



Castleknock Hurling & Football Club

CUMANN BÁIRE AGUS PEILE CAISLEÁN CNUCHA

Juvenile Policies, Rules, and Procedures 2010

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Introduction

Castleknock Hurling & Football Club was founded in 1998 by a group of dedicated people who foresaw the need for another GAA club in the Dublin 15 area. In the intervening years, the club and the number of members has continued to grow thanks to the hard work of a large number of volunteers from the local community.

Castleknock Hurling & Football Club grew from the local community and is now, and should always remain, at the heart of that community.

Since its inception the club has been striving to set the highest standards in dealing with its most important asset, its young people. The club has maintained a spirit of community, fair play, camaraderie and respect through the good will and hard work of all its many volunteers and this contribution must never be taken for granted or forgotten.

This document has been drawn up to inform all club members of their duty of care when dealing with our young people. It has also been designed to provide support and guidance to our juvenile mentors as they work with the club's children, and to re-enforce the club's commitment to providing safe, friendly, and good quality access to our games in the community.

This document should be reviewed on a yearly basis in order to remain current and up to date. Any amendments during the annual review should be ratified by the Executive Committee.

General Code of conduct

Introduction

Sport provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. These benefits will increase through a positive and progressive approach to the involvement of children in sport that places the needs of the child first and winning and competition second. Winning and losing are an important part of sport but they must be kept in a healthy perspective.

Castleknock Hurling & Football Club is fully committed to safeguarding the well being of its members and players. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland.

Fair Play

The principles of fair play should always be emphasised, and the club should give clear guidelines regarding acceptable standards of behaviour. Children should be encouraged to win in an open and fair way. Behaviour which constitutes cheating in any form should be discouraged. The trust implicit in adult-child relationships in sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the child while engaged in their sporting activity. Adults must contribute to the creation of a positive sporting environment for young people.

Best Practice

To ensure that best practice is being followed, Castleknock Hurling & Football Club will:

- Adopt and implement the Irish Sports Council's Code of Ethics and Good Practice for Children's Sport in Ireland and the GAA Code of Best Practice for Youth Sport as an integral part of its policy on children in the club
- Ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club, to all its members.

Safety

The club will adopt the following practices in order to promote safety while participating in club activities:

- Activities being undertaken should be suitable for the ability, age, and experience of the participants
- Equipment and facilities, if available, should meet the highest possible standards and be appropriate to the maturity of the participants
- Where protective equipment is deemed necessary it should be used, Hurling Helmets are compulsory while shin guards, especially for younger players are also recommended. The wearing of gum shields while playing football is also highly recommended.
- A First Aid kit should be available for all Games and Training sessions
- First Aid should be a basic element of a mentor's coaching training
- Parents/guardians should be notified by the relevant coach of injuries/illness that their children incur while participating in a sporting activity.
- Parents should also be notified by the relevant mentor of the GAA players injury scheme in the event of a medical or hospital as a result of an injury sustained in a match or training session.
- Appointed umpires and referees should ensure that the conduct of the games conform to the standards set
- Children should be taught the rules of the game and be encouraged to abide by them, keeping in mind that many rules are there for safety
- Parents/guardians should know the starting and finishing times of sessions and events and drop and collect their children on time
- Consent should be sought in relation to taking of Photographs and Videoing of Games/Training. NB. Games may need the consent of Opposing team)

Insurance

All registered club players are covered by the GAA Insurance Scheme administered by Willis Ireland Ltd. All medical expenses etc as a result of injuries received during club activities will be reimbursed through this scheme. Castleknock Hurling & Football Club does not reimburse medical expenses. Further details of Insurance Scheme are attached in Appendix 2.

Supervision of Overnight trips

In the event of an away trip the mentors involved must set up meetings with all parents and establish in writing the agenda and procedures for the trip Overnights. The club will ensure that a Female member must accompany male mentor with girl's teams. Written permission including a behaviour agreement and an outline of medical/special needs should also be obtained.

Club Children's Officer

The Children's Officer and is an essential element in the creation of a quality atmosphere within Castleknock Hurling & Football Club. The children's officer acts as a resource for all members of the club with regard to children's issues. The Children's Officer will have access to the Club Executive Committee and will have as his/her primary aim the establishment of a child centred ethos within the club.

Any registered full adult member of the club can apply to become the club's Children's Officer. Applications for this role should include a list of all relevant qualifications and experience. The main responsibilities of the children's officer are...

- To encourage the involvement of parents/guardians in the club activities and co-operate with parents/guardians in ensuring that each child enjoys his/her involvement in sport
- To act as an advisory resource to Sports Leaders on best practice in children's sport

Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer who should have contact details for local social services should issues arise beyond the bounds of the GAA.

