

Code of Ethics & Good Practice

For Sport for Young People

in

Limerick Triathlon Club



LIMERICK
TRIATHLON CLUB

This document is based on the document entitled, “Code of Ethics and Good Practice for Sport for Young People in Triathlon Ireland.” 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 and Sports Council Northern Ireland, 2000, (reviewed in 2006).
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999
- Our Duty to Care, Dept. of Health & Children 2002
- Area Child Protection Committee Regional Policy and Procedures, 2005

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Core Values in Sport for Young People

The work of Triathlon Ireland as Governing body for Limerick Triathlon Club is based on the following principles that will guide the development of sport for young people in this organisation, (as outlined in page 9, Code of Ethics and Good Practice for Children's Sport). Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal needs.

Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Abuse of any kind is unacceptable within sport (verbal, physical, emotional or sexual).

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child centered ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with a 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 principle that guides the Code of Ethics and Good Practice for Children's Sport.

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". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Training/ Competition

A balanced approach to training and competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. However, often competitive demands are placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Leaders should aim to put the welfare of the child first and competitive standards second. A child centred holistic approach will help to ensure that competition and specialisation are kept in their appropriate place.

Policy Statement

Limerick Triathlon Club is fully committed to safeguarding the well being of all its members. Every individual in Limerick Triathlon Club should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport*.

Triathlon Ireland Child Welfare Guidelines 2008

These guidelines replace version 1.0 in use since 2003.

All Triathlon clubs affiliated to Triathlon Ireland whose membership includes under 18 year olds are obliged to implement these guidelines. All sports leaders, coaches and managers should have a copy of these guidelines and be fully aware of their content and the Code of Ethics and Good Practice for Children's Sport.

Limerick Triathlon Club will ensure that these guidelines are available for parents, if so desired, and they should be encouraged to become familiar with them.

Training / workshops are available to all clubs through Local Sports Partnerships. Triathlon Ireland will organise annual Child Protection Seminar.

Current contact persons in Limerick Triathlon Club are as follows:

Youth Liaison Officer:	Niamh Yelverton youth_officer@limericktriathlon.com
Children's Officer/Designated Person:	Michelle Kennedy michelleryankennedy@eircom.net
Children's Officer/Designated Person:	John Battles
Chairperson Limerick Triathlon Club	chairman@limericktriathlon.com

Child Protection Policy for Limerick Triathlon Club:

Under our child protection policy, our first priority in Limerick Triathlon club is the welfare of young people. We are committed to providing an environment, which will allow participants to perform to the best of their ability, free from bullying and intimidation.

Limerick Triathlon Club is responsible for overseeing the adoption and implementation of this Code by all our affiliated members. To maximise compliance with the Code, Limerick Triathlon Club will endeavor to:

- Ensure that the Code of Ethics and Good Practice for Children's Sport is adopted, agreed to, implemented and signed up to by all members working with children.
- amend, as necessary, its Constitution to reflect a safe and clearly defined method of recruiting, selecting and managing
- Appoint a Children's Officer/Designated Person.
- Ensure that effective disciplinary, complaints and appeals procedures are in place.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or a Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
- Ensure that all clubs with child members are fully affiliated and signed up to the Governing Body's constitution (Triathlon Ireland).
- Be represented by appropriate personnel at all education/training workshops dealing with the Code.
- Where children are involved in representative teams, designate an appropriate senior officer in the Governing Body as the person with responsibility for following the guidelines of the Code.
- Review its child protection procedures regularly through open discussion with its members, Sports Councils and Statutory Authorities.
- Promote contact with representatives of the Statutory Authorities. The building of these relationships will contribute to the creation of an environment in which education and knowledge of child protection issues and procedures are widely known.
- Examine and take appropriate action in response to any reports of unusual incidents (high rate of transfers, dropouts) received from club members/ juniors/ children.

Code of Conduct for Young People

Limerick Triathlon Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat fellow participants and sports leaders with fairness and respect.

