

Ballingarry A.F.C

Founded 1984

*Member Limerick Desmond Football League
Member Limerick Desmond Ladies League
Member LDSGL
Affiliated to Munster Football Association*



*Colours: **Green** / **Gold***

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Child Protection Policy and Guidelines For Leaders, Players and Parents Compiled by the Child Protection Committee Of BALLINGARRY AFC

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Record of amendments:

Date	Description of amendment	Initials

This document has been developed jointly by members of the Committee. Any changes required should be directed to a member of that team.

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Child Safeguarding Statement

F.A.I provides various sporting activities and opportunities for young people through participation in clubs, regional/provincial events and through our national teams.

Ballingarry A.F.C is committed to safeguarding children and by working under the guidance of our FAI Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop.

Ballingarry A.F.C written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm.

The Risk Assessment was undertaken on 09/04/2018 and reviewed on 09/04/2020.

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tulsa's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Ballingarry A.F.C has the following procedures in place as part of our Safeguarding Policies:

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

The Designated Liaison Person (DLP) for Ballingarry A.F.C is David O'Hanlon (087 9334312)

The Club Children's Officer is Maire O'Grady Quaid (087 2122262)

We recognise that implementation is an ongoing process. Our Club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

This Child Safeguarding Statement will be reviewed on 30/06/2022

Signed: _____ Date: _____

(On behalf of Ballingarry A.F.C)

Name: _____ Phone no: _____

For queries on this Child Safeguarding Statement, please contact Maire O'Grady Quaid.

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Child Protection Introduction

The promotion of a child centred environment goes hand in hand with identifying and eliminating practices that impact negatively on the safe and enjoyable participation of children in sport. Ballingarry AFC like any other organisation that includes young people among its members, is vulnerable to the occurrence of child abuse. This possibility should be openly acknowledged and addressed in its formal policies and procedures. An environment in which awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on is most likely to achieve effective implementation of child protection measures. It is only by discussing and agreeing procedures and best practice that all Sports Leaders can be assured that they are providing the safest and most enjoyable experiences for sport for young people and for themselves.

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation. Each club and organisation must accept this as part of their responsibility and duty to care for young people.

Research has shown that most abuse in childhood takes place at home and that sporting organisations are not, less likely or more likely, to cause or harbour abuse than any other aspect of society; but abuse of children is not specific to any one organisation or location, so adults need to be aware of its existence. The prevention and detection of child abuse depends on the collaborative effort of everyone concerned.

The following factors are central to effective child protection in sport:

- **Acceptance** by all involved with young people that abuse, whether physical, psychological or sexual is wrong, severely damages children and must be confronted.
- **Awareness** of the behavioural and physical indicators of various forms of abuse.
- **Knowledge** of the appropriate response and action to be taken where abuse is revealed or suspected.

Vigilance and avoidance of all situations conducive to risk.

- **Open**, trusting and co-operative relationships within the club/organisation, and with parents/guardians and others concerned with children's progress or welfare.
- **Willingness** to co-operate with Statutory Authorities (police authorities, health boards or social services), in relation to sharing information about child protection concerns at any time.

The following guidelines are taken from the Code of the Ethics and Good Practice for Children's Sport and are based on the Dept. of Health & Children guidelines and F.A.I. Child Protection Guidelines.

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Child Protection Policy

The purpose of this Child Protection Policy by Ballingarry AFC is to ensure that all necessary steps are taken to protect from harm, those children and young people who participate in the clubs activities at all levels.

The policy establishes Ballingarry AFC position, role and responsibilities and together with the Procedures Guidelines clarifies what is expected from all leaders and individuals involved in the League. It clearly highlights the importance placed by Ballingarry AFC on the protection of children and young people.

Every child and young person who plays football in Ballingarry AFC should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in the League.

Ballingarry AFC recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

Clear practices and procedures will ensure that everyone knows exactly what is expected of them in relation to the protection of children and young people involved in the club.

The key principles underpinning this Policy are that:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children and young people and their parents/carers is essential. The Department of Health and Children have a statutory responsibility to ensure the welfare of children and young people.

Ballingarry AFC is committed to working together with the Department of Health and Children, the Irish Sports Council and local Community Care in accordance with their procedures.

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Child Abuse

Recognising and Reporting Abuse:

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not readily visible, and may not be as clearly observable as the text book' scenarios might suggest. If a Sports Leader or a parent/guardian is uneasy about a child's safety or welfare they should talk to the designated person with responsibility for reporting within their club and/or duty social worker within the local health board.

Response to a child reporting any form of abuse:

Where a child decides to disclose information to an adult or member of the club the following points should be taken into consideration:

- (a) It is important to deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- (b) It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously.
- (c) It should be understood that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- (d) The child should understand that it is not possible that any information will be kept a secret.
- (e) No judgmental statement should be made against the person whom the allegation is made.
- (f) The child should not be questioned unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that".
- (g) It is advisable to check out the concerns with the parents/guardians before making a report unless during so would endanger the child.

The child should be given some indication of what would happen next, such as informing parents/guardians, health board, social services or Gardai. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

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Reporting Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

1. Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
2. Report the matter as soon as possible to the designated person with responsibility for reporting abuse (a senior officer holder, or the children's officer). If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the health board/social services that have statutory responsibility to investigate and assess suspected or actual child abuse (Tusla).
3. In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
4. If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report.
5. A Designated Person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine the investigation.
6. A report should be given by the Designated Person to the Statutory Authorities in person by phone and in writing. See Appendix 6, page 53 of the Code of Ethics and Good Practice for Children's Sport, (sample reporting form).
7. It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities.
8. The Protection for Persons Reporting Act, 1998 provides immunity from civil liability to persons who report child abuse "reasonably and in good faith" to a designated officer within the health board or any member of the gardai.

