



Shankill Football Club

Club Policy and Guidelines





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1. Shankill Football Club

1.1 Aims and Objectives

The aim of Shankill Football Club is to provide all players at our club with the maximum opportunities to develop their footballing ability to its full potential.

This will be achieved with the full co-operation of Managers/Coaches, Players and Parents in a safe and friendly environment.

1.2 Managers Volunteer Education & Support Policy

The Committee of Shankill FC greatly appreciates our coaches, managers and all volunteers who give freely of their valuable time in providing a stimulating, supportive and fun soccer experience to the players in the Club. The Committee will endeavour to support these coaches, managers and volunteers in their work by providing an environment where all activities are carried out in a safe manner and at all times conducted in the spirit of “Fair Play”.

Shankill FC will make all efforts to assist all new volunteers, managers, coaches in whatever way they can. It will provide information to all new volunteers/coaches which will familiarise them with Club rules, policies and procedures and expected codes of behaviour for children, coaches and parents/spectators.

Shankill FC recognise the value of having appropriately qualified personnel in the club, and therefore will endeavour to support any of our coaches in the coach education process. At no time will any coach, manager, volunteer be expected to work or deal with any problem alone and they will be assured of Committee assistance and support at all times. Also, coaches, managers and volunteers are encouraged to share ideas, expertise and support other club personnel in any way they can.

1.2 Club Membership

In accordance with Section 6 of the Club’s Constitution, membership shall consist of all committee members, managers, assistant managers, parents of registered players and registered players. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

1.3. Club Committee

The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairman, Treasurer, Secretary, and other members elected at an Annual General Meeting or co-opted during the year by the Committee. The committee shall have the power to form sub committees to assist it in the carrying out of its activities.



Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at an Extraordinary General Meeting (EGM). One person may hold no more than one position of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.

The committee meets regularly to discuss and make decisions on the operation and activities of a club. The business undertaken at a committee meeting is normally in 2 key areas: 1) Items for information. This relates to events that have already happened or decisions already made. Verbal and/or written reports are given to inform members, who then have an opportunity to ask questions or seek clarification; and 2) Items for debate. This relates to future events. This enables the whole group to discuss the issues and develop options.

1.4 Indicative Roles of Main Officers

Chairman

The Chairman main function is to work with the committee to ensure the smooth running of the club. The key tasks are –

- To create and communicate a long term vision for where the club wants to be.
- To lead the management of the whole club
- To ensure that the club is effectively managed and delivers on its the objectives.
- To ensure that there is effective communication between all members of the committee and the rest of the club.
- To organise and manage regular meetings of the Committee.
- To Chair meetings and ensure that committee members are involved and committed to the efficient and effective management of the club.
- To be the ever-present, energetic face of the club.
- To be available to listen and speak with all members of the club.

Secretary

The Secretary of a club provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external organizations. The club Secretary should report to the club Chairperson. The duties of the Club Secretary include

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To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, training of volunteers and mailings. To deal with the day to day running of the club

To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate

To liaise with other club committee members to ensure all appropriate administration is in place

To represent the club at meetings

To have a knowledge and understanding of roles and responsibilities of other club committee members

Treasurer

The Treasurer is the main person responsible for managing the finances of the Club. The Treasurer responsibilities include -

Looking after its finances

Collecting subscriptions and all money due to the club

Paying the bills and recording the information

Keeping up-to-date records of all the financial transactions

Ensuring that all funds are spent properly

Reporting to the committee on the club's financial status

Preparing year-end statements of accounts

Presenting an end-of-year financial report to the AGM Financial planning and monitoring throughout the year.



2. Protection of Children

Shankill Football Club believes that concern for the general well-being and welfare of all children and young persons under its care is of paramount importance in developing the young players of the future. The club recognises the responsibilities and trust that is placed on it by all players and their families. It will seek to respond to that responsibility by encouraging best practice in Child Protection matters and encourage everyone involved in the club to recognise this. The protection of the child must be the first priority of all its members.

All Managers/Coaches must know the club's policy and procedures, be encouraged to listen to concerns of players and take their complaints seriously. All current and potential Managers/Coaches shall consent to be screened as to their suitability to work with children as specified by the FAI Child Protection guidelines. Shankill F.C. will emphasise to all members that they have a duty to report to the Designated Person any concerns they have over the possible abuse of children. This duty also applies to concerns they might have about a colleague. The Club will provide guidance to anyone who makes a report of suspected abuse and they will be fully supported when voicing these concerns.

