



Manortown United F.C.

Code of Practice/Codes of Conduct and Guidelines

The guidelines in this document are based on the national guidelines as outlined in the following documents.

Code of Ethics and Good Practice for Children's Sport, Irish Sports Council, 2000.

Please review at www.irishsportsCouncil.ie

Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 2011

Please review at www.dcy.gov.ie

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

Please review at www.dohc.ie

Football Association of Ireland Code of Ethics & Best Practice

Please review at www.fai.ie

Please note the above Documents take precedence to these guidelines

A hard copy will be issued to members on request

The Manortown United FC Code of Practice/Codes of Conduct and Guidelines will be communicated to all Managers/ Coaches, Administrators, Parents /Guardians and Senior Members of Manortown United Football Club A.S.A.P



Manortown United F.C.

Mission Statement

Our Mission is to build a successful Soccer Club for the benefit of Boys, Girls and Adults of all abilities. We will encourage the spirit of Fair Play. Strive to make a significant contribution to the development of young people while at the same time providing fun, enjoyment and satisfaction. We will provide appropriate training for Team managers and continue to develop and improve our facilities.

Manortown United F.C.

Code of practice

The work of Manortown **United F.C.** is based on the following **principles** that will guide the development of sport for young people in this club. Children and young people's experience of soccer should be guided by what is best for the child or young person. The stages of development and the ability of the child should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Principles

Integrity in relationships:

Adults interacting with young people in **Manortown United F.C.** should do so with integrity and respect for the child. All adult actions in **Manortown United F.C.** should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within **Manortown United F.C.**

Quality atmosphere and ethos

Soccer for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialization are kept in their appropriate place. Too often unhealthy competitive demands are placed on children too early and results in



excessive levels of pressure on them and as a consequence, high levels of dropout from sport.

Equality

All children in **Manortown United F.C** should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play is the guiding principle of the Irish Sports Councils Code of Ethics and Good Practice for Children's Sport.

It states that "all children's sport should be conducted in an atmosphere of fair play". Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules".

Manortown United F.C. support these Ethics

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Coaches/managers should aim to put the welfare of the child first and competitive standards second. A child-centred approach in **Manortown United F.C.** will help to ensure that competition and specialization are kept in their appropriate place.





Manortown United F.C.

Child Protection & Welfare Policy Statement

Introduction.

Manortown United F.C. Is committed to ensuring that all necessary steps will be taken to protect and safeguard the welfare of children and young people who participate in soccer. This Policy document clearly demonstrates the importance placed by **Manortown United F.C.** on the protection and safety of children and young people who participate in soccer.

All children and young people who participate in **Manortown United F.C.** should be able to do so in a safe and enjoyable environment, While doing so they should be protected from any form of abuse be it physical, emotional, sexual, neglect or bullying. The responsibility for protecting children lies with all adults involved in this club and in soccer in general.

Manortown United F.C. recognizes and accepts its responsibility to safeguard the welfare of all children and young people by protecting them from physical, emotional or sexual harm and from neglect or bullying.

These clear policies, practices and procedures in addition to relevant training programs will ensure that everybody in **Manortown United F.C** knows exactly what is expected of them in relation to protecting children and young people within this Club.

It is vital that children and young people who participate in **Manortown United F.C.** Activities are able to do so in a safe, enjoyable and quality environment.

In pursuit of this goal **Manortown United F.C.** Will:

- Advise all members of **Manortown United F.C** (Managers/Coaches, Players, Parents/Guardians, and Senior Members) of their responsibilities in relation to the welfare and protection of children and young people who participate in this Club.



- Operate within the recommended Football Association of Ireland codes of conduct and best practice guidelines.
- Appoint A.S.A.P. a Club Children's Officer in line with Football Association of Ireland requirements and best practice guide lines.

Manortown United F.C through confirming this policy document has demonstrated its commitment to ensuring that children and young people can participate in all soccer activities with their safety and welfare being of paramount importance.

It is essential that this document represents a process of continual improvement in the area of child protection and welfare in the Club.