Discipline, complaints and appeals

Discipline in sport should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage young people to become more responsible for themselves, and therefore more independent.

The main form of discipline should be positive reinforcement for effort. It should encourage the development of emotional and social skills as well as skills in sport. Children should be helped to become responsible about the decisions and choices they make within sport, particularly when they are likely to make a difference between playing fairly and unfairly. There should be no place for fighting, over-aggressive or dangerous behaviour in sport. Participants should treat others in a respectful manner. They should not interfere with, bully or take unfair advantage of others

The Use of Sanctions

The use of sanctions is an important element in the maintenance of Discipline. The age and development stage of the child should be taken into consideration, when using sanctions. They should be fair and consistent. They should not be seen as forms of retaliation or make a mentor feel better.

In the unlikely event of sanctions being considered for a juvenile member the mentor must do so in consultation and agreement with Co- adult mentors of the club. The action taken must be clearly explained to the Juvenile Chairman as to why the sanction is being applied.

Juvenile Code of Conduct

Code of conduct – players

- Always do your best, play fairly and have fun
- Always shake hands before and after a match
- Respect officials/referees and accept their decisions
- Do not shout at or argue with the referee, officials, team mates or opponents
- Bullying is totally unacceptable
- Avoid using foul or abusive language
- Always remember that football, hurling and camogie are team games and encourage your fellow players
- Respect your club and its property

Code of Conduct – mentors

- Avoid physical or verbal abuse
- Avoid using foul or abusive language
- Avoid spending excessive amounts of time with children away from others
- Coach by example and encourage sportsmanship and fair play on the field of play among juvenile players
- Try to ensure that training is an enjoyable experience for the players
- Avoid Abusive exchanges with referees
- Avoid verbal exchanges with opposing mentors or players
- Should not encroach onto the pitch
- Avoid taking sessions alone
- Do not rebuke a child for making a mistake, always encourage
- Avoid Smoking at matches or training sessions as per GAA rules

Code of Conduct – Parents /Guardians;

- Always encourage and support your child in their sport
- Be familiar with those mentors who are coaching your child

- Behave responsibly on the sideline
- Should not encroach onto the pitch
- Avoid verbal exchanges with, or criticism of, referees or opposing players or mentors
- Bring children to and from games and training on time
- Encourage your child to play by the rules
- Ensure your child has the proper playing and training gear
- Support the coaches and help out wherever necessary
- Ensure that your child is registered and paid-up
- Respect the coaches' decisions and encourage your children to do the same
- Show your support for your child/team by attending matches on a regular basis and assisting in the organisation of club activities

Any misdemeanours and general misbehaviour by players, mentors, and parents will be dealt with immediately and reported to the Executive Committee and/or Disciplinary Committee. Breaches of the club code of conduct will be dealt with through the club's Disciplinary process.

Disciplinary Procedures – Players

1. Mentors are responsible for discipline within his/her group and by speaking directly to the player can deal with minor breaches of the Code of Conduct.
2. Should there be continuous breaches of the Code the mentor will advise the parents /guardian.
3. In the case of a serious breach of discipline or continuous misbehaviour the mentor will report the matter to the Juvenile Chairman who may refer the matter to the Executive Committee. The Executive Committee may then appoint a disciplinary sub-committee of at least two Officers (two of which will be the Juvenile Chairman and the Children's officer) to speak with the player and parents/guardians to try and resolve the matter.
4. Should no meaningful solution occur, the Executive Committee may impose a suspension from the club, withdraw membership or in extreme cases expulsion. The Executive Committee reserve the right to suspend a player for a serious breach of the Code of Conduct.
5. Personal hearings will be granted to the player/parents/guardians by the three Appointed Officers (Juv Chairman/ Children's Officer and one other ordinary member of the Club) at all stages if sought or required.

Disciplinary Procedures – Mentors

1. If a Juvenile player, his/her parent, co-mentor, or a club member feels a minor breach of the club's code of conduct has taken place they should speak directly to the mentor in question. Juvenile players should do so with their parent/guardian present.
2. In the case of a serious breach of discipline or continuous misbehaviour the player, through his/her parent, co-mentor, or club member will report the matter to the Juvenile Chairman who shall refer the matter to the Executive Committee.

3. The Executive Committee shall then appoint a disciplinary sub-committee which will include a minimum of three Officers to speak with the mentor to try and resolve the matter.
4. Should no meaningful solution occur, the Committee may impose a suspension from the club, withdraw membership or in extreme cases expulsion. The Executive Committee reserve the right to suspend a mentor for a serious breach of the Code of Conduct
5. Personal hearings will be granted to the mentor by the three appointed officers at all stages if sought or required. The mentor shall also be entitled to have one other person present.

