



**Athy G.F.C.**

*Policy Booklet*

(Reviewed Feb 2015)



## **Table of Contents**

<b>Child Protection Policy</b> .....	<b>1</b>
<b>Anti-Bullying Policy</b> .....	<b>3</b>
<b>Code of Behaviour for the Club</b> .....	<b>6</b>
<b>Code of Behaviour for Coaches, Mentors and Trainers</b> .....	<b>8</b>
<b>Code of Behaviour for Young Players</b> .....	<b>11</b>
<b>Code of Behaviour for Parents/Guardians</b> .....	<b>13</b>
<b>Code of Behaviour for Supporters</b> .....	<b>15</b>
<b>Code of Behaviour for Referees</b> .....	<b>16</b>
<b>Recruitment and Selection Process and Procedures</b> .....	<b>17</b>

## **Child Protection Policy**

Athy Gaelic Football Club is committed to creating and maintaining the safest possible environment for all young people who wish to participate in our Gaelic Games and activities. We will take all practicable steps to protect them from discernible forms of abuse, from harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings. To ensure that the best practice is followed by this club, we shall work closely with our Governing Body, the Gaelic Athletic Association. In order to promote the best practice in children's sport, we shall comply with Guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7.

Athy G.F.C. do this by:

- Adopting and implementing the Code of Ethics and Good Practice for Children's Sports as an integral part of our policy on children in the club
- Responding swiftly and appropriately to protect the welfare of children who participate in our games and related activities
- Promoting the voice of the child and providing parents and children with the opportunity to voice any concerns that they may have, in particular through meetings and the AGM
- Recognising that all children have the right to be protected from harm
- Ensuring that the Club Management Committee is elected or endorsed by registered club members at each AGM
- Adopting and consistently applying a safe and clearly defined method of recruiting and selecting our coaches and volunteers and ensuring that they accept responsibility for ensuring the well-being of the children in their care
- Clearly defining the role of the committee members, all sports leaders and parents/guardians
- Appointing at least one Children's Officer to oversee the implementation of good child protection and welfare practices within the club
- Appointing a Designated Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse
- Ensuring best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members.
- Ensuring that all allegations of abuse of young people are confidentially dealt with in accordance the Association's Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009) and with statutory guidelines and relevant legislation
- Having in place procedures for dealing with a concern or complaint made by the Statutory Authorities against a committee member, coach, volunteer or other members of the club. If a committee member, coach, volunteer or other member of the club is the subject of an allegation, which has been reported to the Statutory Authorities, they

should stand aside while the matter is being examined. *S/he will be invited to resume full duties when and if appropriate internal disciplinary procedures are completed*

- Ensuring that relevant coaches or volunteers report to the Club Management Committee on a regular basis
- Developing effective procedures for responding to and recording accidents
- Ensuring that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the club Chairperson to the Gaelic Athletic Association
- Reviewing the effectiveness of our Child Protection procedures and policies on an ongoing basis
- Ensuring that members, coaches, team mentors, administrators, parents/guardians and spectators sign up to and adhere to our Code of Behaviour

*This **Child Protection Policy** has been adopted from the Child Protection Policy of the Gaelic Athletic Association (G.A.A.) and from the Guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7.*

# Anti-Bullying Policy

## What is Bullying?

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical, conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people.

Bullying contains seven key features:

- An intention to be hurtful.
- This intention is carried out.
- The behaviour harms the target (the person or persons being bullied).
- The bully overwhelms the target with his or her power.
- There is often no justification for the action.
- The behaviour repeats itself again and again.
- The bully derives a sense of satisfaction from hurting the target.

