

**CARRICKFERGUS RUGBY FOOTBALL CLUB**

**RULES OF THE CLUB**

*(This set of rules was prepared and issued on 1<sup>st</sup> June 2019)*

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

### **1. Name**

The Club shall be called the Carrickfergus Rugby Football Club, hereinafter called “The Club”.

### **2. Objects**

The objects of the club shall be:

- (a) To provide playing facilities for the game of Rugby Union Football, and to encourage and promote interest in the game; also to provide appropriate amenities and activities for the Club members.
- (b) To provide playing facilities for any other sports requested by the membership and approved by the members at a General Meeting.

### **3. Ulster Branch**

The Club shall be affiliated to the Ulster Branch of the Irish Rugby Football Union, and at each Annual General Meeting, the Club shall elect a representative to the Ulster Branch of the Irish Rugby Football Union.

### **4. Colours**

The colours of the Club shall be:

JERSEY	Red with 4” Black Hoop
SHORTS	Black
SOCKS	Black and Red Hoops

### **5. Membership**

The Club shall be formed of Playing, House, Student Playing, Associate Social, Senior Citizen, Youth Rugby (Male), Youth Rugby (Female), Mini/Maxi Rugby, Life and Honorary Members. (The following categories of membership will be deemed to be Ordinary Members and shall have rights of voting in relation to the affairs of the Club, namely Playing, House, Life and Honorary Members)

- (a) Anyone wishing to become a member must be proposed and seconded in writing by two members on the appropriate form of application. An application will not be considered until the appropriate subscription has been paid (see below). The names and addresses of the persons proposed as members shall be displayed in a conspicuous place in the Club premises with the names of the proposers and seconders for at least two weeks before their election. The application shall then be considered by the Management Committee, and to be successful, the application shall be accepted on the basis of a simple majority vote.

## **CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB**

- (b) The subscriptions for the various categories of membership for which application may be made are:
- Playing – £170
  - House – £150
  - Student Playing (full-time student) – £140
  - Associate Social – £60
  - Senior Citizens – £15
  - Youth Rugby (Male) – £100\*
  - Youth Rugby (Female) – £50
  - Mini / Maxi Rugby – £75\*

### NOTES:

\* The subscriptions for Youth (Male) and Mini Rugby reduce to £90 and £65 respectively for a second or subsequent child from the same family in that section.

- (c) Persons shall not be admitted in such numbers to membership not carrying voting rights in relation to the affairs of the Club as will result in the number of members not having such rights being more than three times the number of persons having such rights.
- (d) No persons shall be admitted as temporary members.
- (e) Honorary membership may be given to any person for exceptional services to the Club, or to the game. Any proposal for such honorary membership shall be placed before the Management Committee and, if passed, shall be voted on at the next Annual General Meeting of the Club.

## **6. Management Committee**

(i) The Management Committee shall consist of the Officers of the Club (i.e. President, Vice President, Honorary Secretary and Honorary Treasurer) together with, the Representative to the Ulster Branch, the Players Committee Convener; the Facilities Committee Convener; The Finance Committee Convener; the Commercial and Events Committee Convener; the Social Committee Convener; the Youth and Mini Rugby Committee Convener; and the Communications Committee Convener.

*[Note – The Vice President shall discharge the duties of Disciplinary Committee Convener]*

(ii) Elections to the Management Committee shall be held annually and, subject to re-election, all members elected to the Management Committee shall vacate their office at the following Annual General Meeting.

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

(iii) A member shall not be eligible to hold the office of President for more than two consecutive years. This does not preclude that member being re-elected to the office of President at a later date.

- (a) The Management Committee, when elected, shall have power to co-opt additional members as considered necessary.
- (b) The Management Committee shall deal with the entire management of the business and affairs of the Club.
- (c) The Management Committee shall have power to revoke or suspend membership of anyone who, in its opinion, has been guilty of gross misdemeanour or unsportsmanlike conduct, or has, in any way, brought disrepute on the good name of the Club.
- (d) The quorum at meetings of the Management Committee shall be six.
- (e) The Management Committee shall hold meetings at least once a month, on such dates as they shall decide.
- (f) The Management Committee shall have unlimited authority on every question of order, and the interpretation of the Rules of the Club, and their decisions on these matters shall be binding on all members, until set aside at a General Meeting of the Club.
- (g) No event, tour, or unofficial game may be arranged without the prior approval of the Management Committee.
- (h) No expenditure of Club funds shall be permissible without the prior approval of the Management Committee, save that the Management Committee may give the Honorary Treasurer, or Club Committee, limited authority for expenditure of sums within limits they may fix.
- (i) No matters relating to the Club, or where the Club name is involved, shall be published by, or through the agency of, any member, unless prior approval has been given by the Management Committee.
- (j) The Management Committee shall have power to maintain and improve Club property, supply refreshments, and shall have all administrative power as may be necessary for properly carrying out the objectives of the Club in accordance with the Club Rules.
- (k) The Management Committee may delegate to any Sub Committee, any of their powers. In addition to these Sub Committees the Officers of the Club (namely President, Vice President, Honorary Secretary and Honorary Treasurer) will meet together on a more regular basis to ensure the smooth running of all aspects of the Club, and may exercise executive authority within such framework as may be agreed by the Management Committee.
- (l) The Management Committee shall have power to invest, or borrow money, or purchase or sell land on the Club's behalf.

### **7. Sub-Committees**

There shall be eight permanent Sub-Committees, namely:- the Players Committee, the Facilities Committee, the Finance Committee, the Commercial & Events Committee, the

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

Social Committee, the Disciplinary Committee, the Youth and Mini Rugby Committee, and the Communications Committee.

Pursuant to Rule 13 appointments to these Sub-Committees shall be made from amongst the membership of the Club at the Annual General Meeting. Where the number of appointments so made is less than the minimum number of Committee members specified in this Rule then the Management Committee or the relevant Sub-Committee may appoint additional members to ensure compliance with this Rule. The Management Committee or the relevant Sub-Committee may appoint such further members as required to enable a Sub-Committee to effectively discharge its functions. Where any appointment is made by the Sub-Committee it shall be subject to ratification by the Management Committee.

The President, Vice President, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all Sub-Committees in the Club.