2.1 Child Protection

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including:

- physical abuse (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs, or training that exceeds child's development or maturity)
- sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations)
- emotional abuse (e.g., ill-treating by threats, humiliation or intimidation)
- neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).

The club will take all measures necessary to protect children involved in the club from harm. The club will do this by:

- responding to all reports of abuse promptly, seriously and confidentially
- complying with national child protection laws and Working with Children
- carefully selecting and screening people who will have regular supervisory contact with children
- promoting and enforcing the club's code of behaviour, particularly for roles associated with children
- making information about child protection available, particularly for roles associated with children
- adopting practices that provide the maximum opportunity for a child-safe environment.



All allegations of child abuse should be notified to a member of the committee immediately; who will then contact the club's Child Liaison Officer.

2.2 Supervision

Players must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age and maturity. If a manager/committee member finds a player under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety.

2.3 Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g., practice and games).

2.4 Pick Up and Drop Off of Children

The club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that a child is not left alone after training or a match.

The club will expect parents/guardians to pick their children up on time or to have made alternative arrangements, and to inform the manager/team official of any changes in arrangements for picking up the child. The manager/team official will make sure that parents/guardians and children know the times and locations of training and matches, and when they can expect to have to collect their child. They should arrive before scheduled training/match times.

Managers/team officials will have a list of contact numbers and if a parent/guardian is late in coming to collect a child will contact the parent/guardian. They will then ask the second to last child and their parent/guardian to wait with manager/team official and the child until the last child is collected.

Managers/team officials will not transport a child to their home unless express permission has been received from the child's parent/guardian to do so.

2.5 Taking Photos of Children

The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. The consent of the Team Manager must also be sought. The club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

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If the club uses an image of a child it will avoid naming or identifying the child or it will, avoid using both the first name and surname. The club will not display personal information such as residential address, email address or telephone numbers. The club will only use appropriate images of a child relevant to our sport.

For further information see:

Code of Ethics & Good practice for Children's Sport, The Irish Sports Council 2001.

Our Duty to Care, Department of Health & Children, 2002.

Children First, National Guidelines for the Protection and Welfare of Children 1999.



3. FAI Code of Ethics

Shankill FC fully adopts the Code of Ethics and Good Practice of the FAI. Below is a summary of the guiding principles of this code. The full document is available at www.fai.ie

“This Code ensures as with other sports, soccer contributes positively to the development of the individual. It is a vehicle of the mental, physical and emotional development, a development which is further enhanced if the under age player is guided by an informed, enlightened and caring coach/volunteer working within an acceptable ethical framework.

It is most important to establish and maintain standards of ethical behaviour especially in the coaching practices of young players. Key principles of responsibility and competence provide the core values of under age coaching. This Code of Ethics & Good Practice is informed by the following underpinning principles:

Children's involvement in soccer should be an enjoyable experience.

The safety of children should always be the paramount concern of all adults responsible for providing soccer opportunities at whatever level that adult may be involved at.

The appropriateness of the experience provided for children in soccer should be determined by and based on a child centred ethos which places the needs of the child at the centre of any activity taken.

Coaches/managers/volunteers should be properly recruited and managed with appropriate training made available to them. All adults involved in soccer have a responsibility to be aware of child protection as an issue.

The Football Association of Ireland recognises and accepts that in all matters concerning Child Protection, the welfare and protection of our under age players is a priority.”

This code is encapsulated in the Code for Spectators, Parents and Coaches as recommended by the FAI and fully endorsed by Shankill FC



4. Club Code of Conduct

4.1 General Guidelines

All club officials must familiarise themselves with the FAI's code of ethics, and adhere to them.

