) Clear definition of the role of employees or volunteers: This means clarifying and agreeing expectations regarding the role of a new worker, and involves identifying the minimum level of personal qualities and skills required to fill the post.
- (ii) Application Form: An application form, with a clear job description and information about the organisation should be supplied. The form should be designed, as far as possible, to collect all relevant information about the applicant, including past experience of working with children.
- (iii) Declaration: All applicants should be required to sign a declaration stating that there is no reason why they would be unsuitable to work with young people, and declaring any past criminal convictions or cases pending against them.
- (iv) Interview: All applicants should be interviewed by a panel comprising of at least two representatives of the organisation. Interviewers should explore the information stated on the application form and assess the applicant's suitability for the post. The information supplied by the applicant and any other information supplied on their behalf should only be seen by persons directly involved in the recruitment procedure.
- (v) References: An applicant is expected to supply the names of two referees (not family members) who will testify as to their character, their suitability to the role of employee/volunteer, or any other issues which may affect their ability to perform the tasks required of them. At least one referee should have first-hand knowledge of the applicant's previous work or contact with children. An acceptable reference will indicate that the person is known to the referee and is considered suitable

by them to work with young people. All references should be received in writing and later confirmed by telephone, letter or personal visit. Any additional information should be attached to the application form. If the applicant has had a previous involvement in sport, one of these names must be that of an administrator/leader of your last club/place of involvement.

- (vi) Identification: The organisation should ensure that the identity of the applicant is confirmed against some documentation (ID card, driving licence or passport) which gives his or her full name, address together with a signature or photograph. This should be compared with the written application.

Induction and Training

When an applicant has been accepted, the following processes apply:

- (i) Induction: If, following the application and interview process the applicant is accepted, they are then required to undertake induction. Induction is a planned course that enables workers/volunteers to get to know the Inter Kenmare FC, their colleagues, their job and other organisations doing the same type of work. It also covers expectations, conditions and procedures for dealing with discipline, grievances and allegations, and the Inter Kenmare FC's child protection policy.
- (ii) Trial period: Appointment is conditional on the successful completion of a trial period. It gives an opportunity to assess the suitability of a new worker/volunteer to work with children and his or her commitment to Inter Kenmare FC's policies on safe practices.
- (iii) Records: details of selection and induction should be recorded, along with notes on any matters arising during any part of the process.
- (iv) Additional training: To maintain quality standards and good practice, training will be provided on an ongoing basis for all workers/volunteers.

Inter Kenmare FC will take all reasonable steps to ensure that coaches, managers and volunteers are suitable to work with children and young people.

- 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. Applicants are also required to produce valid photo ID. (If you have had a previous involvement in sport, one of these names must be that of an administrator/leader of your last club/place of involvement).
- All coaches/volunteers subject to Garda vetting.
- All applicants to be interviewed by Club Recruitment Committee.
- Following interview all appointments are subject to approval and ratification by the committee of Inter Kenmare FC.
- All coaches, managers and volunteers will be subject to a sign up procedure in which they undertake to abide by Inter Kenmare FC's rules and FAI codes of conduct and good practice.

- Once recruited, Inter Kenmare FC will make all efforts to support and manage coaches, managers and volunteers ensuring that no person is expected to work alone.
- Induction: If, following the application and interview process the applicant is accepted, they are required to undertake Inter Kenmare FC's Induction Course.

Induction will be a planned programme that covers:

- Familiarisation with the Clubs policies procedures and protocols procedures for dealing with discipline, grievances and allegations, and the child protection policy.
- Coaches to get to know the organisation, their colleagues, their role.
- Expectations of the Club, Coaches/Children's Code of Conduct
- Rules of the Club, coaching philosophy, Team Selection Criteria, Record Keeping Guidelines.
- Safety procedures, safe use of equipment and facilities

Safety Policy

All coaches/managers in Inter Kenmare FC 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.
- Inter Kenmare FC 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 which their children incur while participating in any Inter Kenmare FC soccer activity.
- Records of attendance should be maintained.
- Ensure the use of any recommended safety equipment.

Social Media, Photography & Image Policy

Inter Kenmare FC understands that the use of Social Media helps promote football and our club if used appropriately. This policy is aligned to the FAI standards and is applicable to all individuals working / volunteering within the fame of Association Football in the Republic of Ireland and within our club.