Grounds for Concern - Consider the possibility of the need to make a report if there are reasonable grounds for concern. Examples of reasonable grounds are:

- A specific indication from a child that s/he has been abused, (a disclosure)
- A statement from a person who witnessed abuse.
- An illness, injury or behaviour consistent with abuse.
- A symptom which may not itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence, (e.g., & broken arm results from a fall but this injury re-occurs through constant lack of supervision) Consistent signs of neglect over a period of time.

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Categories of Abuse

All Sports Leaders should be familiar with signs and behaviours that may be indicative of child abuse. Though a child may be subjected to more than one type of harm, abuse is normally categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. For detailed definitions of abuse refer to Children First: National Guidelines for the Protection and Welfare of Children (Department of Health & Children) and Cooperating to Protect Children (Volume 6 of the Children (NI) Order regulations). The categories of abuse may be summarised as follows:

Child Neglect

Neglect is normally defined in terms of omission, where a child suffers significant harm of impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care. It may also include neglect of a child's basic emotional needs. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs for supervision and safety met. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and /or development is severely affected.

Emotional Abuse

Emotional abuse is normally to be found in the relationship between an adult and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms. For children with disabilities it may include over protection or conversely failure to recognise or understand a child's disability,

Examples of emotional abuse include:

- (a) Persistent criticism, sarcasm, hostility or blaming.
- (b) Where the level of care is conditional on his or her behaviour.
- (c) Unresponsiveness, inconsistent or unrealistic expectations of a child.
- (c) Premature imposition of responsibility on the child.
- (d) Over and under protection of the child.
- (e) Failure to provide opportunities for the child's education and development.
- (f) Use of unrealistic or over-harsh disciplinary measures.
- (g) Exposure to domestic violence; adult mental health problems and parental substance misuse may expose children to emotional abuse.

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Children show signs of emotional abuse by their behaviour for example, excessive clinginess to or avoidance of the parent/guardian, their emotional state (low self- esteem, unhappiness), or their development (non-organic failure to thrive). The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/guardian. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Physical Abuse

Physical abuse is any form of non-accidental injury that causes significant harm to a child including:

- (a) Shaking, hitting or throwing
- (b) Use of excessive force in handling
- (c) Deliberate poisoning
- (d) Suffocation or drowning
- (e) Munchausen's syndrome by proxy (where parents/guardians fabricate stories of illness about their child or cause physical signs of illness)
- (f) Allowing or creating a substantial risk of significant harm to a child
- (g) For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour
- (h) Burning or scalding

Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. For example:

- (a) Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- (b) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- (c) Masturbation in the presence of a child or involvement of the child in the act of masturbation
- (d) Sexual intercourse with the child, whether oral, vaginal or anal
- (e) Sexual exploitation of a child. It may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Some facts about abuse:

- Abuse occurs across all social classes, education, professions and ethnic groups.
- Children and young people mostly know and trust their abuser.
- A child will rarely be moved from the home, it's usual to remove the abuser from the situation.
- Both boys and girls are abused.
- Disabled children are more vulnerable to abuse, less able to speak about it and more dependent on adults and their carers.

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Child Protection Concerns (FAQs)

Taken from Our Duty to Care,

What do I do?

What should I do if I suspect a Child is Being Abused?

It can be difficult to know whether or not your suspicions about child abuse are real. Before you act on them, you need to consider whether any alternative explanation might exist and ask yourself these questions:

- Is there any other reason why the child or parent might be behaving in a particular way?
- Is there a pattern to this type of occurrence?
- Did you or anyone else see what was happening?
- Has the child said anything to indicate that he or she is being abused?
- Could injuries or signs have been caused another way?

If you have considered these questions and you are still concerned, it is likely that you have reasonable grounds to take some action.

What action should I take?

Every organisation that provides services to children should have somebody who is responsible for dealing with suspected or actual child abuse. You should go to that person, or 'if there is no designated person, go to the manager and tell them of your suspicions. If they are reluctant to take it further, and you still feel concerned, you should report it to your local health board yourself. If it is an emergency and outside health board hours, you should report your concern directly to An Garda Síochána. Under the law you cannot be penalised for reporting suspected child abuse to the health board or An Garda Síochána as long as your report is made in good faith and is not malicious.

What if I am mistaken?

Don't worry - if in doubt talk to the social worker anyway, and they will decide whether or not your suspicion needs to be followed up. Under the law, nobody will be penalised for making a report of child abuse to the health board or An Garda Síochána as long as the report is not malicious and made in good faith. You are passing on a concern about a child or young person. You are not making a decision that child abuse has taken place and you are not making any accusations.

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Can I report suspected or actual child abuse without giving my name?

All reports will receive attention. However, experience shows that it is much harder to help children when reports are made anonymously, or through a third party. It is much more useful if you telephone, or better still, go to see the social worker in person. The health board will not normally reveal the names of members of the public who report suspected child abuse unless they have permission to do so. The health board social worker will know the right questions to ask. You should give as much information as you can about the child and their family, along with detailed reasons for your suspicion or concern. If a professional, e.g. a GP, hospital or clinic staff member, or teacher is reporting suspected or actual child abuse, they should tell the family beforehand, unless doing so would put the child in danger.

What will the health board social worker do with the Information I give them?

The health board social worker will consider the information and will assess the situation. If they feel it needs to be followed up they may look for more information from other sources and may contact the child and their parent/s. They will try to establish what is going on, and will act to protect the child in whatever way is necessary.

Will the Garda be told?

Physical abuse, sexual abuse and wilful neglect are crimes and must be reported by the health board to An Garda Siochana. Likewise, An Garda Siochana must report any child abuse that comes to their attention to the health board. The Gardai and the health board will work together as sensitively as possible and take any action necessary to protect the child, or any other children from future harm.

