



CUFC

Club Policy & Procedures Document

Agreed Policy
August 2018
Rev 5

Introduction

The aim of this policy document is to provide Club Officials, Players, Coaches and Parents with our Club Policies on the following:

- Code of Ethics.
- Code of Conduct.
- Club Policy on participation in Sport.
- Disciplinary Policy.
- Complaints Procedure.
- Child Protection Policy

Code of Ethics

Basic Philosophy:

The greater the sense of achievement, fun and fair play that people experience participating in sports the more they will enjoy their involvement and strive to develop their true potential.

It is the policy of Colemanstown United F.C. (hereinafter called CUFC) to safeguard the welfare of all of our players by protecting them from physical, emotional and sexual harm.

Children are defined in Irish Law as any person under the age of 18 years.

In response to Government Guidelines the following rule applies:

Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

Our coaches/volunteers must play an important role in abiding by this policy as do the parents of children that participate in soccer. The co-operation of everyone is vital to this effort.

Any breach or non-adherence of this policy will become a disciplinary offence.

Code of Conduct

Underage players (Under 18's)

- Children's involvement in soccer should always be enjoyable.
- The safety of children should always be the paramount concern of all adults, managers, coaches, volunteers & parents responsible for providing soccer opportunities at whatever level that adult may be involved. Separate child protection policy of CUFC to be adhered to.
- The appropriateness of the experience provided for the children in soccer should be determined by and based on a child centered ethos which places the needs of the

- child at the centre of the activity taken.
- Coaches/Managers/Volunteers should be suitably recruited in line with CUFC Volunteer Recruitment Policy 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.
- All coaches/managers are garda vetted.

Children in soccer are entitled to:

- Be safe.
- Be treated with dignity, sensitivity and respect.
- Participate in soccer on an equal basis, appropriate to their ability and stage of development.
- Be happy, have fun and enjoy soccer.
- Make a complaint in an appropriate way and have it dealt with through a proper and effective complaints procedure.
- Be afforded the appropriate confidentiality.
- Be listened to and believed.
- Have a voice in the club.

Children in soccer should undertake to:

- Treat other children, fellow players, officials, coaches and volunteers with fairness and respect.
- Play fairly, do their best and have fun.
- Play by the laws of the game.
- Strive to make high standards of Fair Play as the standards others want to follow. Respect opponents, they are not the enemy; they are partners in a sporting event. Without them there would be no game.
- Shake hands before and after a match, whoever wins.
- Give consideration to any player who may be injured.
- 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 as that shown to other people.
- Show Racism the red card
- Be modest in victory and gracious in defeat – “Be a Sport”
- Approach the Club’s 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 soccer should not:

- Cheat or cause disruption during training sessions, matches or while attending club organised events or outings.
- Use abusive language under any circumstances; argue with the referee, officials, team mates, mentors or opponents.
- Use violence. Physical contact should only be used 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.

Coaches Code of Conduct

Coaches include Managers and Members of the club for the purpose of this document.