### **(a) Players Committee**

The Players Committee shall be composed of the captains of each team, the coaches of each team, and not more than five (5) other members.

The Players Committee shall coordinate all aspects of on-pitch activities, including the senior men's and women's rugby.

It is responsible for the recruitment, development and management of players and coaches at the Club. It shall develop an action plan for the season covering all aspects of its remit, which shall be periodically reviewed.

The Players Committee shall incorporate the role of Fixtures Secretary to be responsible for the agreement and subsequent management of the fixtures schedule for each team. It is also responsible for all administrative procedures regarding player registration and eligibility as well as all relevant IRFU regulations relating to submission of team sheets, reinstatement of players etc.

### **(b) Facilities Committee**

The Facilities Committee shall be composed of not less than three (3) members.

The Facilities Committee shall be responsible for the control and maintenance of all aspects of grounds and property thereon (including the changing/weights/store facilities and Social Centre). It is also responsible for the management of grounds staff.

The Facilities Committee will be accountable for ensuring that health and safety (including fire risk assessments and evacuation procedures/tests; manual handling etc) is managed in a proactive manner within the club and that all club activities are in keeping with the maintenance of a safe environment.

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

### **(c) Finance Committee**

The Finance Committee shall be composed of at least five (5) members. The Treasurer, and at least one Trustee, should be members of the Finance Committee.

The Finance Committee shall be responsible for the development and implementation of a strategic plan governing the Club's finances as well as the approval and management of any capital projects.

The Finance Convener shall work closely with the Treasurer to ensure that there is effective oversight of the Club's financial position and appropriate escalation of concerns to the Management Committee.

The Finance Committee shall have primary responsibility for the collection of all categories of subscriptions and shall regularly provide the Management Committee with progress reports on this issue. The Finance Committee shall also be responsible for the administration of international rugby tickets being sold through the Club.

### **(d) Commercial & Events Committee**

The Commercial & Events Committee shall consist of not less than six (6) members.

The Commercial & Events Committee shall be responsible for overseeing all commercial aspects of the Club. This includes, but is not limited to, coordinating any activity around major or external events; marketing; sponsorship; advertising boards etc.

In addition it shall be responsible for -

- the planning and delivery of a minimum of two dinners and one other fundraising event annually;
- maintaining and building on the current sponsorship base within our Club through the development of a package of promotional material;
- ensuring that the club actively promotes our sponsors and our successful relationship with them.

The Commercial & Events Committee shall be responsible for the efficient and proper running of the Annual Sevens Rugby Tournament. It shall have primary responsibility for the organisation and promotion of the Sevens Tournament including advertising, sponsorship and other promotional activities. It shall be responsible for the delivery of all aspects of the playing side of the event and, in conjunction with the Social Committee, shall be responsible for the organisation, management and delivery of any entertainment events which are ancillary to the Sevens Tournament whether held in Club premises or elsewhere under the auspices of the Club.

### **(e) Social Committee**

The Social Committee shall consist of not less than six (6) members and shall be responsible for overseeing all aspects of the social centre operations, including the coordination of clubhouse events and entertainments. He shall have primary responsibility for the management of bar staff and cleaning staff.

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

In addition, the Social Committee will:

- Plan and co-ordinate the implementation of a programme of social events for the club and its supporters.
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress.
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event.
- Ensure a financial reconciliation of income and expenditure is produced for each event.
- Motivate members to attend club events.

(f) Disciplinary Committee

The Vice President shall be Convener of the Disciplinary Committee. When the occasion arises the Convener will nominate a Disciplinary Panel of three members of the Management Committee (of which the Convener may be one) to deal with breaches of discipline by any Club member, which may offend any other member, or in general, bring the Club into disrepute. This Committee may deal with such breaches summarily or, in exceptional circumstances, may refer them directly to the Management Committee. If the Panel shall decide to deal summarily, the offending member shall have a right of appeal to the next meeting of the Management Committee.

[Guidance on the application of disciplinary procedures is set out in Schedule 1 to these Rules. Failure by the Disciplinary Committee to strictly adhere to these procedures will not render any action taken by them to be void where no injustice results from that failure.]

(g) Youth and Mini Rugby Committee

The Youth and Mini Rugby Committee shall consist of not less than five (5) members and is responsible for all aspects of age-grade rugby within the Club (including mini, maxi and youth rugby).

It shall develop and implement a strategy to maximise participation in rugby at these levels. The strategy should also address the challenges of ensuring that there is smooth and effective transition between age-grade and senior rugby at Carrickfergus RFC. The Committee will also ensure that an effective coaching system is in place and reflective of club policy.

It is responsible for all administrative procedures regarding age-grade player registration and eligibility as well as all relevant IRFU regulations relating to submission of team sheets etc. The Youth and Mini Rugby Committee has overall responsibility for safeguarding within Carrickfergus RFC.

(h) Communications Committee

The Communications Committee shall consist of not less than five (5) members and it shall be responsible for the development and implementation of a strategy to

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

communicate effectively with existing and prospective club members and to promote, in a manner consistent with legislation, the playing and social facilities available at the Club. The Committee shall also be responsible for management of –

- any mailshots issuing to Club members;
- the Club website;
- the Club e-newsletter;
- the Club's social media presence.

### **(i) Protocols and Guidance for Sub-Committees**

The Convener of each sub-committee shall ensure that each member of their committee has a particular role to fulfill.

All sub-committees (except for Disciplinary) shall hold meetings at least once monthly, and shall record minutes, which shall be forwarded to the Club Secretary.

At their first meeting each sub-committee shall develop an action plan/business plan detailing their targets and objectives for the year, together with a forecast of any anticipated expenditure for the year, which shall be forwarded to the Club Secretary.

Each sub-committee will be responsible for ensuring that employees under their remit carry out their duties and, if directed by Management, will implement the necessary systems to ensure the provision of adequate training, supervision, appraisal and support of employees.

Committee members must not become involved with contracts or other dealings in the name of the Club without the prior consent of the Management Committee.

Committee members must not take any item of goods from the Club without the prior agreement of their Convener or the Management Committee.

## **8. Chairman**

At all meetings of the Management Committee the chair will be taken by the President, or in his absence, by a member of the Management Committee elected by those present.