There are a number of forms or types of bullying which may take place in a sports context. These include:

- **Direct bullying** – where the behaviour is obvious and bystanders are aware of it, e.g. physical or verbal bullying.
- **Indirect bullying** – where the behaviour is more difficult to recognise, e.g. intimidation or isolation.
- **Verbal bullying** – including slandering, ridiculing, slagging, abusive telephone calls, name calling etc.
- **Physical bullying**- including pushing, shoving, assaults, damage to person's property.
- **Gesture bullying** – including non-verbal gestures/ glances which can convey threatening or frightening messages/intent.
- **E-bullying/Cyber-bullying** – using web pages, emails, text etc to abuse, intimidate and attack others, either directly or indirectly.
- **Relational bullying** – behaviour which sets out to deliberately damage another person's friendship or feelings of inclusion in a friendship group, e.g. exclusion, isolation etc.
- **Extortion** – the deliberate extortion of money or other items of property accompanied by threats.
- **Homophobic bullying** – bullying that is typically aimed at young people who are gay or who are perceived to be gay. It can include name calling, isolation and violence.
- **Racial bullying** – can be expressed physically, socially or psychologically when one is labelled negatively as being different from others according to one's race.
- **Mobbing** – This means that the target is being bullied by a group of perpetrators and not just one perpetrator.

*All types and forms of Bullying are unacceptable and will not be tolerated within this club.*

## What are the signs that a child is being bullied?

The following are some indicators are warning signs that a young person might be getting bullied:

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Anxiety (shown by nail-biting, fearfulness, tics)

*Please Note: There are also other possible reasons for many of the above.*

### **Who should deal with bullying?**

While the more extreme forms of bullying would be regarded as physical and/or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of the Children's Officer and all Coaches, Mentors and Trainers within this club.

If you or someone you know is being bullied within the club, firstly inform your Coach/Mentor /Trainer who will in turn contact the Club's Children's Officer to inform them of the situation. Alternatively you may directly contact the Club's Children's Officer at [athyfcchildrensofficer@gmail.com](mailto:athyfcchildrensofficer@gmail.com).

### **How can Bullying be prevented?**

- By ensuring that all members follow the code of conduct, which promotes the rights and dignity of each member.
- By dealing with any incidents as they arise.
- By using a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group.
- By reinforcing that there is 'a permission to tell' culture rather than a 'might is right' culture.
- By encouraging young people to negotiate, co-operate and help others, particularly new or different children
- By offering the victim immediate support and put the 'no blame approach' into operation
- By never telling a young person to ignore bullying.
- By never encouraging a young person to take the law into their own hands and beat the bully at their own game
- By telling the victim there is nothing wrong with them and it is not their fault

### **What is the 'No Blame' Approach?**

#### **1. Interview with the victim**

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

**2. Meet with all involved**

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

**3. Explain the problem**

Discuss the distress being suffered as a result of the bullying incident. Details of the incident or the allocation of the blame is not discussed at this stage.

**4. Share the responsibility**

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

**5. Ask the group for their ideas**

The group should be encouraged to suggest ways that would make the victim feel happier. All positive responses should be noted.

**6. Leave it to them**

Now that the problem has been identified, solutions suggested, the problem should now be handed over to the group to solve. Arrange to meet the group again in a week's time. Pass the responsibility over to the group and give a time frame within which something must be done.

**7. Meet them again**

Each member of the group, including the bully should discuss how things are going, who is doing what and if there has been any other incidents. This allows for continual monitoring and also keeps all involved in the process. The idea of the 'team' looking after each other should be enforced at regular intervals to ensure that it is know that bullying or intimidating behaviour will not be tolerated within the club.

## **Code of Behaviour for The Club**

All Clubs that cater for underage players must do so with a child centred approach and philosophy that recognises that the welfare of the child is paramount.

Clubs must ensure that those chosen to work on the Club's behalf with underage players have been selected following a thorough recruitment, selection, training and coaching procedure and must also provide these people with the necessary supports to enable them to fulfil their roles. Clubs must ensure that those chosen to work with children and young people are at all times competent and confident in their roles and responsibilities.

### **Clubs should promote quality participation by:**

- Adopting this Code of Behaviour as a basic level of agreement between the Club and their players, their mentors, parents/guardians and supporters.
- Leading by example and ensuring that a user friendly and child centred approach is adopted in our work with young people and that equal opportunities are available for all to participate in our games and activities, regardless of an individual's ability.
- Developing effective procedures for responding to and recording all attendances, incidents, accidents and injuries.
- Accessing relevant information on Alcohol and Substance Abuse Prevention Programmes and promoting relevant training in this area of health awareness for relevant Club personnel.
- Distributing information on Anti Bullying strategies in our work with young people and by adopting and implementing an Anti Bullying statement in the Club.