Will the child be taken away from their parents?

Very, very few children are removed from their parents because of child abuse. It is much more likely that the health board, together with other services who work with children, will try to help the children and families, and attempt to prevent the abuse happening again. They will provide advice, counselling, family support and practical help wherever they can. Children and parents are separated only as a last resort when other measures to help them have failed.

Further reading:

Children First: National Guidelines for the Protection and Welfare of Children.
Code of Ethics and Good Practice for Children's Sport. Chapter 5

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Policy Document: Recruitment and Selection of Volunteers

Introduction

The intentions of most people involved in football involving children and young people are good. However, Ballingarry AFC recognise their responsibility to safeguard the welfare of all children and young people participating in football at our league by providing a safe and enjoyable environment. When clubs recruit new members all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, the clubs volunteer selection processes must be consistent and fair at all times. This guidance outlines methods which we use to assist with our recruitment choices.

Planning

The first stage of any recruitment process involves planning. Club officials draw up a role profile which highlights the main areas of the identified voluntary role. We also decide upon the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification the club's recruitment processes is developed in such a way that we treat every applicant in a fair and consistent manner.

Advertising

In order to attract new volunteers it may be necessary to advertise outside the club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper. The advertisement should reflect the club's Child Protection Policy and it should contain the skills and experience required and the duties to be undertaken. However, it does not discriminate in terms of age, race, gender or disability.

Application Form

We use application forms to collect information on each applicant. The carefully designed application form is essential as part of the vetting process. (Please see or ask for the Ballingarry AFC) Volunteer Application Form
More than one club official will look at the application forms to ensure that fair and equitable scrutiny is completed.

Meeting/Interview and Verifying Information

Club officials from will Ballingarry AFC meet with all applicants prior to any recruitment decisions being made and more than one club official will be present. The meeting/interview will enable the club to explore further the information provided in the application form.

We will ask to see identification documents to confirm the identity of the applicant, for example, a passport or driving licence, and a copy will be retained on file.

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Notes for Interviewing a Potential Volunteer

The questions to be asked at the meeting/interview should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. To verify that the applicant has the technical capabilities that they profess to have it would be useful to use a job simulation test, where the applicant demonstrates that they understand and can deliver the job role. It is recommended also that the applicant is asked to bring their original certificates for their qualifications. It is very easy for applicant to falsify certificates if copies are accepted. A copy should be kept on file. It is recommended that the applicant's higher education qualifications are verified with the awarding institution.

Whilst it is important to elicit information regarding an applicant's technical capabilities it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of questions that could be used to discover this information:

- Tell us about any previous experience you have working with children or young people.
- Give a child related scenario and ask the applicant what they would do. For example, 'it is a winter's evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?' The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were.
- Is there anything we should know that could affect your suitability to work with children or young people?

Vetting

All Applicants will be Garda Vetted, as per FAI Garda Vetting form. The Applicant will not coach or have any involvement in the Ballingarry AFC until the clearance has been returned by the FAI/Garda to the Ballingarry AFC.

Safeguarding

All Applicants will have a minimum of Safeguarding 1 – Basic Awareness in Child Welfare & Protection or similar. The Applicant will not coach or have any involvement in the Ballingarry AFC until the certificate has been presented to the Ballingarry AFC.

Post Recruitment

It is important that once a new volunteer has been recruited follow up action is taken, for example:

- Any qualifications should be substantiated if this has not already been done (see above).
- That new volunteers are made aware and sign up to the club's child protection policy, practices and procedures.
- That any training needs are established and addressed
- A statement of the roles and responsibilities of the new volunteer is prepared.
- Initially, a period of supervision/observation or mentoring would ideally be introduced.

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VOLUNTEER APPLICATION FORM Sample

Please complete this form clearly using block capitals.

Position applied for (Volunteer, Coach etc.) _____

Part A: Personal Details

Title _____ Surname _____ First Name _____

Any other names you have been known by _____

Date of Birth _____

Current Address _____

Contact Phone Day _____ Evening _____

Contact Email _____ Mobile _____

Part B: Qualifications

Sporting Qualifications (incl. participation) _____

Have you completed any of the FAI Coaching Courses? Yes _____ No _____

Have you completed a Garda Vetting form with any organisation/Club previously? Yes _____ No _____

Name of Organisation/Club (_____)

Have you ever being ask to leave a club organisation for any reason? Yes _____ No _____

Please explain if you answered YES _____

Part C: Applicant Declaration

I confirm the information that I have provided in support of my application is a complete and true record.

Signature _____ Date _____

(Ballingarry AFC reserve the right to check the above information with An Garda Siochana)



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Club Annual Membership, Information and Consent Form (SAMPLE)

This form is to be completed by the Legal Guardian and child at the start of each season. It is recommended that this form is completed and signed by the legal guardian and the player at the same time. Legal Guardians are responsible for informing the club of any changes as they occur.

Players Name:	Season:
Address:	School:
	Age at start of season:
	Date of Birth:
Primary Contact:	Phone Number:
Secondary Contact:	Phone Number:
Contact email address:	

It is important that you fill in the rest of this form as fully as possible. Failure to tell us things could mean that the safety and welfare of your child is compromised. The club cannot be held responsible if information has not been shared.

Does members have any medical conditions or allergies that the trainer needs to be made aware of e.g Asthma, Epilepsy or Special Diet: Yes/No
If Yes please specify below and advise Team Manager.

Would you allow your child to train under lights on a suitable evening? Yes /No
Would you allow your child treats, e.g. soft drinks, crisps, etc.? Yes/No
Photographs may be posted on the club website and Facebook page. Please contact a member of the committee if you would like more information

Ballingarry A.F.C. is a voluntary organisation and survives on the input of voluntary trainers, supporters and sponsor's. In order to field and train teams at numerous different age groups it requires willing persons, both male and female to help on the following areas.