At all meetings of the permanent Sub-Committees the chair will be taken by the Convener, or in his absence, by a member of the Sub-Committee elected by those present.

The President, Convener (or in their absence the member elected) shall have a casting vote at all meetings, in addition to his original vote.

## **9. Trustees**

At least four, and not more than six Trustees shall be appointed by the Management Committee from the membership of the Club, and shall be confirmed in office by members of the Club in General Meeting to hold office until death, or resignation, or

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

removal from office by a resolution of the Management Committee, and in such circumstances the Management Committee shall appoint a successor whose appointment shall be ratified by the members in General Meeting.

All lands, buildings, hereditaments and premises acquired by the Club shall be vested in the Trustees for the time being for the benefit of the Club and its members, to be dealt with as the Management Committee shall from time to time direct, and the Trustees shall have power to purchase, take on lease, or otherwise acquire and hold real and leasehold property, and to sell, mortgage, charge or otherwise dispose of the same.

If, at any time, the Management Committee, in accordance with Rule 6(1), decide to borrow money for the purpose of the Club, and at any rate of interest, and in such form and manner, and upon such security as shall be specified by the Management Committee, the Trustees shall, at the request of the Management Committee, make all dispositions of the Club property held by them in trust, or any part thereof, and enter into such agreement in relation thereto, as the Management Committee may deem proper for giving security for such loans and interest.

All Members of the Club, whether voting on such resolutions or not, and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the same, as if they had voted in favour of such resolution.

### **9A. Trustee oversight of the Management Committee**

The Trustees acting jointly shall oversee the work of the Management Committee and its sub-committees including (but not limited to) the development and delivery of challenging business plans; ensuring that the Club's resources are used appropriately for the benefit of its members; and maintaining and preserving the Club's assets to safeguard the long-term financial well-being of the Club.

The Trustees shall routinely receive copies of all minutes and other papers placed before the Management Committee. They may raise queries and/or provide guidance or direction to the Management Committee as they consider appropriate.

The Trustees may request to meet with the Management Committee or its officers as required but shall, as a minimum, meet quarterly with them.

Where a Trustee has also been elected to a position on the Management Committee they must diligently ensure that there is no conflict of interest between their executive and oversight roles by either declaring any potential conflict or recusing themselves during relevant discussions.

### **10. Finance**

Correct accounts and books shall be kept, showing the receipts, expenditure, and financial affairs of the Club. The Club's assets and finances shall be used solely to further

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

the objects of the Club. At no time, or under no circumstances, shall assets of the Club be distributed among members either on an interim or winding-up basis.

Accounts shall be opened in the name of the Club in such Banks as shall be arranged by the Management Committee, in which all monies received for and on behalf of the Club, shall be lodged. All forms and cheques which are required to be signed to enable money to be withdrawn shall be signed by the Treasurer, and one other from a list of persons nominated by the Management Committee.

Auditors, who shall not be members of the Club, shall be appointed by the Management Committee. They shall audit the Annual Statement of Accounts before submission to the Annual General Meeting. The date for the ending of the financial year of the Club is the 31<sup>st</sup> December.

### **11. Subscriptions** (See Rule 5 above)

The amount of the Annual Subscription payable by each class of Member shall be decided by the Management Committee each year, subject to confirmation at the Annual General Meeting. All subscriptions shall be payable in advance on the 1<sup>st</sup> day of June.

- (a) Any member, whose subscription is unpaid on the 1<sup>st</sup> October in each year, shall cease to exercise the privileges of Membership, and his name shall be erased from the roll of the Club, but may be replaced by the Management Committee at their discretion, upon payment of all arrears.

### **12. Resignation**

Members not submitting their resignation in writing to the Honorary Secretary on or before the 1<sup>st</sup> June shall be considered Members for the following season, and may be requested to pay subscription for the said season.

### **13. Annual General Meeting**

The Annual General Meeting will be held in April or May each year. Voting Members shall receive notice of the meeting by circular, to be sent out not less than seven (7) days before the meeting. The business of the meeting shall be to receive the Committees' reports, and the Statement of Accounts, to elect Office Bearers and Committee Members, and to transact all business of which notice shall have been given to the Honorary Secretary in time for inclusion on the Agenda circulated to the Members.

- (a) All Officials and Members of Permanent Committees elected by the members at the Annual General Meeting shall hold office until the ensuing Annual General Meeting.
- (b) The President, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all Committees in the Club.
- (c) Nominations in writing for the Officials and Committee Members as stated in Rule 6, stating the name of the Proposer and Seconder, will be received by the Honorary Secretary not less than fourteen (14) days prior to the Annual General Meeting, but this does not preclude nominations from the floor of the Annual General Meeting.
- (d) Voting shall be by a show of hands, or by ballot when demanded by more than one member. Voting rights are confined to House and Playing members (whose

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

- current subscriptions have been paid), together with any Life and Honorary members.
- (e) Special General Meetings shall be called by the Secretary on the request of the President, the Management Committee, or on the requisition in writing of any twenty (20) paid-up members with voting rights. Such a requisition must state the business to be brought before the meeting. The Secretary must give at least 7 days notice of a Special General Meeting.
  - (f) Twenty four (24) members shall constitute a quorum at the Annual, and Special, General Meetings.

### **14. Dissolution of the Club**

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and eligible to vote at such meeting, and such resolution shall (at a Special General Meeting held not less than one month thereafter, written notice of which Special General Meeting shall be sent to each member of the Club by Registered Letter and at which not less than one-half of the members shall be present) be confirmed, and shall be passed by a two-thirds majority of the members present and entitled to vote at such Special General Meeting, the Trustees shall hold the property of the Club in trust, and shall thereafter, or on such future date as shall be specified in such resolution, proceed to discharge all debts and liabilities of the Club, and upon the satisfaction of such debts and liabilities, the Trustees shall transfer the surplus assets remaining to a sports club in Northern Ireland with objects similar to the Carrickfergus Rugby Football Club, provided that such a sports club's rules preclude the distribution of such assets to its members. On completion of such a transfer by the Trustees, the Club shall be duly dissolved.