All club officials must familiarise themselves with the Club's Constitution

All club officials must familiarise themselves with the rules of the League their team will be playing in

The Club operates a non-discrimination policy, and all club officials shall treat all participants equally within the context of their activity, without regard to age, sex, colour, ethnic origin, religious , or political persuasion or other persuasion

Foul or abusive language from players, spectators, or club officials will not be tolerated by the club

Harassment, abuse, aggressive criticism or confrontation of referees or the opposition, will not be tolerated by the club. Complaints regarding referees and/or opposition teams must be referred in the first instance to the relevant Club Fixture Secretary, who will then (where appropriate) make representations to the relevant League

4.2 Committee members are expected to

Act honestly, in good faith, and in the best interests of the club

Ensure that any information acquired or advantage gained from their position is not used improperly

Conduct their responsibilities with due care competence, and diligence

Do not allow prejudice, conflict of interest, or bias to affect their objectivity

4.3 Managers are expected to

Place the safety and welfare of players above all else

Help each player reach their full potential, through encouragement.



Respect the talent, developmental stage, and goals of each player , and complement and encourage with positive and supportive feedback

Be consistent and impartial when making decisions

Address unsporting behaviour and promote respect for all people

Show leadership

Present the best possible image of the club at all times

Make their players aware of the standard of behaviour the club expects from them

Avoid arguments and confrontations with referees and opposition players / management

Support and encourage other managers/team officials with these guidelines

Any physical contact with a player should be appropriate to the situation necessary for the player's skill development

4.4 Players

Players should always show respect for team mates, managers, coaches, opponents and officials.

Players should arrive at training/matches in good time, and with appropriate gear.

Players should let managers know as soon as possible if you are injured or sick and unable to attending training or matches.

Players should be willing to learn and improve. Players should listen to coaches/managers and not distract others in the team.

Players should play to win but accept defeat and victory with the same spirit.

Players should always shake hands with opponents after a game.

Shankill FC will not tolerate bullying. If a player feels he/she is being bullied, they should advise their coach.



4.5 Parents/Guardians

Parents/Guardians should lead by example.

Parents/Guardians should always show respect for all players, opponents, managers, coaches and officials.

Remember to let the coach do the coaching at matches and training. Too many coaches confuse the children.

Parents/Guardians are encouraged to give all children positive support at matches. Parents should be mindful that negative comments are counter productive.

Parents/Guardians attending training/matches are asked to conduct themselves in such a way which promotes the definition of fair play.

Parents/Guardians should be prepared to be asked to leave by coaches/referee if their behaviour is felt to be contrary to the definition of fair play.

Parents/Guardians are required to support the coaches/referees decisions. These people are giving their time voluntarily and need your support.

Parents/Guardians are requested to positively support and encourage their child's involvement in football with the club.

Parents/Guardians should ensure their children arrive at training/matches in good time, and with appropriate gear.

Parents/Guardians should let managers know as soon as possible if your child is injured or sick and unable to attending training or matches.

Parents should ensure that their children are aware of the Players Code of Conduct and that they abide by it

4.6 *Spectators*

Remember that although children play organised soccer they are not miniature professionals. Don't place excessive pressure on children to perform to



unrealistically high expectations. Children play soccer to develop their skills, to have fun and enjoy the game.

Be on your best behaviour and lead by example. The behaviour of a teams supporters will often be remembered long after the result of the game. Be remembered for the right reasons.

Applaud good play, sportsmanship and best effort by the visiting team as well as your own.

Welcome and respect all your teams opponents. Without them there would be no match.

Condemn the use of violence in all forms at every opportunity.

Verbal abuse of players, match officials or opposing supporters cannot be accepted in any shape or form. Players or match officials should never be regarded as fair targets for ignorant or abusive behaviour.

Repeated failure in this regard can lead to disciplinary action under section 7.3.

Spectators must stand well behind the white sideline, as encroachment can intimidate players. Spectators must not stand behind the goals.



5. Anti-Harassment, Discrimination, and Bullying

The club opposes all forms of harassment, discrimination and bullying. The club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see 'Responding to complaints' below).

6. Inclusive Practices

The club is welcoming and we will seek to include members from all areas of our community. Where possible the club will include people with disability in our teams and club. The club will support and respect people from diverse cultures and religions to participate in the club and where possible will accommodate requests for flexibility.

The club will strive to provide a safe environment for participation and will take action over any homophobic behaviour.

Boys and Girls are permitted to play on mixed teams up to the age designated by their respective Leagues.



7 Responding to Complaints

The Club reserve the right to investigate any complaint or allegation made against any player, parent or club official, and to take any action deemed necessary, including, but not limited to, disciplinary action.