- The coach is concerned primarily with the wellbeing, health and the future of each individual player.
- All details about matches/training are conveyed to parents/guardians by coaches/managers via text message to the number listed on the child's registration form.
- The coach encourages players to accept responsibility for their own behaviour and performance in training, competition and social life.
- The relationship between coach and player relies heavily on mutual trust and respect.
- Coaches should encourage players not to violate the laws of the game and should also encourage players to obey the spirit of such laws.
- Coaches must not compromise their players to gain an unfair advantage.
- Coaches must always discourage the use of drugs or other banned performance enhancing substances.
- Coaches must treat opponents and officials with due respect both in victory and defeat and should encourage 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.
- Coaches have an obligation to project an image of health, cleanliness and functional efficiency.
- Coaches when responsible for players; must not consume alcohol or drugs.
- Coaches in the presence of players should realize that it is inappropriate to behave in any fashion inconsistent with their position of responsibility.
- Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self determination. Everyone must be treated equally within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion. See CUFC Equality Policy which must be adhered to within the club.
- Coaches have the responsibility to ensure the safety of players.
- Coaches must have successfully completed an appropriate 1st aid training course
- Coaches should have a suitable first aid kit available at all training sessions and matches.
- Male coaches should not attempt to attend to an injury of a female player. The child's parent should be called on to attend to such injuries. In the absence of the child's parent, a female supporter of the club should be called on to assist.
- Managers must notify Club Chairman / Secretary/ Director of Football of participation in any friendlies or training sessions outside CUFC's designated locations.
- Managers must not participate in any tournaments or competition without informing a Club Officer or Director or football
- Coaches have the responsibility to notify a parent/guardian if their child incurs an injury or illness while participating in sport.
- Coaches must inform parents/guardians of starting and finishing times of training sessions and matches.
- Coaches should not treat injuries out of sight of others. Use a 'Two Deep'

supervision system. Only personnel who are qualified in administering First Aid or treating sports injuries should attempt to treat an injury. Physical contact between coaches and players should not involve touching the genital area, buttocks, or mouth and should only occur when others are present.

- Coaches should not play injured players.
- 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.
- Coaches should set realistic goals for both the team and individual players and should not push players into inappropriate or overly competitive competitions.
- 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 the channels for making a complaint.
- Coaches must not attempt to exert undue influence over any player's performance in order to obtain personal benefit or reward.
- Coaches must realise that certain situations or friendly actions may 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 any such situation.
- 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/volunteers and players.
- When a team is comprised of both genders; there should be both a male and female official present.
- The coach should never be in a room or similar alone with a player.
- Physical relationships between coaches and under-age players are illegal.
- All coaches engaged with children under 18 years should have current Garda vetting. The current recommended vetting period is 5 years.
- Ensure adequate adult:child ratios in place for training sessions.
- A child:adult ratio of 1:5 is agreed for travel to social events, outings, Galway FC games, Irish International fixtures or any other such events.
- There should be at least one adult of each gender with mixed parties.
- Children should be supervised at all times
- Adults should avoid being left alone with children
- If a coach/manager needs to talk separately to a player this should be done in an open environment, in view of others.
- Respect the privacy of children while changing, coaches/managers may only need to enter changing rooms where the participants are very young or require special assistance.
- If a child suffers an injury or accident the parents/guardians should be informed and necessary reports completed.
- Activities being undertaken should be suitable for the ability, age, and experience of the participants.
- Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants.
- All FAI Goalpost Safety Guidelines must strictly be adhered to and enforced.
- Where protective equipment is deemed necessary it should be used.
- First Aid should be available for all training sessions and matches.

Coaches must not:

- Spend any time with children away from others.
- Take sessions alone
- Take children on journeys alone in their vehicle.
- Use any form of corporal punishment or physical force on a child.
- Exert undue influence over a participant in order to gain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow inappropriate touching of any kind.
- Make sexually suggestive comments about or to a child. 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.

Parents Code of Conduct

- Parents play an important role in promoting their children's happiness and success in soccer and sport in general.
- Parent's expectations and behaviour have a significant bearing on their children's attitude and behaviour while participating in soccer.
- Prior to the commencement of the football season parents must register their child(ren) with the Galway FA and with CUFC on the prescribed registration form. Any medical condition must be noted on the club form. The registration form for all players under 18 years must be read thoroughly by the parent/guardian prior to signing. The club secretary/ registrar endorses all registrations prior to submission to the Galway FA.
- Parents must not drop off children unless at least their coaches are present.
- Training sessions cannot go ahead unless the coach is present for the entire session.
- Parents must not drop off children before the allotted time
- Parents must arrive on or before the pickup time. Coaches may have other commitments.
- For children under 6 years; parents/guardians should be in attendance at all times.
- Encourage fair play at home and do not instill a "win at all cost" attitude.
- Be positive or be quiet, negative comments are not helpful and counterproductive.
- Conduct themselves in such a way which promotes Fair Play.
- Promote a safe & friendly environment at all times.
- Leave the grounds if requested by officials if their behaviour is contrary to this policy (any fines imposed by the Galway F.A. must be paid by parent)
- Communicate any concerns parents may have to the coaches.
- Assist the coach when requested and show appreciation for a job well done.
- Support the coach and referee's decisions.
- Refrain from contacting the coach unless it is necessary, respect that coaches have a private life.
- Inform the coach about injury, illness, holidays etc.
- Make every effort to attend training and games.
- Make sure their children have appropriate clothing/equipment/refreshments & medication
- Volunteer to help the club in training sessions, fundraising, etc. any other situations they may be requested to assist.