Young participants are entitled to:

- be listened to
- be believed
- be safe and to feel safe
- be treated with dignity, sensitivity and respect
- have a voice in the club /organisation
- participate on an equal basis
- be happy, have fun and enjoy sport
- experience competition at a level at which they feel comfortable
- make complaints and have them dealt with
- get help against bullies
- say no
- to protect their own bodies
- confidentiality

Young participants should always:

- treat Sports Leaders with respect, e.g. coaches, managers, selectors, club officials etc.
- play fairly at all times
- do their best
- respect team members even when things go wrong
- respect fellow competitors
- be gracious in defeat
- abide by the rules set down by team managers when traveling to away events.
- behave in a manner that avoids bringing the sport of Triathlon into disrepute
- talk to Children's Officer/ Youth Liaison Officer liaison officer if they have any problems.

Young participants should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or other competitors
- Harm team members, competitors or their property
- Bully or use bullying tactics to isolate another competitor
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours

Guidelines for Parents

Limerick Triathlon Club believes that parents:

- be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- always behave responsibly and do not seek to unfairly affect the race/ competitors.
- never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect referees, coaches, organisers and other competitors.
- encourage your child to play by the rules. Teach your child that honest endeavor is as important as winning and do all you can to encourage good sportsmanship.
- set a good example by applauding good performance. Encourage mutual respect for teammates and other competitors.
- support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Parents Code of Conduct:

1. I will respect the rules and procedures set down in Limerick Triathlon Club's Code of Ethics for Children in Sport.
2. I will respect my child's teammates, leaders, (e.g. coaches, officials, judges), and parents, as well as other competitors, parents and coaches. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
3. I will give encouragement and applaud all accomplishments whether from my child, his/her teammates, other competitors or the officials.
4. I will respect my child's leader(s) and support his/her efforts
5. I will respect the officials and their authority during training sessions and events
6. I will never demonstrate threatening or abusive behaviour or use foul language.

Guidelines for Sports Leaders

Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

Limerick Triathlon Club recognises the key role leaders (coaches, selectors and team managers, etc.) play in the lives of children in sport. All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the club's Code of Ethics.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Leaders working with young people in Triathlon should be suitable and appropriately qualified. Leaders will be expected to go through appropriate recruitment and selection procedures that apply to all persons with access to young people, whether paid or unpaid. References will be needed and will be followed up.

There will be a 'signup' procedure, whereby the appointed/reappointed leaders agree to abide by the Code of Ethics and Good Practice for Children in Sport and to the policies and code of the club. Leaders will be given a copy of the club's code of ethics and they should be made aware of the procedures contained within the club's code.

Once appointed the Leader must act as a role model and promote the positive aspects of sport and of Triathlon and maintain the highest standards of professional conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Remember your behaviour to other participants and officials will have an effect on the participant in your care.

Be generous with praise and never ridicule or shout at participants for making mistakes or for losing a race. All young players are entitled to respect.

Be careful to avoid the "star system". Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippanant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake by verbal means, physical means, or exclusion.

Insist that participants in your care respect the rules of the sport. Insist on fair play and ensure they are aware that you will not tolerate cheating or bullying behavior. Remember that young participants compete for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.

Encourage the development of respect for other participants, officials, selectors and coaches and avoid criticism of fellow coaches.

When travel/ overnight travel is involved, the Leaders traveling with children must sign a separate agreement. Parents and participants will also be asked to sign permission forms in these instances.

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for coaches not to involve young participants in their personal life i.e. visits to coaches home or overnight stays.

Avoid working alone and ensure there is adequate supervision for all activities. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

When approached to take on a new student, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behavior in adult groups are normally different from the boundaries that apply to junior groups/squads.

Leaders who become aware of a conflict between their obligation to their group and their obligation to their governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Leaders should communicate and cooperate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant or participant's family.

Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment.

Do not criticise other leaders, (officials, coaches, and selectors). You are the role model for the children in your care.

Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players.

Leader's / Coaches Code of Conduct

Leaders /Coaches and volunteers in Limerick Triathlon Club should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport and with the Triathlon Ireland Association Code of Conduct and follow the procedures if they suspect or receive complaints of abuse of any sort.