Are you in a position to help with, or manage a team? Yes/No
To secure or provide sponsorship? Yes/No
To subscribe to our 'Playing at Home' lotto? Yes/No

Membership fee for the season is €_ and includes player accident insurance. On acceptance of this application by your club, your child becomes a member of Ballingarry A.F.C. and agrees to be bound by the club rules and code of conduct (Copy supplied on request).
Member Fee Enclosed: Yes / No

Parent / Guardian Signature:

Date:

Note: Ballingarry A.F.C. Mikey Danaher Memorial Lifetime Membership is open to all persons of 18 years and over. For details contact club Secretary.

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Images

At times the club may wish to take photos or videos of the team or individuals in it. We adhere to the FAI Guidelines to ensure these are safe and respectful and used solely for the purposes they are intended for, which is promotion and celebration of the activities of the club and training purposes. **Please indicate if this is acceptable to you. Yes/No**
If you have any additional information which you wish to share with the club, please contact the clubs Designated Person.

Travel

Arrangements will be made to collect and return children to specific pick up points. The club's responsibility stops and starts at these points. It is your responsibility to arrange safe travel to and from the pick-up points. If you are ever delayed in collecting your child please make every effort to contact the club contact or the escorting helpers so we can discuss arrangements for your child.

Non-Football Activities

There may be occasions when your child is involved in planned and structured non-football activities such as a trip to the cinema, bowling or participating in a fund raising event such as bag-packing. The club will have collected appropriate information in preparation for the activity (e.g. about the journey, the children's various needs and helper skills), identified any potential risks or dangers, minimised the risks and dangers by careful planning and precautions and made sure we know who is responsible for putting precautions into place (e.g. who will carry the First aid kit).

Remote Supervision

There may be occasions when your child is involved in planned and structured unsupervised non-football activities (e.g. shopping trips whilst on tour). Players will only be permitted to participate in these activities if they are considered appropriate to do so. You will be informed prior to the event if any form of remote supervision will take place for such activities and the nature of these activities.

Water based activities

There may be occasions when your child has the chance to be involved in planned and structured swimming activities. On these occasions appropriate supervision.

I confirm that my son / daughter can swim 50 metres **Yes / No**

I confirm that my son / daughter is confident in a pool **Yes / No**

I confirm that my son / daughter is confident in the sea or in open inland water **Yes / No**

Consent of Legal Guardian

I give consent for my son / daughter to participate in Club events and agree to the conditions outlined above. I accept that it is my responsibility to inform the club directly of any changes to the details recorded on this form

Signed (Legal guardian): _____

Please print name: _____

Date: _____

Players Consent

I agree to participate in the Club's events as detailed above and agree to adhere to guidelines and/or codes of conduct that may be issued in the interest of my own safety.

Signed (Player): _____

Please print name: _____ Date: _____



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Child Protection Good Practice Guidelines

General Guidelines in the care of Children and Young People

It is possible to reduce situations in which abuse can occur and help to protect Leaders/Volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a sports context.

- Always be public and open when working with children or young people. Avoid situations where a teacher/coach and individual child or young person are completely unobserved.
- Always treat players in an open environment or, if treatment is required within a closed area, ensure parents/carers are aware of this.
- Where appropriate, parents/carers should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure that teachers/coaches work in pairs.
- Where there are mixed teams away from home, they should always be accompanied by a male and female coach/official.
- When working with children or young players of the opposite sex, coaches must agree with parents/carers when, or if it is appropriate to enter the changing area. It may be prudent to set a time, for example 10 minutes before a game, when the coach can enter the room accompanied by parents/carers, at least one of which must be of the opposite sex.

Everyone should be aware that as a general rule it does not make sense to:

- Spend excessive amounts of time with a child or young person.
- Take children or young people alone on car journeys, however short.
- Take children or young people to your home where they will be alone with you.
- If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and or the child's/your person's parents or guardians.

Adults should never:

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Share a bedroom with a young person or child.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young adults that they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

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If you accidentally hurt a child or young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or Carers should be informed of the incident.

Travel, Trips and Tournaments - Advice for Leaders/Coaches

Travelling to away games and having trips away from home should be both safe and fun for children (which includes all those aged under 18). It should be a chance for all children to grow in confidence, self-esteem, and skills. Parents and carers will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away. To help you organise trips and travelling the following **Child protection and best practice – Guidelines** have been developed. Much of this preparation can be done at the start of the season when you register members at Ballingarry AFC. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or helper with additional needs or a different cultural background you may need to consider your planning again.

Essential planning – At the start of the season

Make sure you use the following:

- Consent Forms, make sure they are signed, returned and kept safely in line with data protection legislation.
- If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 10 children (more adults are required when working with younger age groups).
- When taking a male group, there should always be a male member of staff and of course when you have a female group, there should always be female staff.
- There should always be a qualified first aid person and a full and up to date first aid box.
- If any of the group have asthma or diabetes, ensure that appropriate club members are aware of how to deal with any situation.
- Ensure you have the following insurance in place, this includes:
 - Public and civil liability
 - Personal Accident
 - Vehicle Breakdown cover (whether it's a car or mini bus)

Remember to let everyone know where and when to meet, this is needed for both home and away games

Other important considerations

Holding a meeting with parents/carers at the start of the season, to explain your clubs philosophy, introduce staff, discuss club rules and your club code of conduct is very helpful. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours and the importance of the club's consent forms.

Ensure that anyone transporting children or young people on behalf of the club has a valid driving licence, road tax and insurance when using their own vehicle.