It is the responsibility of all adults involved in soccer to actively promote safe and best practice standards whilst being ever vigilant and aware of their responsibilities to children and young people in the Club.





Manortown United F.C Recruitment Policy

Safe practice starts with safe recruitment procedures and involves:

All Managers/Coaches, Administrators will be subject to Garda Vetting (when available)

All Managers/Coaches, Administrators will have to do a Child Welfare Course at the earliest possibility.

All new applicants to be interviewed by committee

Once recruited, **Manortown United F.C.** will make all efforts to support Managers Coaches, and Administrators ensuring that no person is expected to work alone.

Manortown United F.C. is indebted to the countless number of volunteers who give of their time in providing football opportunities for children and young people. Like all sports, football, provides an excellent pathway for children and young people to learn new skills, become more confident and maximise their own potential. Through their participation, they can learn and develop life skills, have fun and enjoyment, make friends and experience life in a way that can enhance their personal growth throughout their lives.



Manortown United F.C

Code of Conduct and Good Practice for Managers and Coaches

Manortown United F.C. Managers and Coaches are given a position of trust by parents/guardians and players, and are expected to operate to the highest standards of behaviour (Act as a Good Role Model) whilst in the company of underage players (under 18years). Our coaches are also expected not to engage in any activity that could reasonably be viewed as bringing the club or soccer in general into disrepute.

It is important to for our coaches to note that in adhering to these guidelines ensures not only a safe environment for children but also a safe environment in which Managers and Coaches and volunteers can operate.

Managers and Coaches in **Manortown United F.C** should aim to provide a safe and enjoyable environment where children and young people are placed at the centre of all activities.

In promoting good practice and creating a child/player centred approach coaches should:

1. Act as good role models.
2. Encourage and be positive during sessions so that players leave with a sense of achievement, set challenging, realistic but achievable goals.
3. Plan and prepare each session appropriately and ensure proper levels of supervision.



4. Ensure that all activities are inclusive and allow all players to participate in an enjoyable way.
5. Put the welfare and enjoyment of players first and strike a balance between this and winning or achieving results.
6. Enforce the principles of fair play treating each player equally, with dignity and respect and ensure that all players play within the rules.
7. Be aware of the developmental stages and needs of players. Avoid over training and over emphasis on competition
8. Involve parents/guardians and other club members in what we do.
9. Strive to be qualified and up to date with the latest coaching knowledge and skills

Managers Coaches Volunteers, Administrators must realise that certain situations or friendly actions could be misinterpreted, not only by the player, but by outsiders motivated perhaps by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety. Therefore Managers Coaches Volunteers, Administrators should be aware of, and avoid all situations conducive to risk.

Managers, Coaches/volunteers Administrators should never:

Exert undue influence over a participant in order to obtain personal benefit or reward.

Share a room with a young person alone on away trips.

Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive



comments about or to a child.

Use any form of corporal punishment or physical force on a young person.

Take measurements or engage in certain types of fitness testing without the presence of another adult and permission from the Committee.

Be under the influence of Alcohol or any illegal substance. Coaches should be mindful of the fact that they are role models and should refrain from smoking in their direct company.

Involve themselves in playing directly against kids in training sessions as this could lead to injury and could also lead to unwanted claims of inappropriate behaviour.

for further information or advice see:

FAI Code of Ethics & Best Practice which is available on our website www.fai.ie

Or contact: FAI Code of Ethics Programme Co-ordinator /
National Children's Officer,
80 Merrion Square, Dublin 2. Tel. 087 969H22 Email:
codeofethicsfafai.ie





Manortown United F.C.

Players Code of Conduct

Children in Manortown United FC 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 appropriate confidentiality

Be listened to and to be believed

Have a voice in the running of the club

Children in Manortown United F.C. should :

Give the Manager/ Coach help when asked and show appreciation for a job well done.

Support Managers and Coaches and Referee decisions

Inform the Manager/Coach about any illness, Injury, Holiday etc.