In the event of the property and assets of the Club being insufficient to discharge the debts and liabilities of the Club and/or to provide for the contingent or future liabilities of the Club, the Life and Ordinary members of the Club shall, jointly and severally, indemnify the Trustees against the same, and all costs, losses and expenses which the Trustees may incur, or become liable to pay by reason of any contract entered into, or act or thing done by the Trustees, as such Trustees, in any way in discharge of their duties.

### **15. Alterations to Rules**

No rule of the Club shall be repealed or altered, or no new rules shall be made, save by a two-thirds majority of the members present, and voting, at a General Meeting. Fourteen days notice of the intention to propose any new rule or alteration shall be given to the Honorary Secretary, in writing, who shall send a notice to every member at least seven days before the General Meeting.

### **16. Sale of Intoxicating Liquor**

- (a) No member of the Club, and no manager or servant employed in the Club, shall have any personal interest in the supply of intoxicating liquor in the Club, or in the profit

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

arising from such supply, and no person shall be paid, at the expense of the Club, any commission, percentage, or similar payment on, or with reference to, the purchases of intoxicating liquor by the Club.

(b) **Guests/Visitors**

All members shall be at liberty to introduce their friends as guests or visitors. A guest of a member shall not be admitted to the Club premises, except in the company of that member, and the member shall, immediately on the admission of his guest to the Club premises, enter his name and address, and the name and address of his guest, in a book which shall be kept for that purpose, and which shall show the date of the visit.

A member shall be responsible for his guest strictly observing the rules, and shall not leave the Club premises before his guest, and a guest of a member shall not be supplied with intoxicating liquor in the Club premises, unless on the invitation, and in the company of the member.

The same person, except where that person is the parent, husband, wife or child of a member, shall not be admitted as a guest of a member to the Club premises on more than 20 days in any period of twelve months.

In the case of a team, or other body of persons, who are, as members of another Club or Organisation (whether registered or not) visiting the Club with the intention of taking part in, organisation of, or arrangements for any pastime, sport or recreation at the Club, it shall suffice that the Secretary, or any other official of the Club, shall put in the visitor's book, the name of the visiting Club, Society or Organisation, and the number of visitors, but without specifying names and addresses, and thereafter, such visitors may be supplied with intoxicating liquor at the request, and in the presence of any official of the Club.

(c) **Intoxicating liquor shall not be sold or supplied on the Club premises except:-**

- |   |                   |
|---|-------------------|
| - Weekdays (except Good Friday and Christmas Day) | 11.30am - 11.00pm |
| - Good Friday                                     | 5.00pm - 11.00pm  |
| - Sundays and Christmas day                       | 12.30pm - 10.00pm |

The hours of opening and closing shall be in conformity with the laws of Northern Ireland applicable to Clubs, and these shall be exhibited in a conspicuous part of the Club premises.

- (d) Intoxicating liquor shall not be supplied to any person under the age of 18 years.
- (e) Intoxicating liquor shall not be supplied to persons who are not members of the Club, for consumption outside the premises of the Club.
- (f) Intoxicating liquor shall not be supplied to members of the Club for consumption outside the premises, except the liquor is supplied in such quantities, and during such hours, (being hours within the permitted hours) and on such days as the Sub-Divisional Commander for the Police Sub-Division in which the premises are situated, may authorise in writing.
- (g) An alphabetical list of the names and addresses of every official and member of the Club shall be kept on the premises of the Club.
- (h) All members must carry membership cards whilst on the premises of the Club.
- (i) Young persons, namely persons under the age of 18 years, may only be allowed on the Club premises until until 8pm, except in the case of children dining in the

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

restaurant who may be on the premises until 10pm provided that there are under adult supervision.

- (j) A decision to hold a ‘closed night’ (i.e. a night on which entrance is by ticket only) may only be taken by the Management Committee, and notification of any such decision must be displayed on the Club premises not less than seven days before the event.

### **17. Equity Policy**

Every member, guest, employee (which includes contractors) of the Club shall, at all times, observe the Club’s Equity Policy set out in Schedule 1A to these Rules.

### **18. Child Welfare**

(i) Any member or employee of the Club (including any other person acting on behalf of or with the permission of the Club) who, in the course of their duties, works with or otherwise comes into contact with children, shall, at all time, act in accordance with the Child Welfare Policy and Procedures set out in Schedule 2 to these Rules.

- (i) The Club’s anti-bullying statement is set out in Schedule 2A to these Rules.

***PROVISIONS TO BE INCLUDED IN RULES OF CLUB BY LAW***

It is intended that these Rules should comply with the provisions contained in Schedule 1 to the Registration of Clubs (Northern Ireland) Order 1996, which sets out mandatory provisions to be included in the Rules of any registered club. Where these Rules conflict with that Schedule, or where that Schedule is amended, or repealed and re-enacted by any statutory provision, then these Rules shall be interpreted and applied in such a way as to be compliant with the law relating to registered clubs until such time as they can be formally amended in accordance with Rule 15.

**EVERY MEMBER SHALL BE BOUND BY, AND SUBMIT TO THE RULES OF THE CLUB, A COPY OF WHICH SHALL BE KEPT BY THE HONORARY SECRETARY ACCESSIBLE ON REASONABLE REQUEST TO THE MEMBER.**

**SCHEDULE 1**

**GUIDANCE ON THE APPLICATION OF DISCIPLINARY PROCEDURES**

**Introduction**

It is recognised that the majority of members and guests behave and conduct themselves in an appropriate manner when on or about the Club's premises and pitches, or when representing the Club at other venues for sport/social purposes. However, it is important that a fair and equitable procedure is in place for those who do not conduct themselves in this manner.

In this guidance Carrickfergus Rugby Football Club has set out a disciplinary structure which encompasses the application of disciplinary procedures as well as a system of appeal.

**Objectives**

Carrickfergus Rugby Football Club expects its members, representatives and visitors to abide by agreed rules or codes of conduct that have been established. In the case where the Club is being represented at other premises or venues, local rules at each location must also be observed.

The Club will not instigate disciplinary proceedings until a thorough investigation has taken place into any allegation of misbehaviour or misconduct.