Social Media is an excellent way to promote activities and showcase success of the club. It also helps the club communicate with our members and the general public. Members should use social media in a responsible, respectful and friendly manner.

When using sites such as Facebook, Instagram, Twitter, WhatsApp, etc., members should not post negative comments about referees, opposition, teammates, coaches or any other member of their own club or any other club.

Cyber/online bullying is completely unacceptable and will not be tolerated and poor behaviour online will be treated as a breach of the Code of Conduct.

Risks:

Risks associated with using social media include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content. The capabilities of social networking services may increase the risk for sexual exploitation of children and young people.

Rules to adhere to:

Everyone has their own personal profile on a social media website, they should make sure that others cannot access any content, media or information from that profile that:

- They are not happy for others to have access to.
- Which would undermine their position as a manager, coach or volunteer representing Inter Kenmare FC.

As a basic rule, if you are not happy with others seeing particular comments, media or information, then simply do not post these materials on a public forum site. When using social media sites the following should be considered:

- Ensure that information published on social media sites complies with Inter Kenmare FC's Code of Conduct.
- Beware of how your actions could be captured via images, posts or comments online as these will reflect on the sport and Inter Kenmare FC.
- Do not upload post or forward any content belonging to a third party unless you have that third party's consent. For example, don't discuss colleagues, competitors, coaches and / or players without their prior approval.
- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them and never publish anyone else's contact details.

- Do not engage with irate players, parents or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes. This is also applicable to communicating within WhatsApp groups.
- Respond to online bullying – what is said online should be treated as if said in real time by the Designated Child Welfare Officer.
- If you are a manager, coach, club official, referee or medic you should not:
 - Accept any player or referee who is under the age of 18 as a friend on your personal Social Media page. Instead encourage them to follow Inter Kenmare FC's social media pages. Do not comment on individual players you are coaching through your personal page. Your personal views should not conflict with your existing role in football
 - Communicate with any person under 18 through Social Media, text message, WhatsApp, phone or email.
- All communications concerning under 18's must be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g. fixtures, training etc.
- When setting up a WhatsApp Group please ensure the following text is included when adding participants:
 - "You have been added to this group using the number provided by you to Inter Kenmare FC for this purpose. This group and its content are for the sole purpose of Inter Kenmare FC. Any reproduction or use of data in this group is not permitted under GDPR and Data Protection Regulations. You are free to exit this group or request your removal at any time."

Photography & Filming

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.

Inter Kenmare FC has adopted a social media policy in relation to the use of images of players on their websites and in other publications.

Where possible we will try to use 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 unless permission given by player or parent/guardian if U18.
- If a photograph is used, avoid naming the player unless permission given by player or parent/guardian if U18
- Ask for the player'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 permission form is one way of achieving this.
- Ask for parental 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 parental permission form is one way of achieving this.

- 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.

Create recognised procedures for reporting the use of inappropriate images to reduce the risks to players. Follow the child protection procedures, ensuring either the designated person or, if necessary, the health board and/or Gardaí are informed.

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

“In line with the recommendation in the Inter Kenmare FC 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/or the permission of their parents/guardian”.

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 for the details to be recorded.

We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to players or one to one photo sessions at events.
- Do 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.

Inter Kenmare FC is 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 committee/team manager/ coach children's officer.

There are inherent risks in posting personal information about Children as it can lead to being able to identify the child and their location, or it is possible that images may be subject to inappropriate use.

Substance Abuse Policy

At Inter Kenmare FC, 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 Inter Kenmare FC shall endeavour to organise receptions and celebrations in a non-alcoholic 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

Procedure for Reporting Child Abuse Concerns or Allegations

Overview

Inter Kenmare FC is committed to ensuring that children can participate in all football activities in a safe environment. Football provides an excellent opportunity to learn new skills, become more confident and maximise potential as members of teams and as individuals. The safety and welfare of all children is paramount.

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities (Tusla and/or the Gardaí) and therefore will not be undertaken by the Club Child Welfare Officer, Designated Liaison Person or any other Club personnel.

It is not the role of the person who conveys a complaint or suspicion about abuse to determine the guilt or innocence of the accused but every complaint must be made and acted upon without delay.

All allegations of child abuse **must** be referred to the Child and Family Agency, **Tusla, or in the event of an emergency to the Gardaí**. Referrals to Tusla should be done by completing a **Standard Reporting Form**, available from www.tusla.ie.