7.1 Complaints

The club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the following principles of procedural fairness (natural justice):

All complaints must be put in writing.

Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story).

Decisions will be unbiased and fair.

Any penalties imposed will be fair and reasonable, but proportionate to the offence.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will report the behaviour to the police and/or relevant government authority and our national body.

7.2 Complaint-handling process

When a complaint is received by the club (and does not fall into the category of child abuse), the person receiving the complaint (e.g., club secretary, child protection officer) will:

listen carefully and ask questions to understand the nature and extent of the problem

ask the complainant to put the matter in writing

explain the different options available to help resolve the problem

take notes maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve: supporting the complainant to talk to the respondent

bringing all the people involved in the complaint together to talk objectively through the problem

gathering more information (e.g., from other people who may have seen the behaviour).

Seeing if the complaint can be resolved informally.



7.3 Disciplinary Measures

The club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under the club's policy must:

be fair and reasonable

be based on the evidence and information presented and the seriousness of the breach

be determined by our constitution, by-laws and the rules of the game.

Possible measures that may be taken include:

verbal and/or written apology

suspension or termination of membership, participation or engagement in a role or activity

deregistration of accreditation for a period of time or permanently a fine, or any other form of discipline that our club considers reasonable and appropriate.

Should disciplinary action be deemed necessary the person (s) will be instructed to appear before a Disciplinary board appointed by the Club committee. Players who are under 18, and who are summoned to a disciplinary hearing must be accompanied by a parent/guardian. The Disciplinary Board is empowered to investigate and issue its findings to all relevant parties.

7.4. Appeals

The complainant or respondent can lodge an appeal against decisions of, or disciplinary measures imposed by the club. Such an appeal will be heard by the Committee, excluding any member who sat on the Disciplinary Board. Its decision will be final.



8 Club Website

The address of the club's website is <http://www.shankillfc.ie/>. The website provides information on competitions, social events, committee, policies, constitution, rules and forms.

Appendix C Communications and Technology outlines the club's policy with regard to communications and the use of technology.

9 Guidelines for Team Managers

9.1. Appointment of Team Managers

Prior to the commencement of each season, the committee shall (re) appoint managers and team officials for the coming season in accordance with the Screening Requirements outlined at Appendix B. The decision of the committee shall be final.

All managers and volunteers in the club have to be Garda Vetted.

The club will arrange for team managers to receive the appropriate coaching from the FAI. All managers should complete both Kickstart 1 and Kickstart 2 courses from the FAI.

9.2. Teams

The Club policy is that all players should play in their appropriate age group and their ability. This policy is designed with the welfare of the player and their football development in-mind. Exceptions to the rule will be considered by the committee only under exceptional circumstances. Should the committee decide to waive the rule, the waiver shall only apply for the current season, and must be referred on an annual basis thereafter.

Managers will grade their panel of players for the coming season by the end of June, in accordance with their ability. Any internal transfers thereafter are at the sole discretion of the holding manager. Teams being newly formed must be finalized in this time-scale also.

Where there are sufficient players for two or more teams in an age group then these managers must co-operate in the selection of players for each team. Players must be selected with the leagues/division that each team is likely to be assigned by the Leagues. The committee will adjudicate on any differences between managers, and their decision will be binding.



9.3. Leagues

The committee will decide which league each team will play in.

Each 7-a-side team will endeavour to sign at least ten players and keep to that number throughout the season.

Each 9-a-side team will endeavour to sign at least 13 players and keep to that number throughout the season.

Each 11-a-side team will endeavour to sign at least fifteen players and keep to that number throughout the season.

Children under 7 years of age (at the 1st January in the year that a league commences) shall not be permitted to play league football unless specifically authorised to by the committee. Such children should instead be referred to the Panthers (details of which are available on the Club Website).

The club will make every effort to ensure that once a team has been entered into a league that the team continues to play in that league for the remainder of the current season. Teams age 10 and under get regarded at Xmas by their League.

9.4. Team Finances

Managers/assistant managers will be initially responsible for collecting all subs due for the season, including the Annual fee (see Appendix A). The Club Treasurer will arrange a number of dates prior to the beginning of the season where the annual player sub can be paid directly to the club. The managers will assist with the collection of contributions for winter training (if appropriate), and any other such subs that the committee deem necessary.