In the case of Club members, it is recognised that:-

- They have a right to a fair hearing with the opportunity to state their case; and
- They have the right to be accompanied by a fellow Club Member of their choice. It should be noted that the Disciplinary Panel reserves the right to veto the choice of accompanying member if they are linked to the same incident or, for some other reason, they are considered by the Panel to be unsuitable having regard to all the circumstances and the overall need for fairness.

This process will not apply to visitors, as CRFC Management Committee, House Committee, Bar Manager and Bar Staff reserve the right to refuse admittance to premises or grounds to those who are believed to be or have been in breach of Club Rules.

A visitor may apply in writing to the Honorary Secretary to have a decision to refuse them admittance reviewed. This review will be conducted by the Management Committee at their next scheduled meeting. At the discretion of the Management Committee the review may be conducted by way of written or oral procedure.

**Examples of Misconduct**

Listed below are examples of misconduct. For obvious reasons this list is not exhaustive and merely indicates some of the areas where action will be taken.

- (a) Clubhouse/General

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

- Foul or abusive language
- Theft
- After-hours drinking in Clubhouse
- Failure to leave premises after normal opening hours
- Willful damage or graffiti to premises/property/machines/equipment
- Harassment of members or visitors on basis of gender, race or religion
- Misuse of premises and equipment or in contravention of Club Licence requirements
- Unauthorised gambling
- Failure to pay membership dues by appropriate date
- Failure by members to sign in their guests
- Failure by members to adequately supervise their guests
- Entering club premises outside the hours permitted by the Management Committee
- Fundraising without permission of the Management Committee
- Physical assault or horseplay

Any person who interferes with or otherwise misuses any health and safety equipment shall be suspended from the Clubhouse for a minimum period of one month. In exceptional circumstances, the Disciplinary Panel may determine that this automatic ban shall not apply, but these circumstances must be recorded in writing and must be confirmed by the Management Committee at its next meeting.

(b) External

- Behaviour that is likely to bring the club into disrepute

(c) Participating in or watching sport, eg rugby

- Ungentlemanly conduct on or off the field of play
- Being abusive to players/spectators/referee
- Failure to turn up for a game without prior notice being given
- Failure to pay match dues

### Procedure for Disciplinary Action

Due to the nature of the Club's operating structure, reports of misconduct will normally be reported to the Disciplinary Panel by: -

- Honorary Secretary
- Convener of House Committee
- Convener of Players Committee
- Other Club official or employee

(It should be noted that the Management Committee is ultimately responsible for order in the Club. The making and withdrawing of a formal complaint, and indeed the lack of a formal complaint does not preclude the Management Committee or Disciplinary committee from instigating proceedings.)

Prior to matters being passed on to the disciplinary committee for action, a preliminary investigation must be carried out to determine the robustness of the facts. This

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

preliminary investigation will be carried out by the Convener of the Disciplinary Committee, or by such other member of the Management Committee as may be authorised by him to do so. All information must then be passed to the Disciplinary Panel.

The Disciplinary Panel will consist of three persons, including a chairman. The panel will be formed by members of the Management Committee and will usually be chaired by the Convener of the Disciplinary Committee, the Junior Vice-President or Senior Vice-President.

The Panel will normally be convened within 5 working days of the incident being reported. The agreed date, time and venue should also be immediately passed on to the alleged offender(s) and witness(es) if applicable. The alleged offender should be provided with a brief outline of the alleged offence.

At the meeting the Disciplinary Panel will consider the available facts and evidence which has been established. At their discretion, they may also carry out a further investigation. The Disciplinary Panel's decision will normally be made known to the alleged offender within 2-6 working days, by means of a letter or further meeting. The Panel will advise in advance if this time period needs to be extended.

During the deliberation stage it may be necessary, depending on the severity of the alleged misconduct, to suspend the individual(s) from the Clubhouse or field of play or both.

If a penalty is considered appropriate it will be registered in the Club's Disciplinary File, which will be maintained by the Honorary Secretary.

### **Examples of Penalties Available**

Listed below are examples of the typical penalties available to the Disciplinary panel dealing with misconduct. For obvious reasons this list is not exhaustive, and the Disciplinary Panel is entitled to impose such penalties, or combination of penalties, as appear appropriate for dealing with the particular offence.

<b><u>Penalties</u></b>	<b><u>Minimum Probationary Period</u></b>
(a) Verbal reprimand	Three months
(b) Written reprimand	Six months
(c) An immediate suspension from Clubhouse	Twelve months
(d) An immediate suspension from field of play	Twelve months
(e) A deferred suspension from Clubhouse	Twelve months from expiry of deferral
(f) A deferred suspension from field of play	Twelve months from expiry of deferral
(g) Suspension or removal from club committees	Twelve months from date of order
(h) Club Ban	(See below)

NB

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

A suspension from the Clubhouse or the field of play will usually last not less than two weeks and not more than one year.

A Club Ban will be for life but the offender is at liberty, after one year and annually thereafter, to make a new application for membership. Where the Management Committee grants an application for membership in respect of a person who had been banned from the club the Committee shall direct that the member be placed on probation for such period as the Committee deems appropriate.

### **Relevance of probationary periods**

When probationary periods have expired and a further offence has not occurred, then that offence will be endorsed as “dead” on the Disciplinary File and will not be taken into consideration again.

However, if a member re-offends during a probationary period, the previous offence will be taken into consideration. Re-offending during a probationary period will keep all offences “alive” until such times as all probationary periods relating to that member have expired.

### **Appeals Procedure**

If a member feels that action taken by the Disciplinary Panel under this procedure is unfair or unjustified, there shall be a right of appeal to the Management Committee. This must be communicated, verbally or in writing, to the Honorary Secretary within 5 days of receiving the Disciplinary Panel’s decision. Those members of management previously involved in the process will be excluded from the determination of the appeal.

The meeting will normally be convened within 5 working days, chaired either by the President or Senior Vice-President. The member will be advised of the date, time and venue and retains the right to be accompanied by another members as described above.

The Management Committee hearing the appeal shall exercise the same powers and duties as apply to the Disciplinary Panel. The Management Committee hearing the appeal have the right to uphold or overturn the findings of the Disciplinary Panel, and to affirm or substitute any penalties imposed by the Disciplinary Panel.

The Management Committee will make their final decision known either by means of letter or further meeting, usually within 5 working days of hearing the appeal. The Club Disciplinary File will be endorsed accordingly.