All Club personnel have a duty to report any concerns they may have for the protection or welfare of a child or young person.

When an allegation is received by the Club it will be assessed promptly and carefully. It will be necessary to decide if a formal report should be made to Tusla. This decision should be based on reasonable grounds for concern.

Children First: National Guidance for the Protection and Welfare of Children states that “Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected”.

The following examples would constitute reasonable grounds for concern:

- Evidence of an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way;
- Any concern about possible sexual abuse;
- Consistent signs that a child is suffering from emotional or physical neglect;
- A child saying or indicating by other means that he or she has been abused;
- Admission or indication by an adult or a child of an alleged abuse they committed;
- An account from a person who saw a child being abused.

Wherever appropriate, any issues should be checked with the parents/guardians when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report.

Abuse is not always committed through personal contact with a child or young person and may be perpetrated through social media or the use of information and communication technology.

Concerns will be passed on by the Club Child Welfare Officer and/or Designated Liaison Person to the Statutory Authorities if we do receive any complaints with reasonable grounds for concern.

Procedure:

Step One

Any allegation of abuse must in the first instance be brought to the attention of the Child Welfare Officer of the Club.

Should the Child Welfare Officer be unsure whether reasonable grounds for concern exist they can informally consult with the local duty social worker, who will advise whether or not the matter requires a formal report.

The Child Welfare Officer will also consult with the Designated Liaison Person.

In cases of emergency, where a child appears to be at immediate and serious risk and the Child Welfare Officer is unable to contact a duty social worker, the Gardaí shall be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.

Managers/coaches/volunteers may be subjected to erroneous or malicious allegations. Therefore, any allegation of abuse should be dealt with sensitively and every appropriate support should be provided for volunteers including counselling where necessary.

Formal reporting of allegations of abuse will be by submission to Tusla of a Standard Reporting Form.

Step Two

Should Inter Kenmare FC become aware of an allegation of abuse of a child or children by a volunteer during the execution of that volunteer's duties, the Child Welfare Officer will privately inform the coach/volunteer of the following:

- The fact that the allegation has been made against him/her;
- The nature of the allegation;
- Inform the volunteer that they must step down from all duties within the Club until the investigation has reached its full conclusion.

Step Three

The volunteer should be afforded an opportunity to respond. The Club will note the response and pass on this information when making the formal report to the Statutory Authorities.

The report to Tusla should be factual and contain observations, dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.

Records on child protection concerns, allegations and disclosures will be kept securely and in line with Data Protection legislation.

Step Four

Our Child Welfare Officer/ Designated Liaison Person, if reporting suspected child abuse to the Statutory Authorities, will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine any statutory investigation.

It should be noted that should a formal notification be made, we are not accusing anyone of child abuse, rather we are passing on concerns for investigation by the appropriate Statutory Authorities in keeping with the principle that “the welfare of the child is the first and paramount consideration”.

Step Five

All subsequent actions following an allegation of abuse against a coach/volunteer will be taken in consultation with the Statutory Authorities and An Garda Síochána. An immediate meeting will be sought with these two agencies for this purpose. The Football Association of Ireland National Children’s Officer is also available to provide support and advice.

Step Six

Under Football Association of Ireland rules, any coach/volunteer/manager who is the subject of a statutory investigation into alleged child abuse, is required to stand down from all soccer activities until the investigation is completed. Therefore, the FAI National Children’s Officer must be informed immediately of any formal notification to the Statutory Authorities.

When a person is asked to stand down it should be made clear that it is only a precautionary measure in keeping with standard procedures/guidelines and will not prejudice any later disciplinary proceedings.

The coach/manager/volunteer concerned will be advised that the procedures being undertaken are in accordance with statutory requirements. He or she should be treated with respect and fairness, and also be assured that all information will be dealt with in a sensitive and confidential manner.

Step Seven

The Club will carefully consider the outcome of the statutory investigation and will then assess if there are any outstanding disciplinary issues in relation to their internal rules or infringements of the Football Association of Ireland best practice guidelines. It must be remembered that the fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

Internal Club disciplinary proceedings can only be initiated after the Statutory Authorities have completed theirs.

Confidentiality

Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant Statutory Authorities and with parents/guardians.

No undertakings regarding secrecy can be given. The proportionate provision of information to the Statutory Authorities necessary for the protection of a child is not a breach of confidentiality or data protection.

Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Links

FAI Child Welfare Policy

https://www.fai.ie/sites/default/files/atoms/files/FAI_Child_Welfare_Policy_-_2014.pdf

Children First: National Guidance for the Protection and Welfare of Children

<https://www.dcy.gov.ie/documents/Publications/ChildrenFirst.pdf>

Bullying Policy & Guidelines

Bullying can be defined as repeated verbal, psychological or physical aggression conducted by an individual or group against others. It is behaviour which is intentionally aggravating and intimidating. It includes teasing, taunting, threatening, and use of violence or extortion by one or more children/adults against a victim.

Bullying is deemed to be repetitive behaviour. It must occur over time, rather than being a single aggressive act.

Managers/coaches/parents/guardians should be aware that bullying of players can occur beyond the confines of the Club grounds through the internet and social media.

It is important to recognise the impact that bullying can have in the lives of people. **Therefore, all coaches/managers/volunteers/players/parents have a part to play in ensuring that nobody in Inter Kenmare FC is the victim of any type of bullying behaviour.**

Everyone 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 or the Child Welfare Officer.

Common experiences of bullying and discrimination by young people include:

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

Adult to child bullying includes the use of repeated gestures or expressions of a threatening or intimidating nature, or any comment intended to degrade a child.

Common experiences of this type of bullying include:

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

Prevention

Vigilance is the best deterrent against bullying. Children/adults who bully will know that it will be dealt with, and the victims of bullying will have confidence in this.

There needs to be open discussion about bullying and **a clear statement of its unacceptability.**

Managers/coaches/children/parents/guardians should be advised at the start of every season that “bullying” in any shape or form is not acceptable or permitted in Inter Kenmare FC.

Managers/coaches should insist that all members follow the Code of Conduct for Players at all times.

Key Actions for all Inter Kenmare FC members:

- Recognise what bullying is;
- Reject all bullying behaviour;
- Respond in a calm, positive and active manner.

Key Message for all members of Inter Kenmare FC:

- Remember bullying continues only when we all stay silent.

Responding to Bullying

- Deal with incidents as they arise;
- 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.

Strategies to Use

- Use a whole group approach: work with the bully/bullies and the entire group - make the problem a ‘shared concern’ of the group.
- Reinforce that there is ‘a permission to tell’ culture.
- Encourage young people to negotiate, cooperate and help others, particularly with new members.
- Offer immediate support to any victim. Reassure them that it is not their fault.
- Never tell children to ignore bullying. Do not encourage them to take the law into their own hands.
- Incidents of bullying should be reported to Clubs Child Welfare Officer.

Checklist of easy bystander actions to tell the group:

- Do say “No” or “Stop” when you see someone behaving unfairly.
- Do tell when you know a player is being bullied. This is not “ratting”. It is telling to be safe.
- Do include people that are being left out. Your support may make all the difference.
- Do report online bullying.
- Don’t join in bullying behaviour by laughing or slagging when someone starts bullying.
- Don’t cheer on a bully.

Child Protection Guidelines

When working with young people coaches/volunteers of Inter Kenmare FC should take the following considerations into account:

- No person representing the Club is permitted to instruct players in a manner that a child may feel intimidated or threatened during the course of a match and/or training sessions or whilst attending any other Club event.
- Persons representing the Club should be sensitive to the risks involved in participating in contact sports or other activities.
- While gentle physical contact may be considered a valid way of comforting, reassuring and showing concern for children, it should only take place in public view and when it is acceptable to all persons concerned.
- No person representing the Club should ever physically punish or be in any way verbally abusive to a child, nor should they tell inappropriate jokes in the presence of children.
- Club representatives should be sensitive to the possibility of developing favouritism, or becoming over involved or spending a great deal of time with any one child.
- Children should be encouraged to report cases of bullying to either a Child Welfare Officer, or a Club Representative of their choice. All concerns or complaints must be brought to the attention of the Committee immediately.
- Everyone involved in the Club should respect the personal space, safety and privacy of individuals.

Dealing with Injury Guidelines

When dealing with injuries managers/coaches/volunteers of Inter Kenmare FC should take the following considerations into account:

- Managers/Coaches should not treat injuries out of sight of others. Therefore, 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 take priority.
Example: Only uncover the injured area, or cover private areas of the player’s body.
- Any doubts of a medical nature should be passed on to a suitably qualified medical person.
- Coaches must not play injured players.
- First Aid Kits should be taken to all games. These should be adequately stocked.
- Parents/Guardians should be notified of illness or injury which their children incur while participating in any Club activity.
- All incidents should be recorded on an “Incident Report Form”
- Any series injuries suffered by players must be reported immediately to the Club Secretary.
- Managers/Coaches are asked to be familiar with the Club’s Concussion Policy & Guidelines

Concussion Guidelines

This document sets out Inter Kenmare FC's Guidelines in relation to Concussion Management.