Within one month of the commencement of the season the Team Manager will produce a list of squad players and those that have paid their subs. The Treasurer will contact those parents that have not paid the subs for their players. Failure to pay the annual sub can result in the player not being able to play for the team.

Players can only be registered on a team where

the Annual Fee for the current season has been paid in full an
alternative arrangement has been agreed by the committee

9.5 Player Registration

All teams must be registered with the relevant league before the start of each season.



Transfers of players - both internal and external- must be in accordance with the current league regulations. Players who are unregistered with any club, and who join mid-season, must be registered with the relevant league 48 hours prior to playing their first league match.

A list of players together with contact details and the name of the parent who signed the league registration form, should be provided to the Club Secretary prior to the 30th September each year. This information is then included in the Club Membership database, as it is a requirement for valid insurance cover for players.

9.6 Referee Fees

For the 7-a-side teams the cost of the referee will be paid by the club.

For 11-a-side teams the home team will pay the referee's costs in the case of a league game. In a cup game the cost is split between the home and away teams. For the 11-a-side teams the manager will pay the referee and may retain a "float" of two annual subs for this purpose. Manager will also be able to recoup additional referee costs from the club, upon presentation of the appropriate receipt at the next monthly managers meeting.

9.7 Fixtures/Results

Fixtures are published in the Evening Herald on a Monday and the Daily Star on a Tuesday morning. Fixtures for all teams will be available on the Club Website.

Any difficulties (for example 2 matches scheduled for the same pitch at the same time by different leagues) should be referred to the relevant Club Fixtures secretary as a soon as possible. Contact details are on the Club's Website.

Where a fixture has been cancelled the relevant Club Fixture's secretary should be notified as soon as possible. **Only the Leagues can cancel a match.**

To check whether a pitch is playable or not please follow the links on the clubs website. Under 'PITCH PLAYABILITY'. Generally the Councils such as DLRDCC update their websites with such details by Friday afternoon. ***If the pitches are closed then under no circumstances is training or matches permitted.*** If in doubt whether a game is still on then check it with out the relevant Club Fixture secretary.

It is the club's reasonability to ensure that home pitches are prepared and are safe to play on.

Managers should ensure that all players understand team rules as regards availability and selection for matches. 'Teamer' is the preferred method for communication of training,



match times, and other club events Please refer to section on Communications and Technology below.

It is the responsibility of individual players to give the manager adequate advance warning if they will be unavailable for a game for which they have been selected, so as to enable the manager to make alternative arrangements. A match-day meeting time for players should be agreed in advance and the manager or other team official should be there early to ensure proper supervision at all times. Managers are responsible for supervision and discipline of their players in and around changing areas before during and after matches. Managers are responsible for ensuring the park is left tidy after all games and training sessions. All litter, generated by the home and away teams must be tidied up as failure to do so could result in the club being penalised under anti-litter legislation and the pitch allocation being withdrawn by DLRCC.

Results should be forwarded by managers by text or e-mail to the relevant Club Fixture secretary within 24 hours of completion of fixture.

If a manager requires a fixture to be postponed (for example due to communion masses) they must notify the relevant Club Fixture secretary at least 3 weeks in advance of the postponement. The fixture secretary will then endeavour to meet the managers request but the final decision will rest with the relevant league.

9.8 Match sendings off

Details of all players sent-off must be immediately notified by the player's manager to the relevant Club Fixture Secretary. Managers must make players aware that all sendingoffs incur an automatic minimum one match ban.

Any player who has been sent-off in two or more matches in the season (either as a result of a red card or 2 yellow cards), must in addition to any League imposed sanctions, pay the fine for the second sending off imposed by the league before he/she may play again.

9.9 Managers Meetings

Managers meetings will be held prior to the start of each season and at times specified by the committee during the season. Each team must be represented at this meeting – Managers and Assistant Managers should liaise with each other to ensure one or other will attend. It is essential that all managers keep in-contact with the committee/ club. Where neither manager can attend a parent (of one of the players on the team) should be requested to attend in their place. Attendance of managers will be recorded.



10. Match Day & Training Guidelines

10.1 Match Days

Timing - Arrive at the correct time as instructed by the Manager. Its important especially as kids get older to offer to help with transport.