Parents should not:

- **Ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in soccer.**
- **Ridicule or shout at any child for losing a game or making a mistake.**
- **Put undue pressure on a child to please or perform well.**
- **Insult players or officials.**
- **Argue or shout abuse at officials.**
- **Suggest or encourage cheating, aggressive or 'dirty play'.**
- **Behave with physical aggression towards another person.**
- **Parents should establish contact with the individuals responsible for coaching their children.**

Support and encouragement from parents will contribute to children having:

1. **A sense of achievement.**
2. **An enjoyment of soccer.**
3. **Improved physical fitness.**
4. **Higher self esteem.**
5. **A greater level of skill.**
6. **Improved social skills.**

There are many ways that parents can become involved in children's sport.

Parents can:

- **Supply or organise transport to and from training and matches.**
- **Assist coaches if requested.**
- **Become a coach or volunteer.**
- **Referee games if requested.**
- **Wash sports kit.**
- **Take part in committees to assist with the organisation of special events etc.**
- **It is important for parents to find out what their children want from soccer, and help set realistic targets to achieve this.**
- **Encourage but not force your child to be active.**
- **Know when your child is ready to play.**
- **Encourage healthy lifestyle habits.**
- **Attend training and games.**
- **Promote and teach Fair Play.**
- **Teach your child to treat other players, coaches, officials and spectators with respect regardless of race, creed, colour, sex or ability.**
- **Help children set realistic targets.**
- **Help children with decision making.**

CUFC strives to promote:

- **Fair Play**
- **Participation**
- **Development of Skill**
- **Fun**

Most importantly – parents lead by example.

Club Policy on Participation in Sport.

It is the aim of CUFC that every player will get the opportunity to play soccer for CUFC at the highest possible level. If the number of participants allow, a second team will be entered into a competition at a lower level to cater for less stronger players. It is recognised that young players develop at different stages; therefore all players will get the opportunity to progress to the highest level at their own realistic pace. Adherence to this policy will hopefully ensure that every player will get the best available opportunity within our club.

- **Any person who signs up to play soccer for CUFC must be a fully paid up member of the club.**
- **A player must sign on the prescribed Galway FA Registration form & CUFC Club form. Parents/Guardians of players under 18 years must also sign both the Galway FA form & CUFC club form. Any known medical conditions must be declared on the club form.**
- **For all players under 18 an explanatory snippet on the club rules, insurance and media publicity forms part of a player registration form. The name of an U18 player is not disclosed for any photos used via club website or any other means of publicity without first consenting with the parents.**
- **The Club strives to practice a ‘no pay, no play’ policy.**
- **CUFC will seek to enter teams in as many available competitions and tournaments prior to consultation with club officers/Director of Football.**
- **When choosing teams for matches, managers will select all available players.**
- **Under normal circumstances, only players of a particular age group, may train with this age group, and subsequently play for this age group team.**
- **No player may play for a team more than 2 years above their age group unless approved by Executive Committee or FAI and no valid age group exists for the player.**
- **When choosing teams for matches, priority should be given to players with the best training attendance, attitude, etc., not to players with the best skills.**
- **Players should be substituted for any disciplinary issues on the pitch. e.g. consistent fouling, arguing with the referee, manager, coaches, etc.**
- **Players should be substituted for serious injury. Any injured player will not be allowed to continue playing even if no substitutes are available. A Player’s health and safety is paramount.**
- **When numbers allow, multiple teams will be entered in competitions and tournaments.**
- **Any concerns a manager may have in relation to a player competing above their age level should be raised at committee level & addressed to the Galway FA if the need arises.**
- **Following registration a spreadsheet of all players registered is maintained as part of Sports Manager on-line registration system. A hard copy of all GFA registrations is maintained by the club secretary under Data Protection rules. The spreadsheet includes the Player’s name and address; parents/guardians name & address (for under 18’s) contact number for player and parents/guardians, the Galway FA form number on which each player has signed & their applicable age group. The spreadsheet is locked for Data Protection purposes**