What is Concussion?

Concussion is a brain injury and can be caused by a direct or indirect hit to the player's head or body. Concussion typically results in an immediate onset of short lived signs and symptoms. However, in some cases, the signs and symptoms of concussion may evolve over a number of minutes or hours or even days. Concussion must be taken extremely seriously as there is potential for catastrophic brain injury with children and adolescents at most risk.

Summary Principles

Concussion is a brain injury that needs to be taken seriously to protect the short and long-term health and welfare of all players.

- If there are any signs leading to the suspicion of concussion, a player should be removed immediately from the field of play pending a full medical assessment (the impact itself may on occasion be considered an indicator even in the absence of any immediate symptoms). A player suspected of sustaining/having sustained a concussion should not return to play on the same day. Subsequently a satisfactory, supervised return to play protocol must be completed, followed by medical approval, prior to return to play. **If In Doubt, Sit Them Out.**
- Concussion is an evolving injury. It is important to monitor the player after the injury for 24-48 hours.
- Adult players and players under the age of 18 suspected of having a concussion must rest for a minimum of 48 hours and then must follow a Graduated Return to Play (GRTP) protocol. Players must receive written medical clearance (from a doctor) and present to the person in charge of the team before returning to training. Players should not return to training/matches for at least 2 weeks from when the injury has first been diagnosed. (It is recommended that the GRTP should take at least 15 days for players.)
- All coaches should be made aware by players and/or parents if a player under their care has received a concussion in another sport/event.
- In children and adolescents, there is a risk of catastrophic injury from second impact syndrome if players are returned to play before they are recovered from concussion.

Signs and Symptoms

Contrary to popular belief, most (over 90%) concussions occur without a loss of consciousness and so it is important to recognise the other signs and symptoms. Concussion must be recognised as an evolving injury in the acute stage. Some symptoms may develop immediately while other symptoms may appear gradually over time. Monitoring of players - minutes, hours and days - after the injury is therefore an important aspect of concussion management.

Diagnosis of Acute Concussion should involve the following:

1. Player's subjective report of his/her symptoms.
2. Observation of the player for physical signs of concussion.
3. Assessment of the player for cognitive change or decline.
4. Observation of players for behavioural change.
5. Players report of any sleep disturbance.

INDICATORS	WHAT YOU WOULD EXPECT TO SEE
Symptoms	Headaches* Dizziness 'Feeling in a fog.' Fatigue Sensitivity to light or noise
Physical Signs	Loss of consciousness Vomiting Vacant Facial Expression Clutching Head Balance Disturbance (ataxia / unsteadiness) Motor In coordination Slurred speech
Cognitive Impairment	Loss short term memory Difficulty with concentration Decreased attention Diminished work performance
Behavioural Changes	Irritability Anger Mood Swings Feeling Nervous Anxious Sadness or Depression Withdrawal
Sleep Disturbance	Drowsiness Difficulty Falling Asleep

*Most common symptom

Pitch Assessment / Initial Management of a Concussion Injury*

- Knowledge of a player's history (has the player suffered a concussion previously?), visualizing the impact and performing an examination in the first 3 minutes may provide invaluable information
- At many games, we are aware that there are no healthcare professionals on site. If no healthcare practitioner is available, the player should be removed from practice or play and urgent referral to a doctor is required. If there is a possibility of a potential neck or cervical spine injury the player should not be moved and an ambulance called immediately.
- While the diagnosis of concussion is a clinical judgement, made by a doctor on an individual basis, there are red flags that mandate the urgent removal of a player to urgent medical attention/request for an ambulance:
 - Prolonged Loss of consciousness
 - Deteriorating conscious state
 - Convulsions or tonic posturing
 - Increasingly restless, agitated or combative
 - Vomiting
 - Double Vision
 - Disorientation/Confusion
 - Severe or increasing headache
 - Abnormalities of balance, gait or coordination
 - Slurred or incoherent speech
 - Weakness or tingling/burning in arms or legs

If there is a possibility of a potential neck or cervical spine injury the player should not be moved and an ambulance called immediately.