Help and Support - On arrival at the pitch (home games) parents will be of immense support if you help with nets and flags. You may find that the manager will ask you to help keep control of the footballs as during the game it is impossible to manage a team, watch the match and look after the equipment. At half time allow the managers to talk to the kids on their own.

Encouragement - During the match all parents are encouraged to verbally support the team with positive encouragement and plenty of "well done's". However it is vital that you refrain from directing the players with comments such as "push up" or "move back" or "go the whole way yourself"; these comments may be at complete odds to their prematch directives from the manager and will lead only to confusion. **Let the managers manage.**

At the end of the match give the manager a few minutes with the kids if he/she wishes and help again with the nets and posts. Offering to wash gear is always welcome as some managers will never ask. If parents get together they will only get it once every 2/3 months.

Team Selection - team selection is based on current form, attendance, performance and behaviour during training. In relation to substitutions and parents feeling aggrieved by the actions of the manager because his/her son/daughter only gets 10 mins - remember winning games should not be a priority above all else. However teams in each age group are expected to go for wins and so spare a thought for the manager who is in a winning position and is cautious of changing the structure of the team during the match.

Line Markings – spectators and managers must remain off the playing pitch while the match is in progress, unless asked to come on by the Referee. The club also will have a “secondary” line along the pitch at which spectators are requested to remain behind. This is in the interests of the players, as it can be very intimidating for young players to be crowded by spectators while running at the sideline or taking throw-ins.

10.2 Training Days

Gear - Make sure your child has the correct gear i.e. boots, shinguards, jersey, socks and nicks (not their match gear). It is also advisable to ensure he or she has a coat as they tend to perspire during training and they will need to keep warm afterwards. Finally a drink, preferably water, in a sealable bottle.



Time Schedule - Arrive at the correct time as instructed by the Manager and please do not drive off without the knowledge that one of the coaches or trainers are in attendance. Arrive back a few minutes before finishing time and if you are going to be late tell the manager or coach. It is unfair to arrive much later than expected as the manager will have to wait on, until every child has been collected.

Managers should ensure that a regular training time (s) is agreed. Players must notify managers if they are going to be unavailable to attend a training session. Managers should try to focus on children participating as much as possible.

Panthers Training – it is essential that there is an adult present at all times during training, especially given the young age of the children. If a parent cannot remain during training, they must inform the coaches who they have designated in their absence.

10.3 Discipline - Our aim is to ensure that your child's involvement with Shankill FC will be an enjoyable and memorable one. In order to achieve this, managers need to maintain a certain level of discipline within the team. However, the best form of discipline is self-discipline and ideally that's what we expect from our players.

As a Club we will not tolerate bullying or harassment of team-mates in any shape or form. No one player is bigger than the team. If a manager considers that a player's attitude or actions are disruptive to the well-being of the team, he is permitted to exclude them from training or games. Thankfully, cases of disciplinary action are rare but, when such action is deemed unavoidably, the manager will inform the parent of the reasons. If the situation does not improve the player may, following a decision by the Club's Committee, be suspended or expelled from the Club.

Discipline is very important at training and if there is an occasion where the manager has to exclude your child from a particular exercise as a form of discipline there must have been a good reason and this should be discussed with the manager in private.



11. Equipment

All requests for equipment (balls, cones, training bibs, ladders etc) should be co-ordinated in the first instance through the Treasurer. Managers should strive to make such requests prior to the commencement of each season, bearing in mind, that equipment will take time to be sourced. Managers should not purchase equipment themselves, except with the approval of the Treasurer.

Managers are responsible for all club equipment in their care, including kit and training gear. Managers should strive to ensure that dressing rooms are kept tidy, and particularly to ensure that nets etc are stored neatly so that the next person using them can do so easily.

Club colours are dark green jerseys with white shorts and dark green socks. Alternate strips should only be used when there is a clash of colours or as the referee dictates.

Club policy requires that teams who obtain individual sponsorship must order kit/equipment through the Treasurer and all funds must be lodged to the club account. Managers/team officials are not permitted to order kit/equipment direct from any supplier.