Disciplinary Procedures – Parents

1. Mentors are responsible for discipline within his/her group and by speaking directly to the parent can deal with minor breaches of the Code of Conduct by parents of players within their group.
2. In the case of a serious breach of discipline or continuous misbehaviour the mentor will report the matter to the Juvenile Chairman who shall refer the matter to the Executive Committee.
3. The Executive Committee shall then appoint a disciplinary sub-committee of minimum three Officers to speak with the parent in question to try and resolve the matter.
4. Should no meaningful solution occur, the Committee may impose a suspension from the club, withdraw membership or in extreme cases expulsion. If a parent is not a club member they may be asked not to attend their child's activities with the club. The Executive Committee reserve the right to suspend a player for a serious breach of the Code of Conduct carried out by his/her parents.

5. Personal hearings will be granted to the parent by The Executive Committee, who shall appoint a minimum of 2 Officers to deal with the matter. The Parent may have present a nominated person to attend

General Policies, Rules, and Procedures

Juvenile Games

- It is club policy that all children play with teams that are within their own age group (subject to condition below for Under 13 to Under 16). Exceptions to this policy can be granted by the club's Juvenile Chairman or Ladies Chairperson.
- It is Club policy to give precedence to teams at Under 14 and Under 16 levels. This may entail the stronger players from our Under 13 and Under 15 teams playing with the age-group above them for 1 year to enable the Under 14 or Under 16 team to compete at a higher level or, in some cases, to field a second team. The co-operation of all mentors is expected in this regard. The decision of the Juvenile Chairman is final.
- Where there are A and B team in one age-group (from Under 13 to Under 16 incl.) mentors should ensure that the panels are monitored to ensure that players continue to play at the level appropriate to their ability. This should happen at least once a year. The co-operation of all mentors is expected in this regard. The decision of the Juvenile Chairman is final.
- If a team is short of players for a match, players from the age below can be asked to play. If doing so the following rules will apply...
 - All available player's from the appropriate panel shall be selected to the match day panel prior to the use of a player from another team
 - No player can play above their age or for another team without the prior consent of the players mentors
 - Mentors will not seek the use of an under age player from a different team directly with out first getting the consent of the players mentors
 - All communication with the Parent/Player regarding playing for another team shall be conducted through the players mentor.
 - Any disagreement regarding the use of players playing above their age or for another team shall be brought to the Juvenile Chairman whose decision on the matter will be final.
- The club will provide jerseys for official matches, but children are asked to wear club shorts (white) and club socks (blue) for all official matches
- All children must be registered club members before they can take part in official fixtures. Registration shall take place at a time and date as specified by the club registrar (usually the beginning of October) or where this is not possible, shall be dealt with by authorised mentor within one month of the date, or on the date of new member joining the club

Nursery

- Castleknock Hurling & Football Club's Nursery takes place on Saturday / Sunday mornings from 10am – 11.30am
- It is run under the supervision of our full time club coach/ Games Promotion Officer, currently Brendan Phelan
- It promotes football and hurling/camogie equally with equal time devoted to each code
- It is designed to introduce children from age 4 to age 7 to Gaelic Games in a fun and friendly environment
- At the Nursery parents are encouraged to become involved in the club by becoming mentors, assistants or administrators etc
- Our Nursery is the first contact many people have with our club and it is from here that most of our future players are recruited, and as such is the life blood of the club. It's place and importance in the club can never be underestimated

CCC1 U8 – U12

- Games at the u8 – u12 age groups come under the control of the CCC1 (Competitions Control Committee 1) of Bord na nOg which is part of the Dublin County Board's Juvenile section
- games at u8 – u10 level are small-sided non-competitive 'Go Games'
- games at u11 – u12 level are small sided competitive 'Go Games'
- all mentors should familiarise themselves with 'Go Games' rules for u8 – u12 games which are available to download from club website www.castleknock.net
- it is not good practice to have too many substitutes at games within this age group, substitutes at the u8 – u12 age groups should be kept to a minimum, thereby ensuring that all children regardless of ability get equal 'game-time'
- age groups should enter the maximum number of teams for which their group will allow e.g. 40 U8 boys = 5 teams i.e. 5 x 7-a-side teams
- there should be at least two mentors/co-mentors/parents assigned to each team
- referees for u8 – u10 home games are from our own club and are to be assigned by the club's Referee co-ordinator. These are our young members starting off in refereeing and should be encourage and not criticised
- referees fees are to be paid by mentors and will then be re-imbursed through the club. Official club cheque requisition form is to be used for this purpose