### **Clubs should encourage the participation of their coaches by:**

- Agreeing the role of each and every coach or mentor working with young people.
- Ensuring that Child Protection in Sport Awareness Training is undertaken by all persons working in an official capacity with children and young people on behalf of the Club.
- Adopting and implementing clearly defined recruitment and selection procedures when choosing coaches and other relevant personnel to work with young people.

### **Encourage the participation of young players by:**

- Ensuring that the types of programmes, rules, equipment, length of games and training schedules are structured to facilitate greater participation by all young players, are suitable to all age categories, and to the ability and maturity level of young players.
- Not imposing responsibilities or roles on young people that may be inappropriate to their age.
- Respecting the rights, dignity and worth of all players and treating them equally regardless of their age, gender, ability, ethnic origin, cultural background or religion.
- Creating pathways for young people to participate in our games not just as player but by affording them other developmental opportunities including training to become referees, coaches etc.

- Ensuring that when the team may travel away and stay overnight that separate sleeping facilities are provided for all adults and for young people. Similarly, for mixed groups, separate sleeping quarters for males and females shall be required.
- Ensuring that when your group consists of both males and females, you are required to have adequate adult to member ratios and male and female coaches/mentors present.

**Encourage the participation of parents/guardians by:**

- Encouraging parents/guardians to become members of their Club and to make themselves aware as to the running of juvenile games and activities and to the rules and codes that direct us in our work.
- Encouraging the participation of parents and guardians in all aspects of a Club's activities and events and in the organising and delivery of our games.
- Welcoming all parents/guardians to attend the games and training sessions that relate to their children. Information relating to such events should be made known to them at all times.
- Informing parents/guardians as to the identity of their Children's Officer. This person should be available to assist with any concerns or enquiries that parents/guardians may have regarding the general welfare and safety of children and young people in the Club.

**Develop Best Practice in Club Structures and Administration by:**

- Ensuring that the Juvenile Section of the Club is structured in accordance with good practice guidelines and that young people are afforded a role in decision making at an appropriate level.
- Ensuring that all Club members are aware of their responsibilities to all children and young people.
- Appointing a Children's Officer whose role shall include the monitoring of the child centred ethos of the Club and compliance with the Code of Ethics and Good Practice (Irish Sports Council/Sports NI) and with any policies and guidelines as issued by the Club, by their National Governing Bodies, or by statutory authorities and agencies.
- Appointing a Designated Person whose role shall include liaising with Statutory Authorities and the relevant Governing Body in relation to the reporting of allegations, concerns and/or suspicions of child abuse.
- Ensuring that all players are covered by their relevant injury scheme and that all premises etc. in use by the Club and players are equally covered for property/liability insurance as deemed necessary.
- Adopting procedures that facilitate the privacy and safety of all young people in the Club and that all such procedures are maintained and regularly reviewed so as to ensure that young people feel safe and are safe in the Club.
- Seeking the agreement of parents/guardians when their sons/daughters under 18 years of age are invited into adult squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to underage teams and squads.

*This Code of Behaviour for The Club has been adopted from the Code of Behaviour when working with underage players (2011) Third Edition*

## **Code of Behaviour for Coaches, Mentors and Trainers**

All coaches, mentors and trainers (referred to hereafter as coaches) should ensure that young people and children benefit significantly from our games by promoting a positive, healthy and participatory approach in our work with underage players.

In developing the skills levels of every player, coaches should always encourage enjoyment and fun while ensuring meaningful participation in our games and activities. Coaches should always remember that they are role models for the players in their care.

### **Recruitment of Coaches**

All coaches working with young people and children are required to be suitable for their chosen role(s), and should be appropriately trained, qualified and supported to fulfil such roles. All persons working or volunteering for such roles will participate in agreed recruitment and selection procedures and shall attend coaching and training courses relevant to their roles.

### **Coaches should maintain a child centred approach:**

- Respect the rights, dignity and worth of every person.
- Treat each person equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that young players always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all young players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition.
- Develop an understanding of relevant coaching methods and have an appropriate level of coaching accreditation.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by young players is the best indicator of effective coaching.