Make an effort to attend training and Games



Children in Manortown United F.C. should undertake to:

Play fairly, do their best and have fun

Be on their best behaviour at all times

Abide by all club rules

Respect opponents, they are not the enemy; they are partners in a sporting event.

Shake hands before and after the match, whoever wins

Give opponents a hand if they are injured, put the ball out of play so they can get attention

Accept apologies from opponents when they are offered

Respect fellow team members and support them both when they do well and when things go wrong

Treat players from minority groups with the same respect you show other people

Be modest in victory and be gracious in defeat- "*Be A Sport*"

Approach the club Children's Officer with any questions or concerns they might have.



Children in Manortown United F.C. should not:

Cheat

Use abusive language, or argue with, the referee, officials, team mates or opponents

Use violence, use physical contact only when it is allowed within the rules

Bully

Cyber Bully (Online gaming, Social Media, Text, etc.)

Tell lies about adults or other children

Spread rumours

Take banned substances

Keep secrets about any person who may have caused them harm

Behave in any manner that may bring the name of Manortown United F.C. into disrepute



Manortown United F.C

Code of Conduct and Guide for Parents / Guardians and Spectators

Parents / guardians play an important role in promoting children's happiness and success in football and sport in general.

Parental expectations and behaviour have a significant bearing on children's attitude and behaviour while participating in football.

Parents / guardians need to be aware of why children want to play football. Children want to learn new skills, make new friends, be part of a group, to win and be successful, experience challenges, excitement and action.

While winning is important, it must be remembered that winning at all costs does not meet the needs of players. Results are not necessarily a good indicator of coaching effectiveness or ability, the improvement level of players and their level of enjoyment is.

Manortown United F.C want football to be safe, it wants football to be fun and wants to ensure that no matter what level of the game young people are involved in, that it takes place in the spirit of 'FAIR PLAY'.



Parents /Guardians and Spectators should Support and encourage all children in Manortown United F.C.

Encouragement will :

Give a sense of personal achievement.
Make soccer enjoyable.
Improve physical fitness.
Increase self-esteem.
Improve skill levels
Improve social skills.

It is important to:

Encourage but not force children to be active.

Know when he / she are ready to play.

Encourage healthy lifestyle habits.

Attend training and games where possible.

Inform managers of non-attendance for matches ASAP

Promote and teach FAIR PLAY.

Teach your child to treat referees, other players, coaches, officials and spectators with respect regardless of race, creed, colour, sex or ability.

Help children to set realistic targets.

Help children with decision making.



Parents/Guardians should not;

Ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in soccer.

Ridicule or shout at a child for losing a game or making a mistake.

Ridicule or shout at players from the opposing team.

Put undue pressure on any child to please or perform well.

Put pressure on a player to participate.

Abuse referees, coaches, fellow parents or parents of the opposition or any committee members.

Be under the influence of Alcohol or any illegal substance.
Parents should be mindful of the fact that they are role models not only to their own children but others as well and should refrain from smoking in their direct company.



It is important that parents / guardians establish contact with the individual responsible for coaching their child.

Give the coach help when asked and show appreciation for a job well done.

Support the coach's and referee decisions. These individuals are only doing the best they can and they need support not anger.

Inform the coach about any illness, injury, holidays, etc.

Make an effort to attend training and games.

Communicate any concerns you may have to the coach.

Be positive or be quiet, negative comments are counterproductive.

Support any Club fund raising events.

for further information or advice see:

FAI Code of Ethics & Best Practice which is available on our website www.fai.ie

Or contact: FAI Code of Ethics Programme Co-ordinator / National Children's Officer,
80 Merrion Square, Dublin 2. Tel. 087 969H22 Email: codeofethicsfafai.ie



Manortown United F.C

Procedure for Discipline of Players:

A yellow and red card procedure for discipline is in place for the unlikely event of players being unruly in the club. A disciplinary committee is in place to deal with these matters. These procedures are as follows:

A coach will determine what he/she sees fit to deem a card.

If a player receives two yellow cards in one session that will become an automatic red card.

If a player receives a Red card the Players Guardian will be notified.