Leaders/coaches should be

- positive during sessions, praise and encourage effort as well as results
- plan and prepare appropriately
- put the welfare of young person's first, strike a balance between this and winning /results
- encourage fair play, treat participants equally
- recognise developmental needs
- qualified and up to date with knowledge and skill of sport for young people
- involve parents where possible and inform parents when problems arise
- keep record of attendance at training
- keep a brief record of injury(s) and action taken
- if behavioral problems arise leaders should keep a brief record of problem/action/outcomes
- Where possible Leaders/coaches should avoid:
 - Spending excessive amounts of time with children away from others
 - Taking sessions alone
 - Taking children to your home
 - Taking children on journey's alone in their car

Sports Leaders /coaches should not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

Disciplinary, Complaints and Appeals Procedure

Limerick Triathlon Club has a complaints procedure in place that allows all members who are dissatisfied to register their complaint in a formal way. Whether in the case of a complaint within the club, which the club is handling, or a complaint being communicated to Triathlon Ireland to handle, the following guidelines will be applied:-

- Each club, on receiving a complaint, should appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying. The complaint should be in writing to the secretary or Children's Officer/ Designated person and should be responded to within 5 working days. The committee should consist of a representative from the Management Committee, the Children's Officer and ordinary registered members of the club.
- if the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- the disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days
- the disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee.
- written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.
- where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
- if the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Children's Officer in relation to issues of child welfare and codes of conduct. The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee
- Any party that is not satisfied with the outcome of the matter can have it referred to Triathlon Ireland. However efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter.
- Triathlon Ireland has the power to impose sanctions up to and including dismissal on any member who is found guilty of an offence under the procedures as outlined above.

Recruitment and Selection Policy

Limerick Triathlon Club will take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all persons with substantial access to young people, whether paid or unpaid.

The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

Applicants should complete an application form which should include a self declaration section / form.

In the Republic of Ireland the ICS recommends that coaches who work with young people should be checked by the Garda vetting service available to sports organisations.

References should be verified by the club/organisation.

A probationary period is advisable and should be established through an informal interview, which can be used to assess the leader's commitment and interest to the club.

Every effort should be made to manage and support appointed Sport Leaders, including awareness of the code of conduct. Adequate supervision should be provided; a leader should not have to work alone.

A decision to appoint a Sports Leader is the responsibility of the club / organisation and not of any one individual within it. The club /organisations committee should ratify all recommendations for appointment.

When storing information in relation to applicant's information it should be treated as sensitive and confidential. It should be kept in a secure place that is only accessible to nominated officers.

Bullying Policy

This is adapted from the Scout Association of Ireland's Child Protection Policy

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others. It is behavior 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. It includes behaviors such as teasing, taunting, threatening, hitting and extortion behavior by one or more children against a victim.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following 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 induced illness – headaches, and stomach aches which seem unexplained
- Fearful behavior (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends
- Changes in behavior (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail biting, fearfulness, tics)

There are other possible reasons for many of the above but leaders should be aware of the possibility of bullying

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Health Board or An Garda Síochána, dealing with bullying behaviour is normally the responsibility of all Leaders within this club / organisation.

How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use 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, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, cooperate and help others, particularly new or different children
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much

- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

What is the 'No Blame' Approach?

Step 1 Interview with the victim

If you find that 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.

Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 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.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a 'special' meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel?
- Would you like it done to you?

Step 3 Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them
- "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- Listen, watch out for reactions, and pick up on any without isolating anyone.

Step 4 Share the responsibility

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

Step 5 Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them.

Step 6 Leave it to them

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

Step 7 Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process. Again enforce the idea of the 'team' looking after each other at regular intervals to ensure it is known that bullying or intimidating behavior will not be tolerated.

Guidelines on General Issues

Transport

There is extra responsibility on leaders when they transport young people to events.

Adults should:

- Ensure that there is adequate insurance cover on their car, they follow the rules of the road, including legal use of seat belts
- Not carry more than the permitted number of passengers
- Avoid being alone with one participant, put passengers in the back seat, have central drop off locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pickup and drop off. Parents should check with young people about the plans and be happy with the transport arrangements

General Supervision

- Make sure there is an adequate adult: child ratio. Leaders should try to have more than one adult present. The number of adults needed will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. athletes with special needs or away trips.
- Where there are mixed groups there should be leaders of both genders, if possible.
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.
- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender.
- Leaders should not need to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender.
- Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions.
- If there are late collections leaders should remain in pairs until participants have left.
- Keep attendance records and record of any incidents / injuries that arise
- Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

Overnight & Away trips

- Separate permission forms should be signed by parents and participants, containing emergency contact number
- Young participants should sign a behavior agreement
- Appoint a group leader who will make a report on returning home
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