### **Coaches should lead by example**

- Never use foul language or provocative language/gestures to a player, opponent or match official.
- Only enter the field of play with the referee's permission.
- Do not question a referee's decisions or integrity.
- Encourage players to respect and accept the judgement of match officials.
- Promote Fair Play.
- Promote the RESPECT campaign.
- Do not smoke while working with underage players.
- Do not consume alcohol or non prescribed drugs immediately prior to or while young players are in your care.
- Encourage parents to become involved in your team and Club activities wherever possible.

## **Conduct of coaches when working with underage players**

- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake. Underage players learn best through trial and error. Young people should never be afraid to risk error so as to learn.
- The use of any form of physical punishment is prohibited as is any form of physical response to misbehaviour, unless it is by way of restraint.
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Never undertake any form of therapy or hypnosis, in the training of children.
- Develop an appropriate working relationship with underage players based on mutual trust and respect.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, coach, parent/guardian, spectator or match official.

## **Avoid compromising your role as a coach**

Some coaching and training activities may require coaches to come into physical contact with underage players in the course of their duties. However, coaches should:

- Be aware that any necessary contact must always be determined by the age and development of the player and should only take place with the permission and understanding of the player and in an open environment.
- Avoid unnecessary physical contact with an underage player and never engage in inappropriate touching of a player.
- Avoid taking coaching sessions on your own.
- Avoid a situation where you are alone in a car or dressing room with a player.
- Only deliver one to one coaching, if deemed necessary, in a group setting.

## **Best practice**

- Ensure that all players are suitably and safely attired to play their chosen sport.
- Keep a record of attendance at training and at games by both players and coaches.
- Be aware of any special medical or dietary requirements of players as indicated on the medical consent/registration forms or as informed by parents/guardians.
- With the expressed permission of parents/guardians be willing to keep necessary and emergency medication of players in a safe and accessible place for administration in accordance with the wishes of the parents/guardians.
- Do not administer medication or medical aid unless you are willing to do so and have received the necessary training to administer such aid.
- Be punctual and properly attired.
- Rotate the team captaincy and the method used for selecting teams so that the same children are not always selected to the exclusion of others.
- Set realistic – stretching but achievable – performance goals.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and your Club.
- Use mobile phones, if deemed appropriate, only via a group text or email system for communicating with the parents/guardians of players. Any exception to this

form of group texting can only be proceeded with following permission from parents/guardians.

- Do not communicate individually by text/email with underage players.
- Do not engage in communications with underage players via social network sites.
- Keep a record of any injuries and action subsequently taken. Ensure that another official/referee/team mentor is present when a player is being attended to and can corroborate the relevant details.
- Ensure that all dressing rooms and the general areas that are occupied by your players and other Club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened.
- Make adequate provision for First Aid services.
- Do not encourage or permit players to play while injured.

*This Code of Behaviour for Coaches, Mentors and Trainers has been adopted from the Code of Behaviour when working with underage players (2011) Third Edition.*

## **Code of Behaviour for Young Players**

Young players can benefit greatly from sports in terms of personal development and enjoyment. As part of their development our players must be encouraged to realise that due to their participation they also have a responsibility to treat others with fairness and respect. With rights there will always be responsibilities.

There is a 'sign-up' procedure, whereby young players agree to abide by this Code of Behaviour and to any other policies or codes in this Club and National Governing Body.

### **YOUNG PLAYERS should be entitled to:**

- Be safe and feel safe.
- Have fun and experience a sense of enjoyment and fulfilment.
- Be treated with respect, dignity and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Participate in games and competitions at levels with which they feel comfortable.
- Make their concerns known and have them dealt with in an appropriate manner.
- Be protected from abuse.
- Be listened to.