**SCHEDULE 1A**

**Equity Policy**

It is a condition of membership of Carrickfergus Rugby Football Club (the “Club”) that all Club members and any children that they may have who play in the Club’s youth sections agree to abide by and uphold the Club’s Equity Policy. Guests and employees will also be expected to abide by the Club’s Equity Policy at all times while on or about Club premises or while attending fixtures at other venues.

Any club member who appears to be in breach of the Club’s Equity Policy may be the subject of Club disciplinary procedures set out at Schedule 1 to the Rules of the Club. Breaches of the Equity Policy by non-members will be dealt with summarily by the Management Committee or other authorised official. Breaches of the Equity Policy by employees will be dealt with in accordance with appropriate procedures.

The Club’s Equity Policy may be amended from time to time by the Club. A copy of the latest Equity Policy can be obtained from the Honorary Secretary.

**The Club’s Equity Policy**

1. The Club aims to promote the sport of Rugby Union for all people and is mindful of the need to carry out its functions in a manner which promotes equality of opportunity between:
  - Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation.
  - Between men and women generally.
  - Between persons with a disability and persons without.
  - Between persons with dependents and persons without.
2. In addition, the Club is committed to ensuring that equity is exercised across all aspects of its operation and acknowledges and adopts the following UK Sport definition of sports equity: -

***“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”***

3. The Club: -
  - respects the rights, dignity and worth of every person and aims to treat them equally within the context of rugby regardless of their religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, disability or dependents;
  - acknowledges the importance of affording equity, equal opportunity and fair treatment to every person;

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

- is committed to every person having the right to enjoy rugby, participate in activities/events or socialise in an environment free from the threat of intimidation, harassment or abuse.  
“Every person” includes, but is not limited to, Club members, players, officials, spectators, volunteer helpers, employees, contractors and visitors.
4. All Club members, guests and employees have a responsibility to oppose discriminatory behaviour and promote equality of behaviour and equality of opportunity within the Club and within the sport of rugby.

**SCHEDULE 2**

**CHILD WELFARE POLICY AND PROCEDURES**

Carrickfergus Rugby Football Club is committed to good practice which protects young people from harm. Members, coaches, and officials accept and recognise their responsibility under the United Nations Convention on the Rights of the Child and the Children (NI) Order 1995 to provide an environment which promotes the safety of young people at all times. In order to safeguard the young people in our care Carrickfergus Rugby Football Club have adopted the IRFU Safeguarding Policy and will ensure that all those involved in working and coaching with age graded players have signed up to the Declaration of intent (Code of Conduct) (<http://www.irishrugby.ie/safeguarding>) and have completed the appropriate vetting process prior to any engagement with age grade players.

**CARRICKFERGUS RUGBY CLUB WILL ENSURE THE FOLLOWING STANDARDS ARE MAINTAINED BY ALL THOSE INVOLVED WITH AGE GRADE RUGBY :-**

- Develop an awareness of the issues which may lead to young people being harmed.
- Create an open environment, by identifying a contact person to whom young people can turn if they need to talk. CHILD WELFARE OFFICER (CWO) / YOUTH CONVENOR.
- Adopt child centered and democratic coaching styles.
- Adopt child protection guidelines through codes of conduct (Declaration of Intent) for players and all adults working in the club. “Adult” may include coaches, parents, leaders and volunteers.
- Ensure careful recruitment, selection and management procedures.
- Ensure complaints and disciplinary procedures are included in our constitution.
- Share information about concerns with young people and parents and others who need to know.
- Provide information as required to the relevant management sub-committees of the Club.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Follow governing Body guidelines on good practice for coaches.

Keep the Child Protection Policy under regular review, (at least every three years).

**REFERENCES**

1. The Children (NI) Order 1995
2. The United Nations Convention on the Rights of the Child (Ratified 1991)
3. Our Duty to Care 1992 (DHSS)
4. The Sports Council for Northern Ireland – Fact Sheet on Child Protection.
5. Protecting Children – A Guide for Sports people (NSPCC)

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

6. Junior Clubmark & Good Club Awards – Policy Sheets 1 & 4
7. IRFU Safeguarding Policy.
8. Declaration of Intent. Code of Conduct.

### **CODE OF CONDUCT FOR THOSE WORKING WITH YOUNG PLAYERS (COACHES, MEMBERS, VOLUNTEERS, HELPERS, ADMINISTRATORS AND OFFICIALS)**

The importance that Carrickfergus Rugby Football Club places on the development and protection of young players is reflected by the inclusion of this Code of Conduct in the club's constitution and application of disciplinary procedures and the adoption of the IRFU Safeguarding Policy.

Carrickfergus Rugby Football Club recognises the right of every individual to participate in the sport of rugby, regardless of race, gender, ability religious belief, cultural identity, sexual orientation or political opinion.

The aim of this Code of Conduct is to ensure that those working with young people in Carrickfergus Rugby Football Club at all times provide a quality sporting and social programme for the junior members by working to an agreed philosophy and set of standards. Enforcement of this Code of Conduct is the responsibility of every member of Carrickfergus Rugby Football Club. Any queries about the Code should be referred to the Honorary Secretary of the Club.

#### **ALL MEMBERS OF THIS CLUB MUST:**

Respect the rights, dignity and worth of all and treat everyone equitably.

Not exert undue influence to obtain personal benefit or reward.

#### **COACHES WITHIN CARRICKFERGUS RUGBY FOOTBALL CLUB MUST:**

Place the well-being and safety of the young person above the development of performance and follow all guidelines laid down by the Governing Body of the sport. Coaches must ensure they are working at a level commensurate with their coaching qualifications and are insured.

Ensure that training is kept up to date and undertake relevant training courses.

Ensure that the activities which they are directing and advocating are appropriate to the age, maturity and ability of the young people.

Always promote the positive aspects of sport and never condone or participate in rules violation, bad sportsmanship, the use of foul and abusive language, the use of sectarian language and banter, the use of prohibited substances, the use of gestures, emblems, flags or salutes which could be interpreted as provocative.

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

Display high standards of personal behaviour and appearance and respect the club facilities and equipment.

Never overtly criticise other players or officials judgements or use language or gestures which may cause a young person to lose self-esteem or confidence.