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Essential Planning – When Staying Away

During the season, many teams organise trips to take part in festivals/tournaments or go on a tour. These trips can include an overnight stay. The organisation of trips can be demanding, however properly planned they are often the highlight of the club year and very rewarding for all.

When booking accommodation you need to consider the following:

- Is there a current fire certificate?
- What is the locality like?
- Is there secure parking?
- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and staff and players must not share a room.

Also Consider:

- On trips away, the children may take part in non-football activities for example swimming – make sure your Event Specific Consent Form covers such activities Check your insurance covers non-football activities.
- Draw up a programme, including departure dates & times and when you are returning
- Have a meeting with parents/carers and players and run through the trip's programme of events and address any questions or concerns
- Someone from the Club who is not going away needs to be identified as a point of contact, they should have a list of who is on the trip and their contact details (including the leaders/helpers)
- Name the designated person for child protection for the trip and ensure the group is aware who this person is
- Give everyone an information pack that should include: dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs.
- Ensure all helpers have a copy of the Emergency Procedures while you are away

Other important considerations – When Staying Away

- Before you leave, work with the players to establish rules for the trip (and what will happen to those who break them).
- You've provided the adults with a detailed pack, it's a good idea to provide the younger children with a scaled down version of the pack
- Ideally children shouldn't wear shirts or hats with their names on.
- Agree who is sharing with whom before you go, however, be ready to change this as friendship groups with children can change very quickly!
- In an ideal world you would visit the accommodation before booking, but this is not always possible. So you may be able to check with another club who have used this accommodation before or check with the local Tourist Information or visit their website?
- When you arrive at your accommodation, check that all windows and doors are safe.
- Remember to check the rooms for any damage and report any you find or you may end up with a bill!
- Check if there are any no smoking rooms – this is very important for anyone who has asthma

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- If there is a bar what rules will you have in place?
- Is there a social area, what is there for children to do when not playing football?
- Some children have enuresis (bed-wetting) ensure that the hotel can deal with this discretely
- Ensure that you have your staff bedrooms spread out, for example if the group is over 3 floors, there should be at least one adult room on each floor
- If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.

Essential planning – Whilst you're away

On arrival

- Check all rooms (are there the correct number of beds?)
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate or indeed not available in the rooms
- Ensure that everyone is aware of fire exits and emergency procedures
- Store money and valuables
- Have a group meeting to review the programme and rules.

During the trip

- Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or problems and solve them

On return

- Ask the children and the staff what they enjoyed and what they would change, this will help with next year's planning and other leaders/coaches. Submit your views to the Committee

Essential Planning – When going abroad

- Make sure that your insurance covers you when abroad, you may need to take out additional cover, e.g. medical
- Check if you need visas.
- For some trips, you may need vaccinations, or to take pre-trip medication such as anti-malaria.
- Don't forget the E111 Forms / **European Health Insurance Card.**
- Check the weather, what precautions are needed?
- Make sure passports and return tickets are stored in a secure place

Other important considerations

- Check the cultural traditions of the country. This may have an implication on what clothes you ask the group to take e.g. Muslim communities
- Consider the implications of communication barriers where countries are not English speaking

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Parent's/Guardian's/Carer's Code of Conduct

1. Do not force an unwilling child to participate in football.
2. Remember children are involved in football for their enjoyment not yours.
3. Encourage your child to play to the Laws of the Game and not to argue with Referees and other Officials.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child, or any other child, for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good play by your team and by members of the opposition.
7. Do not question the Referee's judgement or honesty. Remember he/she is only human with the same feelings as you and, like you, sometimes may make an honest error.
8. Support all efforts to remove verbal and physical abuse from children's football.
9. Recognise the value and importance of coaches who are all volunteers. They give children their time and resources to provide football for your child.
10. Read the Laws of the Game to understand better what you are looking at and commenting on.
11. Promote Ballingarry AFC Parental/Carer Code of Conduct.

Signed.....

Block Capitals..... Date.....

Parent of.....

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Player's Code of Conduct

Children should also be encouraged to realise that they also have responsibilities to treat other children, fellow players, coaches and volunteers with the same degree of fairness and respect that is expected of adult members/coaches. In this regard children in Ballingarry AFC should undertake to:

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

Children in Ballingarry AFC should not:

- Cheat
- Use abusive language, or argue with, the referee, officials, team mates or opponents
- Use violence, use physical contact only when it is allowed within the rules
- Bully
- Tell lies about adults or other children
- Spread rumours
- Take banned substances to improve performance
- Keep secrets about any person who may have caused them harm
- Behave in any manner that may bring the name of Ballingarry AFC into disrepute

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

I, as parent/guardian understand that either a coach or a member of the Schoolboys/Girls Committee will address any behavioural or concerning behaviour with me if it should present as a problem.

I, understand that I as parent/guardian will go to the coach or a member of the Schoolboy/Girls Committee if I am concerned about my child.

I, _____ (Parent/Guardian) have read, understood and agree to the code of conduct for children in Ballingarry AFC.

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Spectator's Code of Conduct

You are very welcome to The Ballingarry AFC Club we hope you enjoy your visit and the game you have come to see. We ask you to abide by our spectators code of conduct during your visit.

- Remember that children play organised sports for their own enjoyment. They are not there to entertain you.
- Be on your best behaviour. Do not use profane language or harass, physically or verbally, players, managers, coaches, referees or assistant referees.
- Applaud all good play by your own team and the other team.
- Show respect for your team's opponents. Without them, there would be no game.
- Never ridicule or scold a child for making a mistake during a game.
- Condemn the use of violence and verbal abuse.
- Respect the Referee and Assistant Referees' decisions. Remember they are only human with the same feelings as you and, like you, sometimes make an honest error.
- Encourage players always to play according to the Laws of the Game.
- Read the Laws of the Game to better understand what you are looking at, and commenting on.