### **YOUNG PLAYERS should always:**

- Play fairly, do their best and enjoy themselves.
- Respect fellow team members regardless of ability, ethnic origin, cultural background or religion.
- Support fellow team members regardless of whether they do well or not.
- Represent their team, their Club and their family with pride and dignity.
- Respect all coaches, mentors, officials and their opponents.
- Be gracious in defeat and modest in victory.
- Shake hands before and after a game, irrespective of the result.
- Ensure that their coach/mentor/manager is informed in advance if they are unavailable for training and games.
- Know that it is acceptable to talk to the Club Children's Officer with any concerns or questions they may have.
- Adhere to acceptable standards of behaviour and to the Club's Code of Discipline.
- Tell somebody else if they or others have been harmed in any way.
- Take due care of Club equipment.

### **YOUNG PLAYERS should never:**

- Cheat – always play by the rules.
- Shout at or argue with a game's official, with their coach, their team mates or opponents and should never use violence.
- Use unfair or bullying tactics to gain advantage or isolate other players.
- Spread rumours.

- Tell lies about adults or other young people.
- Play or train if they feel unwell or are injured.
- Use unacceptable language or racial and/or sectarian references.

*This Code of Behaviour for Young Players has been adopted from the Code of Behaviour when working with underage players (2011) Third Edition.*

## **Code of Behaviour for Parents/Guardians**

Parents/Guardians have an influential role to play in assisting and encouraging their children to fully participate in Gaelic Games, whether it is when they are playing our games or attending training or coaching sessions.

In common with coaches and Club personnel the parents/guardians of underage players should act as role models for their children as they participate in Gaelic Games.

### **Parents/Guardians should encourage their child to:**

- Always play by the rules.
- Improve their skills levels.
- Appreciate everybody on their team, regardless of ability.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play. Advice may be sought if necessary from Club officials on this issue.

### **Parents/Guardians should lead by example:**

- Adopt a positive attitude to their children's participation in our games.
- Respect officials' decisions and encourage children to do likewise.
- Do not exert undue pressure on your child.
- Never admonish your own child or any other child for their standard of play.
- Be realistic in your expectations.
- Show approval for effort, not just results.
- Avoid asking a child or young person, 'How much did you score today?' or 'What did you win by?' or 'What did you lose by?' Ask them 'Did they enjoy themselves?'.
- Never embarrass a child or use sarcastic remarks towards a player.
- Applaud good play from all teams.
- Do not criticise playing performances. Identify how improvements may be made.
- Do not seek to unfairly affect a game or player.
- Do not enter the field of play unless specifically invited to do so by an official in charge.

### **Parents/Guardians should:**

- Complete and return the registration/permission and medical consent forms for their child's participation in the Club.
- Inform the coaches, and any other relevant Club personnel, of any changes in their child's medical or dietary requirements prior to coaching sessions, games or other related activities.
- Ensure that their child punctually attends coaching sessions/games or other related activities.
- Provide their child with adequate clothing and equipment as may be required for the playing of our games, including for example helmets, shin guards, gum shields etc.
- Ensure that the nutrition/hydration and hygiene needs of their child are met.
- Listen to what their child may have to say.
- Show approval whether the team wins, loses or draws a game.

- Never attempt to meet their own needs and aspirations for success and achievement through their children's participation in games.

**Parents/Guardians should assist their club by:**

- Showing appreciation to volunteers, mentors and Club officials.
- Attending training and games on a regular basis.
- Assisting in the organising of Club activities and events as requested.
- Respecting the rights, dignity and worth of every person and by treating each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.

**Parents/Guardians have the right to:**

- Know their child is safe and to make a complaint if they believe that their child's safety is in any way compromised.
- Be informed of problems/concerns relating to their child.
- Be informed if their child gets injured.
- Complain if they have concerns about the standard of coaching.
- Have a say in relation to decisions being made within the Club.

*This Code of Behaviour for Parents/Guardians has been adopted from the Code of Behaviour when working with underage players (2011) Third Edition.*

## **Code of Behaviour for Supporters**

Young players are eager to enjoy and benefit from the support they receive from parents, guardians, friends and other members of the Club who attend our games as supporters. Active, loyal and well behaved supporters are always welcome to attend and support our games but should be aware that their conduct will reflect upon the team, players and Clubs they support.

Fellow supporters have a responsibility to ensure that all spectators conduct themselves in an acceptable and well behaved manner at all times, when attending games and competitions.