Arrive on time for all coaching sessions, matches, competitions, social occasions and inform an appropriate person if ill or unable to attend.

Ensure that car insurance is appropriate for transporting young people to and from events if necessary. **Please note normal car insurance may not necessarily be sufficient.**

Ensure that all sports programmes will be safe, enjoyable and progressive and will cater for all young people who wish to take part.

Encourage and guide young people to accept responsibility for their own behaviour and performance and encourage young people to feel confident and comfortable in making personal choices. Use any form of physical punishment or physical force on an Age-Grade

Player, or ridicule or intimidate Age-Grade Players in any way

Ensure that attendance records are kept of all recognised club sessions and social activities with the attendance of each participant noted appropriately.

A club incident form must be used to record and accidents, injuries or untoward event.

Ensure that all those in charge of persons working with young people hold qualifications in coaching or officiating as appropriate. Any person assisting during coaching sessions, or competitions, must work under the guidance and supervision of a qualified coach.

### **APPROPRIATE AND INAPPROPRIATE BEHAVIOUR WHEN WORKING WITH YOUNG PEOPLE.**

As a general rule, coaches, helpers and other members involved in the club must not:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short.
- Take young people to their home.

If it should arise that such situations are unavoidable, they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the young person.

If physical contact is necessary, it should be done openly. Care is needed, as it is difficult to maintain hand positions if the young person is constantly moving. Some parents are

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

becoming increasingly sensitive about touching young people and their views should be carefully considered.

Where possible, parents must take responsibility for their children in changing rooms. If groups are to be supervised in changing rooms, those responsible should always work in pairs and that gender is appropriate. If travelling to an event is necessary, make sure that verbal (preferably written) permission is given by the parents. Parents should be asked to ensure children are collected on time.

Where mixed teams are competing, they should always be accompanied/supervised by at least one male and one female adult.

### **COACHES AND OTHER MEMBERS INVOLVED IN WORKING WITH YOUNG PEOPLE IN CARRICKFERGUS RUGBY FOOTBALL CLUB MUST NEVER:**

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a young person.
- Permit or engage in any form of inappropriate touching.
- Permit young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person, even in fun.
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a young person can do themselves.
- Agree to meet a young person on their own.
- Use any form of physical punishment or physical force on an Age Grade player, or ridicule or intimidate Age Grade players in any way.

This list is not exhaustive and further examples are outlined in the Declaration of Intent.

If a young person is accidentally hurt or distressed in any manner, or the young person wishes to speak to an adult, report the incident to the CHILD WELFARE OFFICER (CWO) or the YOUTH CONVENOR at the earliest opportunity this should be subsequently followed by a brief written report of the incident if necessary and as soon as possible. The Youth Convener will liaise with the CWO accordingly. Parents should be informed of the incident / nature of distress.

### **REPORTING PROCEDURE**

- Initial incident / accident – report at earliest opportunity to Youth Convener and CWO. Complete Appendix A for injury, Appendix B for an Observation / Disclosure / Allegation.
- Depending on nature of incident contact with parents should be considered.

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

- CWO with liaison with Youth Convener and Club Management who will decide on appropriate course of action to be followed.
- If necessary consideration to inform appropriate Public Authority if necessary.
- IRFU Ulster Branch should be informed of incident / event.
- Contact will be maintained with parents / guardian to ensure they remain aware at all times of Club Action.
- Depending on Disclosure / Allegation and if appropriate Management will appoint Disciplinary Committee to investigate and report back to Management of outcome and any subsequent recommendations. (Discipline Action / Training Need required).
- Outcome of Club Action to be outlined on Appendix B.

It is important to note that any Disclosure / Allegation or Observation from a coach, parent or age grade player is treated as confidential and on a need to know basis. No further disclosure of information should be made without discussion and inclusion of the management committee.

### **EMERGENCY ACTION/FIRST AID**

All coaches and helpers must be fully aware of the club's emergency procedures and reporting procedures and follow these at all times. In particular:

- Ensure there is access to first aid equipment.
- Make telephone contact with the parents or guardians of the player involved.
- Make telephone contact to the emergency services if necessary.
- Ensure Accident/Injury Report Form is completed as per Appendix 'A'.

### **POINTS OF CONTACT**

Child Welfare Officer – Bill Simpson Mobile 07387377429.

### **USEFUL LINKS**

These are outlined within the attached IRFU Safeguarding Policy.

**CARRICKFERGUS RUGBY FOOTBALL CLUB**

**ACCIDENT / INJURY REPORT FORM**

NAME OF PERSON INVOLVED \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

AGE/DOB \_\_\_\_\_

DATE/TIME OF INCIDENT \_\_\_\_\_

DATE/TIME AND TO WHOM REPORTED \_\_\_\_\_

\_\_\_\_\_

LOCATION OF INCIDENT \_\_\_\_\_

DESCRIPTION OF INCIDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NATURE OF INJURIES \_\_\_\_\_

\_\_\_\_\_

ANY TREATMENT GIVEN \_\_\_\_\_

\_\_\_\_\_

**CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB**

FOLLOW-UP PROCEDURES TAKEN (Name of Hospital, Doctor etc)

\_\_\_\_\_

NAMES OF WITNESSES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENTS INFORMED \_\_\_\_\_

DIAGRAM (if applicable)

SIGNATURE OF SUPERVISOR/COACH \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

WITNESSED BY \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

**CARRICKFERGUS RUGBY FOOTBALL CLUB**

**OBSERVATION / DISCLOSURE / ALLEGATION REPORT FORM**

NAME OF PERSON INVOLVED \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

AGE/DOB \_\_\_\_\_

DATE/TIME OF INCIDENT \_\_\_\_\_

DATE/TIME AND TO WHOM REPORTED \_\_\_\_\_

\_\_\_\_\_

LOCATION OF INCIDENT \_\_\_\_\_

DESCRIPTION OF INCIDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB**

FOLLOW-UP PROCEDURES TAKEN (CWO /Youth Convener / Management)

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NAMES OF WITNESSES and contact details \_\_\_\_\_

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PARENTS INFORMED \_\_\_\_\_

SIGNATURE OF SUPERVISOR/COACH \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