- Once the above first aid issues are addressed, an assessment of the concussive injury should include clinical judgement.
- The player should NOT be left alone for 24 hours following the injury. The player should not drive, take alcohol or any medication unless prescribed by a doctor. Regular observation for deterioration is essential over the initial 24 hours following injury.

* There is a need to recognise that the appearance of symptoms might be delayed several hours following a concussive episode. For example, there may be no forgetfulness (retrograde amnesia) present at 0 minutes' post injury, yet forgetfulness (amnesia) may be present at 10 minutes' post injury.

* Orientation tests (i.e. name, place, and person) have been shown to be an unreliable cognitive function test in the sporting situation.

PLEASE SEE APPENDIX 1 FOR CONCUSSION RECOGNITION TOOL

Return to Play Protocol

A player with a suspected/ concussion should NEVER be allowed to return to play (RTP) on the day of injury. In addition, return to play must follow a medically supervised stepwise approach and a player SHOULD NEVER return to play while symptomatic.

A graded program of exertion prior to medical clearance and return to play is generally recommended.

Below are six gradual steps that players, along with a health care provider, should follow to help safely return to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

Step 1	No activity (Minimum of 48 hours)	Symptom limited physical and cognitive rest. Recovery is the objective
Step 2	Light aerobic activity (at least 4 days)	Walking, swimming, stationary bike. Increase in heart rate is the objective.
Step 3	Sports Specific exercise (at least 4 days)	Running drills. The objective is to add movements.
Step 4	Non-contact drills (at least 4 days)	Passing drills. The objective is to exercise, add coordination and cognitive load.
Step 5	Full contact practice (at least 1 day)	This should be medically cleared. The objective is to restore confidence and assess functional skills by coaching staff.
Step 6	Return to Play	Minimum of at least 15 days since diagnosis

Sources:

Football Association of Ireland

Available at: <https://www.fai.ie/domestic/clubs-leagues-affiliates/concussion>

Elbin RJ. et al (2016). Removal from play after concussion and recovery time. *Pediatrics*; 2016; 138(3). Epub ahead of print (June 6,2016) DOI: 10.1542/peds.2016-0910

APPENDIX 1

Concussion Recognition Tool

To help identify concussion in children, adolescents and adults

Recognise & Remove

Head impacts can be associated with serious and potentially fatal brain injuries. This Concussion Recognition Tool is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

Step 1: Red Flags — Call An Ambulance

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported, then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Severe or increasing headache
- Deteriorating conscious state
- Weakness or tingling/burning in arms or legs
- Seizure or convulsion
- Vomiting
- Increasingly restless, agitated or combative
- Loss of consciousness

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to so do.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

Step 2: Observable Signs

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Disorientation or confusion, or an inability to respond appropriately to questions
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Slow to get up after a direct or indirect hit to the head
- Blank or vacant look
- Facial injury after head trauma

Step 3: Symptoms

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

Step 4: Memory Assessment

(Players older than 12 years)

Failure to answer any of these questions correctly may suggest a concussion:

- "Where are we today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week?"
- "Did your team win the last game?"

Players with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours)
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

ANY PLAYER WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

Match Day Protocol

Match results should be communicated to designated person as dictated by the league and the Club's Press Officer as soon as possible on the same day.

Cancellations must be in accordance with the Leagues guidelines and only requested where absolutely necessary.

Any incidents or accidents during games or training must be reported to the Club Secretary immediately. (e.g. managers/parents being sent from grounds by match officials, Red Cards, injuries to players or any other incident which the Youth Committee need to know about).

It is the Managers responsibility to ensure nets/corner flags are put up for games and taken down after games where appropriate and also to ensure goal posts are safe in accordance with FAI goal post regulations. When playing away, please check goal posts are securely staked down.

Physical Contact Guidelines

All managers/coaches/volunteers at Inter Kenmare FC 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.

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

Guidelines for this type of physical contact 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

Travel / Away Trip Guidelines

When travelling with young people coaches/volunteers of Inter Kenmare FC 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 the passenger in the back seat,
 - drop off at central locations,
 - get parental permission for transporting children on a regular basis, and
 - clearly state times of pick off and drop off.

Use of Sanctions Guidelines

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.

At Inter Kenmare FC 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 s/he 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 s/he 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)