Supporters should realise and appreciate that young players are encouraged to participate in Gaelic Games so that they may enjoy themselves while also improving their skills levels.

### **Supporters add to the enjoyment of our games by:**

- Applauding good performance and efforts from your Club's players and from your opponents, regardless of the result.
- Condemning the use of violence in any form, be it by fellow spectators, coaches, officials or players.
- Encouraging players to participate according to the rules and the referees' decisions.
- Demonstrating appropriate social behaviour by not using foul language or harassing players, mentors or officials.
- Respecting the decisions of all officials.
- Never ridiculing or scolding a player for making a mistake during games or competitions.
- Showing respect to your Club's opponents. Without them there would be no games or competitions.

*This Code of Behaviour for Supporters has been adopted from the Code of Behaviour when working with underage players (2011) Third Edition.*

## **Code of Behaviour for Referees**

Throughout this Code of Behaviour emphasis has been placed on the need to co-operate with and facilitate those that organise and deliver our games and activities. Referees are key people in the delivery of our games and should be respected and assisted in their roles.

Referees should always remember that they are instrumental in ensuring our games are played fairly and all participants are treated with respect.

Players, coaches, mentors, parents/guardians and other Club personnel have a key role to play in the delivery of this aspect of our Gaelic Games particularly when working with underage players. The manner in which we accept the role, authority and decisions of a referee will naturally be scrutinised very closely by our underage players.

### **In their capacity as referees of underage games we expect our referees to:**

- Apply the playing rules on an impartial and consistent basis.
- Act with integrity and objectivity in all games.
- Communicate decisions to players and team officials in an effective and constructive manner.
- Deal with dissent firmly and fairly.
- Work as a team with other match officials.
- Maintain composure regardless of the circumstances.
- Avail of assessment to improve performance and achieve excellence.

Players, coaches, mentors, supporters, parents/guardians and other Club personnel should recognise the pivotal role that referees play in our underage games and should support them in their role.

*This Code of Behaviour for Referees has been adopted from the Code of Behaviour when working with underage players (2011) Third Edition.*

## **Recruitment and Selection Process and Procedures**

### **Recruitment of adults to work with children/young people in the GAA**

It is essential that all adults taking responsibility for young people, whether in a paid or unpaid capacity, in the Club or elsewhere in the Association should undergo a recruitment and selection process. The recruitment of adults to work with under age teams should be co-ordinated by a senior and experienced member of the club and should be done in a confidential manner. The following procedures will assist clubs when choosing to place coaches and other personnel in the position to which they are best suited.

### **Role clarification**

The role envisaged e.g. manager, coach, etc. should be clearly stated. The responsibilities relating to the role and the level of experience or qualifications required should be clarified at the outset.

### **Role assistance**

The various supports available via the club, e.g. Foundation Level Coaching that would be of assistance to the adult should be made known and if deemed appropriate should be offered to the adult as they are recruited.

### **Application form**

Applicants should complete an application form prior to commencing their role in the GAA.

### **References**

As part of the recruitment process references should be sought from applicants. These may refer to the person's character and if applicable to the applicants previous background in sports and in Gaelic Games. All references should be verified by the club.

### **Vetting and Access NI checks**

All applicants will be required to complete Garda Vetting and/or Access NI checks, as appropriate, prior to the commencement of their role(s) with young people in the Association.

### **Meet the applicant**

A senior representative of the club should meet with each applicant to ensure that they are aware of the role(s) allocated to them and they may use the occasion to clarify any issues that may arise and identify any coaching or up-skilling needs as appropriate.

### **GAA Code of Behaviour for all Persons Working with Young People**

All persons who work with young people in the GAA will be required to sign the GAA Code of Behaviour. This declaration should be retained by the club in respect of everybody working with under age personnel, regardless of their role.

### **Support and Review**

Continuous supports should be made available to all coaches etc so as to enable them fulfil their roles as requested. The role of the Club 'Coiste na nÓg' and of the Club Children's Officer may be invaluable in identifying such supports. The Club should review the role of all under age personnel on an annual basis.

*The Recruitment and Selection Process and Procedures has been adopted from the GAA Code of Best Practice in Youth Sport (2009).*