If a player receives 3 red cards the player and their guardian will be brought in front of the disciplinary committee.

Direct Red cards can be given in certain cases (Bullying, Fighting, Abusive or Offensive Language, Racism etc.)

All cards will be placed on record with the disciplinary committee and coaches will be encouraged to fill out an incident report form.

The disciplinary committee can take the decision to revoke a player's registration.



Manortown United F.C

Club Disciplinary, Complaints and appeals Procedure

Covers all matters other than suspected child abuse which has to be referred To the statutory authorities.

While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the formal complaints appeals procedure. All reasonable efforts to resolve matters should be exhausted at local level before accessing the appeals procedure.

Step one

Any person who has a complaint or concern should bring it to the attention of the secretary under the relevant rules of the body concerned. The complaint or concern should be in writing and should outline all relevant details and other parties involved in line with procedure.

Step Two

The complaint or concern should then be brought to the attention of the appropriate person in line with club rules who will convene the disciplinary committee (this committee should have 3 members) **unless the complaint or concern relates to a child abuse matter or criminal offence that meets the criteria for formal reporting to the statutory authorities.**

Where there are potential contentious issues, due consideration should be given to ensure the independence of the disciplinary committee and therefore, it is advisable that members of the committee should not be offices/Directors of the body concerned as a lack of independence is often cited as a ground for appeal.



The Chairperson of the club should not sit on the disciplinary Committee

Step Three

The disciplinary committee should furnish any participant with details of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing. In the event of a complaint against a child, the parents/guardians should be informed and advised of the process.

Step Four

The disciplinary committee should then hear the case of all parties involved and decide if a rule or regulation has been infringed.

Step Five

The disciplinary committee should then inform in writing those involved of their decision and any sanctions if any are to be imposed. This notification should be in writing, setting out the reasons for the sanction. (Written notification should be forwarded to parents if the proceedings involve a participants under eighteen years of age)

Step Six

Any party unhappy with the findings can appeal the decision in writing to their respective superior body. Clubs, Leagues, divisional associates and other football bodies should review their rules to ensure they contain a provision that facilitates an appeals procedure in this respect.



Step Seven

The appeal body should rehear the case and all evidence, should be considered. The appeals body should have the power to uphold or reject the appeal or to vary, alter or set aside any sanction imposed by the disciplinary committee.

Written confidential records in relation to disciplinary proceedings should be safely and confidentially kept on file (procedures should clearly define the possession of such records in the event of election of new officers).

Anonymous Complaints

Anonymous complaints can be difficult to deal with, however they cannot be ignored. All complaints relating to inappropriate behaviour/poor practice should be brought to the chairperson of the club. In all cases the safety and welfare of the child is paramount.

All complaints should be checked out and handled in a confidential manner. It is important to record all such complaints and actions taken. Specific advice on dealing with anonymous complaints can be got from your local HSE duty social worker or the FAI national children's officer.

Rumours

Rumours should not be allowed hang in the air. Any rumour/s relating to inappropriate behaviour circulating in the club should be brought to the attention of the chairperson and checked out promptly. All ensuing information should be handled confidentially and with sensitivity.



Confidentiality

Confidentiality is about managing information in a respectful, professional and purposeful manner. It is important that the rights of both the child and the person about whom the complaint has been made are protected. Therefore, appropriate confidentiality will be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within the club.



Substance Abuse Policy

In Manortown Utd FC the use of drugs, alcohol and tobacco shall be actively discouraged as being incompatible with a healthy approach to sporting activity.

Coaches/Managers shall not smoke when taking a session or drink alcohol before taking a session.

In relation to our under-age teams Manortown United shall endeavour to organise receptions and celebrations in a non-alcoholic environment and in a manner that is suitable for the age group concerned.

Where that is not possible, the club will comply with the **FAI directive that under no circumstances whatsoever can any person under the age of 18 years consume alcohol and any and all appropriate steps should be taken to ensure that this policy is strictly adhered to.**

Our coaches/managers/committee shall act as role models for appropriate behaviour and refrain from drinking alcohol at such functions.