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Code of Conduct for Coaches

The following is a code of conduct in relation to child protection, based on the principle that The Ballingarry AFC Club have a duty of care to safeguard children.

- Respect the dignity and spirit of all players, including children and young adults.
- Treat all players fairly.
- Establish supportive, positive environments to encourage healthy competition, skill development, fun and achievement.
- Avoid contact or conduct that may be interpreted as having sexual connotations or inappropriate behaviour.
- Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a player or negatively affects their self-esteem.
- Do not tolerate acts of aggression.
- Work towards eliminating harassment and abuse.
- Be prepared to intervene if a child or young person under 18 is being abused or neglected.
- Practice fair play both during and outside of all sports activities. "Fair Play" is defined as showing considerate regard for players, leaders, parents, spectators and officials, abiding by the rules of soccer and officials decisions.

Adhere to the policies of Ballingarry AFC – Club

Code for Coaches

Relationships

- The good coach will be concerned primarily with the well-being, health and future of the individual player and only secondarily with the optimising of performance.
- A key element in a coach/player relationship is the development of independence of the player.
- Players must be encouraged to accept responsibility for their own behaviour and performance in training, competition, and in their social life.
- The relationship between coach/player relies heavily on mutual trust and respect.
- In detail this means that the player should be aware of the coaches' qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance.
- Coaches must not encourage players to violate the laws of the game and should actively seek to discourage such action. Furthermore, coaches should encourage players to obey the spirit of such laws.
- Coaches must not compromise their players by advocating measures which could be deemed to constitute seeking to gain an unfair advantage (cheating, diving, bullying).
- Above all, coaches must never advocate the use of proscribed drugs or other banned performance enhancing substances.
- Coaches must treat opponents and officials with due respect, both in victory and defeat and should encourage their players to act in a similar manner.
- Coaches must accept responsibility for the conduct of their players insofar as they will undertake to discourage inappropriate behaviour.

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Lead by Example and Demand Best Practice Standards

Personal Standards

Coaches are given a position of trust by parents/guardians and players, and are therefore expected to show the highest standards of behaviour whilst in the company of underage players. As a coach of underage players, you act in "loco parentis" and therefore your duty of care is more onerous than that of a coach to an adult team. The coach must consistently display high personal standards and project a favourable image of the game and of coaching - to other players, coaches, officials, spectators, the media and the general public. Personal appearance is a matter of individual taste but the coach has an obligation to project an image of health, cleanliness and functional efficiency.

Coaches should not drink alcohol so soon before coaching that their judgement may be impaired and the smell of alcohol will still be on their breath when working with players. Whilst players are present, consumption of alcohol should be avoided. When the event is a social one, with players present, consumption should be moderate.

As persons responsible for the well-being of young people, it is inappropriate to smoke in their presence or to behave in any fashion inconsistent with your position of responsibility. Coaches/volunteers must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches/volunteers must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.

Safe Practice

Coaches 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. Injuries should be recorded, with a note of action taken in relation to each one. It is recommended that each club maintain an accident/incident book with a specific report form to be completed by the coach/manager. A first aid kit should be available at all training sessions and matches. Parents/guardians should be notified of injuries/illness which their children incur while participating in a sporting activity. It would also be advisable for coaches to inform parents if their child becomes upset for whatever reason. The reason why the child became upset may then be clarified. It could be that a child has misinterpreted something that has been said or it could be an indication of bullying.

Parents/guardians should be informed of the starting and finishing times of training sessions and matches. Besides necessary manipulation of limbs in teaching technique, physical contact is not appropriate. In the sporting context certain types of coaching requires a "hands on approach" i.e. it may be necessary to support a child in order to physically demonstrate a technique. This should only occur when necessary and in an open and appropriate way with the knowledge, permission and full understanding of the child concerned and where appropriate the parents/guardians. 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.

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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.

Generally, physical contact between players or coach and players should not involve touching genital area, buttocks, breasts, or mouths and should only occur when others are present. ("Two Deep" supervision)

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

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

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

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

Be sure that touching occurs only when others are present.

Good Practice

Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their players. This is particularly important when the coach and players are of opposite sex and/or when the player is a young person.

Young players need a coach whom they can respect, therefore it is important that coaches should lead by example.

Young players play for fun and enjoyment therefore skill development and playing for fun take precedence over highly structured competition. Winning is not the only objective.

Coaches should set realistic goals for both the team and individual players and should not push young players into inappropriate or over competitive adult like competitions.

In relation to young players, coaches should ensure that all players participate and "average" players require and deserve equal time and attention.

Do not over-burden younger players with too much information.

Coaches should help and encourage young players to develop basic skills and sportsmanship and they should avoid over-specialisation in positional play during their formative years.

Coaches should ensure that all players are aware that "bullying" whether verbal or physical will not be tolerated.

Coaches should advise players and parents on how and whom to go to if they wish to make a complaint. All clubs should have a systematic complaints procedure.

A coach must not attempt to exert undue influence over the player's performance in order to obtain personal benefit or reward.

The coach 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.

The coach will on occasion be required to travel and reside with players in the course of coaching and competitive matches. On such occasions, ensure separate sleeping accommodation for officials and players.

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Coaches who use their own vehicles to transport players must ensure that they have adequate insurance cover and be careful not to carry more than the permitted number of passengers.

Coaches should be careful not to expose children especially younger participants to extreme weather conditions. Decisions in this regard should be made from the child's perspective.

Where the team is composed of both genders, there should be a male and female official present.

The coach should never be in a room or similar alone with a player. Where this is unavoidable, leave the door open and be within earshot of others. ("Two Deep" Supervision)

Officials should avoid situations where they are alone with young players in changing rooms. Wherever practicable, there should always be two or more adults in changing rooms.