Disciplinary Policy

It is the policy of CUFC that all members, parents and spectators act in an appropriate manner as outlined in the Club Constitution or the Club Policy Document.

If any member (playing or non-playing) is found to behave in any manner which infringes the Club Constitution or the Club Policy Document, then the following procedure will be applied:

- **Manager/Coach/Member will discuss the inappropriate behaviour with the individual and try to resolve the issue.**
- **Persistent breaches will require the assembly of the Disciplinary Committee.**
- **The Disciplinary Committee is formed from the Executive Committee of CUFC and will consist of no fewer than 4 Executive Committee members.**
- **The Chairman and Secretary of CUFC will automatically sit on the Disciplinary Committee with 2 other Executive Committee members selected by the Executive Committee.**
- **When the Disciplinary Committee are required to meet to discuss breaches of the Club Constitution or the Club Policy & Procedures Document, the individual involved may be contacted by the Club Secretary to attend a meeting to discuss the issue.**

For breaches of the Club Policy Document, the following sanctions may apply:

- **No further action required.**
- **Suspension pending further investigation.**
- **Suspension from CUFC for a specified time.**
- **Expulsion from CUFC.**
- **Contact with relevant Authority to investigate.**

The individual will then be required to attend a meeting to discuss the allegations with the committee, where a decision will be made in his/her absence in relation to a sanction if any is to be imposed. The individual may be entitled to request the presence of their Parent/Guardian/Representative at the meeting.

- **If the individual is under 18 years of age, the committee will request a parent/guardian to attend the meeting. No sanction may be imposed on any individual under 18 years of age without a parent/guardian being present.**
- **Any Player/Member of CUFC sanctioned by the club, Galway and District League or the FAI will be solely responsible for the sanction imposed.**

Complaints Procedure

- **All players (or player's parents/guardian) who have complaints of any sort, should first raise the issue with the player's Manager. The manager and player/guardian should attempt to resolve the issue in a calm and non-confrontational manner if at all possible.**
- **Depending on the severity of the issue the player/guardian or manager may seek to have the issue referred to a higher authority.**
- **If the player is under 18 years of age, and if unsatisfied with the response of the**

Manager, the player (or player's Guardian) may raise the issue with the Club Children's Officer who will record the details of the issue in the Club Complaints log.

- **If unsatisfied with the response of the Manager or Club Children's Officer, the player (or player's Guardian) should send a letter to the Club Secretary, outlining the issue and responses to date.**
- **The Club Secretary will record details of the issue in the Club Complaints log if not already recorded.**
- **The Secretary will raise the issue at the Executive Committee and following discussion a decision will be made.**
- **Complaints will normally be dealt with at the next Executive Committee meeting.**
- **The complainant will be notified of the decision by letter from the Club Secretary.**
- **The decision of the Executive Committee is final.**

Adapted from the Irish Sports Councils Code of Ethics & Good Practice for Children's Sport now superseded by the FAI's Child Welfare Policy (Jan 2014)