WITNESSED BY \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

**CARRICKFERGUS RUGBY FOOTBALL CLUB**

**CLUB ACTION / OUTCOME**

**REGISTRATION FORM FOR MEMBERS OF CARRICKFERGUS RUGBY FOOTBALL CLUB INVOLVED WITH YOUNG PLAYERS**

Name in full \_\_\_\_\_

Date of birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
\_\_\_\_\_

Please give details of previous experience of working with children/young persons and any appropriate courses undertaken:

\_\_\_\_\_  
\_\_\_\_\_

Have you had any treatment for any illness which may have a bearing on your ability to work with young players? YES/NO

If yes, please explain and give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB**

Have you ever been convicted of a criminal offence, or are at the present the subject of criminal proceedings? YES/NO

If yes please explain and give details:

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Are there any other relevant matters which you feel relevant to you working with young players of Carrickfergus Rugby Football Club? If so, please give details:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION**

I have read, understood and agree to abide by the Club's Child Protection Policy and Procedures (a copy of which I have retained). I understand that failure to abide by the Child Protection Policy and Procedures will result in disciplinary action by the Club.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COUNTERSIGNED:** \_\_\_\_\_

**POSITION IN CLUB:** \_\_\_\_\_

**CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB**

**CARRICKFERGUS RUGBY FOOTBALL CLUB**

**TRAINING SESSION/MATCH**

**SAFETY CHECK LIST**

Address	
Club Telephone Number	
Location of First Aid Kit	
<b>EMERGENCY TELEPHONE NUMBERS</b>	
Police, Fire and Ambulance	999
Hospital	
Hospital	
Youth Liaison Officer	
Coach	
Coach	

**Accident/Injuries**

- Do Coaching Staff know accident procedures?
- Are accident report forms available?
- Is there someone available to take charge in the event of an accident?
- Is there transport available with an appropriate number of adults in the event of an accident injury?
- Are systems in place where parents can be notified?

**Pre-Session**

- Is personal and public liability insurance valid?
- Is there a planned structure to the training session?
- Are players aware of objectives and learning outcomes of training session?
- Are Clubhouse facilities available in case of wet weather?
- Are cancellation procedures in place – do players know them?
- Has written parental permission be given for participation in training, competitive games and travelling?
- Have transport arrangements been arranged?
- Are players aware of starting times for training sessions/matches?
- Are you aware of individual player’s medical conditions, allergies, etc, which require attention or care?
- Have players who need medication have it close at hand?
- Is training equipment – cones, balls, whistles, etc, available?
- Is First Aid Kit available?
- Are changing rooms clean and tidy?

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

### **During Session**

- ❑ Has the pitch been checked for dangerous objects?
- ❑ Have all players got appropriate protective equipment, shin guards, gum shields, protective head cover?
- ❑ Have the players been made aware of “on pitch” safety instructions and their responsibilities towards others?
- ❑ Is spare equipment kept safe during training sessions/matches to avoid tripping incidents?
- ❑ Are players properly warmed up/down at commencement and termination of sessions/matches?
- ❑ Are safe distances between players/groups employed during training sessions?
- ❑ Are spectators kept in a safe area?
- ❑ Have you kept control of players during training sessions?

### **Post Session**

- ❑ Has all equipment been collected and accounted for?
- ❑ Has the pitch been left in a safe and tidy condition?
- ❑ Have players been advised of the importance of showering/changing after training sessions/matches?
- ❑ Have all players been safely collected by parents/guardians?
- ❑ Have you evaluated the training session/match with players and other coaches?

**SCHEDULE 2A**

**Anti-Bullying Statement**

**What is Bullying?**

Bullying is a range of unacceptable behaviours that hurt, intimidate, frighten, harm, humiliate, undermine or exclude an individual or group. Bullying is deliberate and repeated over time, and is difficult for the sufferer to defend themselves against.

**Anybody can be bullied** – bullied because of how we look or where we are from, what we believe, what we have or don't have what we can or can't do – picking on our vulnerability.

It is always about someone more powerful acting against someone else who is less powerful and less able to resist.

**Bullying is different from an argument or a fight.**

It is regular, systematic and deliberate, and an abuse of power. It can impact on learning and attendance and most importantly on a individual's self-esteem and confidence. It can give the message that force and intimidation are the way to get what you want and become a pattern for future behaviour and relationships.

It can take a range of forms:

- Physical
- Verbal
- Emotional - being excluded from games with friends etc
- Damage to property or theft
- Intimidation through gesture and threat, both verbal and non-verbal
- Cyber –through a range of technologies – mobile phones, email and social networks.
- Exclusion or non-communication.

Bullying concerns all of us, not just those who are bullying and those being bullied: it also affects less assertive individuals who may be drawn in, and those who witness bullying and feel unable to do anything. Bullying can happen in secret and an individual being bullied can feel unable to tell.

**Carrickfergus Rugby Club takes bullying very seriously and will not tolerate bullying in any form. We follow up all concerns expressed by age graded children / youth, coaches or parents and make sure that we feed back the results of any investigation as per Child Welfare Policy. Sometimes what is seen as bullying is simply unacceptable behaviour and we address this differently. We will always**

## ***CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB***

**encourage age graded players to tell, making it clear that we will take action when we know.**

We act proactively to educate learners about positive relationships and how to resolve conflict:

- Using formal and informal meetings.
- Making this an annual club focus in National Anti -Bullying Week
- Addressing the issues through the Child Welfare Policy
- Supervising coaching sessions positively.
- Encouraging young / vulnerable age graded players to talk, with a commitment to listening and responding to what we are told.
- Making clear what you should do if you are being bullied and the consequences of bullying behaviour.

### **If we suspect bullying:**

- Talk to the individual being bullied, the person suspected of bullying behaviour and any witnesses.
- Offer help, support and counselling as appropriate for as long as necessary.
- Discipline and support those involved in line with our behaviour policy.
- Involve parents.
- Involve the police if necessary.

We do not assume that patterns of bullying behaviour are fixed, and try to avoid language like bully or victim that label the individual rather than behaviour.

**As a Club we will record any incidents of suspected bullying / bullying via the CHILD WELFARE POLICY along with our actions to the Management Committee recording any directed measures with outcomes.**