CCC2 U13 – U16

- games at the U13 – U16 age groups come under the control of the CCC2 (Competitions Control Committee 2) of Bord na nOg, which is part of the Dublin County Board's Juvenile Section
- games at u13 – u16 level are 15-a-side competitive fixtures under full rules, some lower divisions may be permitted to play 11 or 13-a-side
- all mentors should familiarise themselves with 'CCC2 Football and Hurling League Regulations 2009' and subsequent changes, which is available from Bord na nOg or from our club website www.castleknock.net
- referees at this age group are fully qualified and usually from other clubs. They give up their time freely and are not to be criticised or intimidated
- referees fees are to be paid by mentors and will then be re-imbursed through the club. Official club cheque requisition form is to be used for this purpose

Mentors

- the decision to appoint a mentor is the responsibility of Castleknock Hurling & Football Club and not of any one individual within it.
- at the end of each calendar year, mentors must state if they wish to be appointed to a team for a further year. The form appendix 1 should be used for this purpose and returned to the Juvenile Chairman via the Juvenile Secretary.
- club members who wish to become new mentors must also complete this form
- the Juvenile Chairman shall ratify all recommendations for appointment to juvenile teams
- a member wishing to replace an existing mentor during the year must also complete the form at appendix 1. As above the appointment is subject to ratification by the Juvenile Chairman
- the club will make every effort to manage and support appointed mentors. Adequate support should always be provided to mentors – and mentors should never have to work alone
- on appointment Mentors must undertake to further the aims and objectives of the club and of the GAA, and to abide by it's rules and regulations
- on appointment Mentors should have completed a Foundation Level Coaching Course, or complete one within the first year of their appointment
- all mentors should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport in Ireland, published by the Irish Sports Council which is available from their website <http://www.irishsportsCouncil.ie/>
- all mentors must agree to be vetted by the Garda Vetting Unit by completing the Garda Vetting Form (available from Juvenile Secretary) and returning it to the Juvenile Secretary in a sealed envelope to be forwarded to the Dublin County Board
- as Garda vetting applications may contain personal information, the club will not open these applications but will pass on to the county board
- all letters of acceptance from the Garda vetting unit to mentors must be returned to the club via the Juvenile Chairman who must retain these letters in a secure location

Juvenile Committee

- the club's Juvenile Committee is made up of the Juvenile Chairman, Juvenile Secretary, CCC1 delegate, CCC2 delegate and all our juvenile mentors
- on appointment mentors are automatically entitled to membership of the club's Juvenile Committee which meets regularly under the chairmanship of the Juvenile Chairman

- the Juvenile Committee meets on a regular basis (currently every two weeks) or at the discretion of the Juvenile Chairman

Club Transfers or drop-outs

The Loss of members should be monitored. Any unusual or unexpected drop outs or club transfers of Player or Mentors should be brought to the attention of the Executive Committee. All transfer requests are to be submitted to the relevant Chairperson, Juvenile Chairperson for Boys, Adult Chairperson for Adults or the Ladies Chairperson for Ladies who will then instruct the club secretary. No transfer should be granted without prior discussion with the relevant mentor and Chairperson.

All transfers from another club to into Castleknock Hurling & Football Club must follow Dublin County Board transfer rules. If a player joins Castleknock mid-season mentors must check the player's eligibility to play and ensure that player is not a member of another GAA club, this can be done by asking the player/parent to complete a registration form where information on previous GAA clubs is sought.

Appendix 1 – Mentor/ Trainer Recruitment Form

Castleknock Hurling & Football Club Mentor Application Form

Position Applied for _____

Team _____

Full Name _____

Current Address _____

Telephone (Home) _____ (Mobile) _____

Email Address _____

Coaching Courses Completed:

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes _____ No _____

Do you agree to abide by the Code of Conduct of Castleknock Hurling & Football Club?

Yes _____ No _____

Do you agree to abide by the Juvenile Policies, Rules and Procedures of Castleknock Hurling & Football Club?

Yes _____ No _____

Signed _____ Date _____

Appendix 2; Regulations in respect of claims for injured player and form;

A claim form should be downloaded from www.gaa.ie by clicking on the 'Injury Schemes' icon.

The claim form in particular sections A, E and F should be fully completed and signed by the injured member. The claim form together with all relevant supporting documentation should then be forwarded to the Club or County Secretary/Designated Scheme Officer for their signatures/validation.

All claims are required to be reported to Willis Insurance within 60 days of the incident by completing, as a minimum the 1st two pages of the claim form. Claims reported outside the 60 days will not be processed.

Full details and forms are available from GAA website and/or from Willis Ireland website as detailed below..

http://www.gaa.ie/page/gaa_injury_scheme.html

<http://www.willis.com/sites/ireland/gaa/gaa.htm>

<http://www.willis.com/sites/ireland/gaa/injuryscheme.htm>

Appendix 3; Garda Vetting Form and GAA Guidelines;

Available from Juvenile Secretary or club secretary