Physical relationships with under-age players are illegal. Children are defined in Irish law as any person under the age of 18 years.

The use of drugs, alcohol and tobacco should be actively discouraged as being incompatible with a healthy approach to the playing of the game.

Coaches should strive to eliminate all unfair practices, including the use of drugs which effect performance. The Football Association of Ireland has amended its rules to include a child protection element in line with recent child welfare legislation and Government Guidelines.

Specifically coaches/volunteers are required to operate within these recommended codes of conduct and best practice. Breaches of this code may constitute a disciplinary offence.

Where possible, coaches 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 car

Coaches should not

- Use any form of corporal punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage inappropriate touching of any kind.
- Make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult. ("Two Deep" supervision)
- Undertake any form of therapy (hypnosis etc.) in the training of children.
- Ridicule or shout at a child for making a mistake or losing a game
- Put undue pressure on a child to please or perform well

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Child Protection: Procedures for Reporting Concerns

Concerns about poor practice and possible abuse within football settings.

Child abuse can and does occur outside the family setting. It is crucial that those involved in football are aware of this possibility and that all allegations are treated seriously and appropriate actions taken.

Allegations may also relate to poor practice where an adult's or peers behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour which contravenes existing Codes Of Conduct, infringes an individual's rights and/or is a failure to fulfil the highest standards of care.

Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them. If this happens you should:

- React calmly so as not to frighten the child or young person
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously.
- Ensure the safety of the child or young person- if the child needs immediate medical treatment, take the child to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which may not be feasible in the light of subsequent developments.
- The club may seek advice from Social Services before contacting parents.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge (Child Protection Officer) or designated person immediately, unless the concern is about the person in charge.
- The person in charge should be clearly identified i.e. Designated Executive Member or Child Protection Officer. If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or Police. These agencies will advise whether a formal referral is necessary and what further action you may need to take. If you are advised to make a formal referral make it clear to the Social Services or Police that this is a Child Protection referral.
- Confidentiality should be maintained on a strictly "need to know" basis and relevant documents stored in a secure location.

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Recording of information, suspicions or concerns

Information passed to the Social Services or Gardai must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information.

- The child's or young person's name, address, and date of birth.
- The nature of the allegation
- A description of any visible bruising or other injuries
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and relationship to the child or young person
- Whenever possible, referrals to Social Services should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow up is needed.

Reporting Documents/Forms

To assist in consistency and accuracy in following procedure and reporting on the issues covered by {Member Protection Policy}, the following documents are to be used:

- E1 Confidential Record of informal complaint-to be used by [MPIOs] or others who receive a complaint or allegation
- E2 Confidential Record of Formal Complaint - to be used when a formal complaint is received by [SO]
- E3 Confidential Record of Child Abuse Allegation - to be used by {MPIOs} or others who receive complaints/allegations of child abuse
- E4 Record of Mediation - to be used by those who conduct a mediation
- E5 Record of Tribunal Decision

General principles to be followed when completing a report of a complaint:

- Treat all complaints seriously.
- Deal with complaints promptly, sensitively and confidentially.
- Maintain a calm attitude.
- Ask the complainant if they will consent to you taking notes.
- Write the description of the complaint /problem using the complainants own words (as much as is possible).
- Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- Take a note of the facts and do not pre-judge the situation.
- Ask the complainant whether they fear victimisation or other consequences.
- Find out what outcome the complainant wants and if they need any support.
- Ask the complainant how they want the complaint to be dealt with under the policy.
- Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.

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Child Protection Anti-Bullying Policy

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion by one or more children against a victim.

Is bullying harmful?

Persistent bullying can have a devastating effect on a child's self-esteem. They may feel it's somehow their fault, or that there's something wrong with them, they may become withdrawn and insecure, more cautious, and less willing to take any sort of risk.

Being victimised in this way can cause days of mental anguish and leave lifelong emotional scars. It has driven some young people to try to murder their tormentors and others to suicide. A child who has suffered bullying often needs professional counselling to let out their feelings and rebuild their self-confidence. Bullying also affects any child who witnesses it,

What do children get bullied about?

Some of the factors involved in bullying include:

- Puberty
- Peer pressure
- Gender differences
- Stereotypes/prejudice
- Structure of the group - hierarchy of dominance
- Family background of victims and bullies

Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around. So often it is due to lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involve young people wilfully setting out to hurt or victimise. Young people often grow out of this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent 'slagging', which has the same, devastating effects as bullying, shouldn't be ignored.

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How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a centre or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness - headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to scout meeting, going different routes, asking to be driven)
- Frequent loss of 'subs' or shortage of money with vague explanations
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, tearfulness, tics)

There are other possible reasons for many of the above

What makes a person bully others?

Bullies are often making a plea for help through their violent behaviour, which may reflect a sense of insignificance. Bullies whose activities go un-addressed often fail socially and academically in later life. They need to be taught all important negotiation and co-operative skills, working with others rather than competing.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochána, dealing with Bullying behaviour is normally the responsibility of the organisation where it is taking place.

How can it be prevented?

Modules on raising awareness and developing techniques for dealing with bullying should be included in training.

While it is important to have rules about bullying, a whole group policy is the best solution. This means not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group. Group discussion methods have a big advantage over punishment in that they do not drive the problem underground or escalate it by making the bully more excluded or more of a social failure. This is known as the "No blame approach" (see below)

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Are there any practical steps that can be used to counter bullying?

- Use young people as a positive resource in countering bullying and to change the culture of the group to a permission to tell culture rather than a 'might is right' one
- Teach young people to negotiate, co-operate and help others, particularly new or different children
- It's a good idea to run poster campaigns and have stories and role-plays on how to deal with a bully included in ordinary group activities '
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

What is the 'No Blame' Approach?