12. Pitches

The club will ensure that all pitches are appropriately marked. Where this does not prove feasible, the Club Secretary will organize a pitch marking rota for managers/committee officials. To avoid damaging the pitches, no training is permitted on pitches during times of inclement weather i.e. when pitches are soft/waterlogged etc. When the park is closed by the Council training is prohibited until the Council deem it permissible to resume. Managers are free to source their own training facilities but are responsible for covering any costs incurred.

13. Insurance

The Club will purchase Personal Accident and Public Liability Insurance. A summary of current cover is available from the Club Treasurer. The Club will not be liable for any amounts below the excess specified in the policy or for claims otherwise excluded by the policy.

All incidents that give rise to a claim must be notified to our Insurers by phone or in writing within 30 days of their happening. Failure to meet this deadline may result in Insurers refusing to provide an indemnity.

A claim form will be sent out to the Club Secretary and this must be returned as soon as possible. If necessary the Insurer will appoint an assessor after receiving the claim form. Any correspondence whatsoever from the Third Party or their Solicitors must be passed to



our Insurers unanswered, upon receipt. All claims must be dealt with through the Club Secretary as the Insurers are unable to deal with individual players.

14. Fundraising Events

The Committee must be advised of all fund raising events being proposed by a team.

Fundraising is essential to the running of the club and to the future development of the club. All club members should actively participate in such events when requested to do so by the committee. Managers should ensure that their teams/players are aware that if they are to benefit from the proceeds of fundraising events, then they must participate in them.

15. Team Trips

The committee will give preference to those teams requesting assistance who have shown a commitment to the club's fundraising efforts. When requesting permission to travel managers must submit full details of proposed fundraising, both sources of income and projections of costs. Full accounts detailing income (including fundraising) and expenditure for all trips must be submitted to the Club Treasurer. All monies raised must be lodged to the club account.

Where a possibility of sponsorship arises any approach should be advise to a committee member



Appendix A Annual Fees Season 2011/12

FEE	1	2	3
Player	€140.00	€210.00	€240.00
Panther	€70.00	€95.00	€110.00
1 Player & 1 Panther	€190.00	3 players & 1 Panther	€240.00
2 Players & 1 Panther	€220.00	1 Player & 2 Panthers	€210.00



Appendix B Screening Requirements

MEMBER PROTECTION DECLARATION

The club has a duty of care to all those associated with the club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I _____

Address _____

Born _____

Hereby sincerely declare that :

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that the club may consider constitutes a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the chairman of the club immediately on becoming aware that any of the matters set out in clauses 1 to 4 above have changed.

Declared on/...../.....

Signature



Appendix C Communications and Technology

Using the internet and electronic communication is essential for communicating with club members.

All club members are expected to use the internet and electronic communication appropriately, so think about what is to be said before writing it.

Communication by the club and members :

- Should be restricted to club matters
- Must not offend, intimidate, humiliate or bully any member
- Must not be misleading, false, or injure the reputation of members or others
- Should seek to protect the privacy of members
- Must not bring the club into disrepute

Managers and other team officials will direct electronic communication appropriately, which means for those working with younger children, through their parents.

Any club member found to have sent inappropriate electronic communications, uploaded inappropriate website content, or engaged in blogs or discussions that harass, offend, intimidate, or humiliate club members, may face disciplinary action as outlined in the club's code of conduct.

'Teamer' is the preferred method of communication used by managers to communicate with players / parents

- Teamer texts are a simple and easy way for the manager to communicate to the Parents /players ie they inform parents / players when and where training / matches are to be played
- To register, speak to the manager and he will take your mobile number and add you onto the teamer text list. You will be able to receive teamer texts following this
- You may also log onto teamer by logging onto www.teamer.net then log on by using your mobile number. It will then ask you to provide a password.
- The Managers appreciate responses to teamer texts (ie accept or decline by replying Y or N) from parents /players so that they know who is coming to training and matches. Saves making phone calls



Appendix D - Shankill Football Club Garda Vetting Policy

Shankill Football Club is committed to the protection and welfare of our members. As part of the commitment Shankill Football Club is committed to best practice in selection and recruitment procedures of our team managers, committee members and all other volunteers and when deemed necessary requires Garda vetting as part of this process.

Shankill Football Club has signed an agreement with The County Volunteer Centre Ltd in which Shankill Football Club has agreed that The Volunteer Centre

(www.volunteerdlr.ie) will act as an Authorised Signatory for Garda Vetting.