Step 1 - Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- was it verbal or physical intimidation?
- how hurt is the victim
- was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 2 - Meet with all involved

- Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those joined in and those who initiated the bullying.
- Just have a maximum of six to eight in the group - keep the number controllable
- Make a point of calling a 'special' meeting.
- Ensure the severity of the topic is understood by all.
- Speak only of the hurt caused in general terms with no reference to the victim.
- Play on the conscience of all - ask questions like: How would you feel? Would you like 'it done to you?

Step 3 - Explain the problem

- The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed.
- Explain the feelings of loneliness, feeling left out, rejected, laughed at.
- Try asking Questions:
 - Would they like it if it happened to them
 - Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- Listen, watch out for reactions, and pick up on any without isolating anyone

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Step 4 - Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will loose out as a result

Step 5 - Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them

Step 6 - Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time.

Pass responsibility over to the group and give a time frame within which something must be done

Step 7-Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

Again enforce the idea of the team' looking after each other at regular intervals to ensure it is know that bullying or intimidating behaviour will not be tolerated.

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BULLYING INCIDENT REPORT FORM (Sample)

1. Name of person being bullied			
Name:		Team:	
2. Names of person (s) engaged in bullying behaviour			
3. Source of bullying concern/report (tick relevant box (s) *)		4. Location of alleged incidents (tick relevant box (s) *)	
Player concerned	<input type="checkbox"/>	Pitch	<input type="checkbox"/>
Other Person	<input type="checkbox"/>	Astro Turf	<input type="checkbox"/>
Parent	<input type="checkbox"/>	Match day venue	<input type="checkbox"/>
Coach	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Other	<input type="checkbox"/>	Dressing rooms	<input type="checkbox"/>
		Other	<input type="checkbox"/>
5. Name of person who reported the bullying concern			
6. Type of bullying behaviour and its impact *		7. Where behaviour is regarded as identity based bullying, indicate the relevant category	
Physical aggression	<input type="checkbox"/>	Homophobic	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Disability/SEN Related	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Membership of traveller community	<input type="checkbox"/>
Name calling	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
8. Brief description of bullying behaviour and its impact			
9. Details of action taken			

Signed _____ (Relevant Person) Date _____

Date submitted to Committee/Child Welfare Officer _____

*** Note:** The categories listed in the tables 3, 4 & 6 are suggested and Ballingarry A.F.C may add to or amend these to suit their own circumstances.

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Use of Photographic and Filming Equipment

Rules to guide use of photography:

- 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. This is included as part of our membership/consent form.
- 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 procedure for reporting the use of inappropriate images to reduce the risks to players.
- Follow the child protection procedures, ensuring either the designated officer or social service and/or police are informed.
- Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or leader of session. This club /organisation will display the following information prior to the start of an event to inform spectators of the policy.

Further information can be found on the [FAI website](#) (by clicking link). Below is from the FAI Social Media Policy.

8. Photography & Filming:

8.1. There are inherent risks in posting personal information about Children or Vulnerable Persons as it can lead to being able to identify them and their location, or it is possible that images may be subject to Inappropriate use. When posting photographs or videos the following points should be considered:

1. At the start of each season it is essential that written consent is received from every Child's parent / guardian before any photography or filming takes place. This should be obtained using an appropriate consent form.
2. Children's names or additional detailed information about them **must not** accompany any image or video. Before up-loading any images or videos of Children, written consent **must** be received from each parent / guardian.
3. Any person filming or taking photographs **must** be Garda vetted and have completed a relevant FAI approved Safeguarding 1 basic awareness training course.
4. If a Child within your organisation is under a court order or is in the care of the Child & Family Agency (Tusla) / HSE, their image **must not** be placed in the public domain.
5. Ensure that Children are appropriately dressed and only allow images to be taken on the field of play. Photographing / filming **must not** take place in areas of personal privacy such as, changing rooms, showers, toilets and bedrooms.
6. Camera phones **should never** be allowed into Children's changing rooms, showers or toilets.
7. If an individual who is engaged in filming / photography presents a serious concern or an immediate danger, please report the issue to your local Garda station or Tusla.

8.2. If parents / guardians, professional photographers or other spectators are intending to photograph or video at an event they should also be made aware of the Policy.

8.3. Specific details concerning the Policy in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public-address system, prior to the start of an event.

8.4. Organisations **must never** allow unsupervised access to Children, one to one photo sessions or photo sessions outside the event or at a Child's home.

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Useful Contact Numbers

Name	Role (e.g. coach, volunteer, chair, etc.)	Contact Number	Email
David O'Hanlon	Chairperson & DLP	087 9334312	daithiohanlon@gmail.com
Marie O'Grady Quaid	Children's Officer	087 2122262	ogradymarie@hotmail.com
Claire Gilbourne	Assistant Designated Liaison Officer	087 6445705	hickeyclaire@hotmail.com
Michael McNamara	Vice Chairperson	086 8035343	ballingarryafcunderage2020@gmail.com
John Clancy	Secretary	087 1208900	John.clancy@wyethnutrition.com
Rory Alymer	Treasurer	087 9730110	roryalymer@gmail.com
Shane Markham	Coaching Coordinator	086 8181524	ballingarryafcunderage2020@gmail.com
Dean Clancy	PRO	087 9726176	Dean307@gmail.com
John Shiels	Grounds man	086 3603678	
Kevin Forde	Pitch & Astro Bookings	085 8101984	
Ruth Kennedy	Covid Officer	087 9887938	

Contact Details for Statutory Agencies

Tusla Child & Family Agency,
Limerick Duty and Intake Team,
Tusla Building,
St Joseph's Hospital,
Mulgrave Street,
Limerick
Tel: 061-607101
Email : limkdutysocialwork@tusla.ie

An Garda Síochána -999/112