- Alcoholic drink, smoking or other illegal substances are forbidden to players. Leaders should act as role models in this respect
- There must be at least one adult of each gender with a mixed party, there should be a good adult: child ratio, 1:5/6, and proper access to medical personnel
- Lights out times should be enforced
- Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

Limerick Triathlon Club has a safety statement which includes specific and potential risks attached to the sport. Procedures are in place for safeguarding against such risks. Limerick Triathlon Club endeavors to:

- Ensure level of activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used i.e. helmets, suitable clothing
- Ensure First Aid kit is close at hand with access to qualified first aider
- Know the contact numbers of emergency services
- Keep first aid kit stocked up
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Treat the injury within scope of practice and qualification. Make a brief record of the problem/ action/outcome. Contact the participant's parents and keep them informed of all details
- Officials (coaches, referees, etc.) should ensure the conduct of the race.
- Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by Triathlon Ireland the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events

Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult will probably use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

In general:

- contact should be determined by the age and developmental stage of the participant
- Don't do something that a child can do for themselves
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment

Use of Photographic and Filming Equipment

Limerick Triathlon Club has a policy in relation to the use of images of athletes on their websites and other publications, there may be concerns about the risks posed directly and indirectly to children and young people.

Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the Youth Liaison Officer / Children's officer and ask them to deal with the matter. The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs.

As a guide, try to remember the following: -

- If the athlete is named, avoid using their photograph.
- If a photograph is used, avoid naming the athlete.
- Ask for the athlete's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the athlete's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form could be used or make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Talk to the Children's Officer/ Youth Liaison Officer if you are worried about use of images

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Children's Officer, event organiser or leader of session. Permission forms should be available on site.

To ensure spectators and participants are informed of the policy, the club should display the following information prior to the start of an event and where possible make an announcement over a tannoy.

"In line with the recommendation in Limerick Triathlon Club's Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. It is not advisable that children are photographed or filmed without their permission and/or the permission of their parent/guardian".

Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or children's officer/ designated person within the club.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. in the changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a Leader remember

- Use group texts for communication among athletes and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication for individual athletes
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms

Child Welfare and Protection Procedures

Limerick Triathlon Club accepts that having young people among its members, leaves us vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. Persons unsure about whether or not certain behaviors are abusive and therefore reportable, should contact the duty social worker in the local Health Service Executive or Social Services Department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behavior consistent with abuse.

A report may be made by any member in the club but should be passed on to the Designated Person who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Limerick Triathlon Club, in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- b) Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- d) Be honest with the child and tell them that it is not possible that keep information a secret
- e) Make no judgmental statements against the person whom the allegation is made
- f) Not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, nonspecific questions should be used such as "Can you explain to me what you mean by that"
- g) Check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation
- h) Give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- i) Carefully record the details
- j) Pass on this information to the Designated Person. Reassure the child that they have done the right thing in telling you.

Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- b) Report the matter as soon as possible to the designated person with responsibility for reporting abuse. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the Health Service Executive/Social Services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
- d) If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services, s/he will be advised whether or not the matter requires a formal report.

A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Service Executive or the Gardai. The act also covers the offence of 'false reporting'.

The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of the Health Service Executive or any member of An Garda Síochána;
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

This law does not exist in Northern Ireland, but an individual who reports concerns in "good faith" is not deliberately attempting to slander another person's name.

Allegations against Sports Leaders

Limerick Triathlon club has agreed procedures to be followed in cases of alleged child abuse against Sports Leaders/ members. If such an allegation is made against a Sports Leader/ member working within the club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the designated person / children's officer),
- The procedure for dealing with the Sports Leader (carried out by the club's Chairperson or a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be necessary to protect children in its care.

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader/ member should be treated with respect and fairness.

The reporting procedure

If the designated person has reasonable grounds for concern, the matter should be reported to the local health board / social services/ Gardai following the standard reporting procedure.

The Sports Leader

While the designated officer makes the report to the local health board, the Chairperson of the club should deal with the Sports Leader in question.

- The Chair should privately inform the leader that
 - (a) an allegation has been made against him / her and
 - (b) the nature of the allegation.

He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the health board / social services.

- The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

If this procedure has been undertaken by a club, the governing body (Triathlon Ireland) should be informed by the Designated Person that the leader has been asked to stand aside. Triathlon Ireland can consider disciplinary action on the leader but should ensure that this does not interfere with the investigation of the Statutory Authorities. It is important that Limerick Triathlon Club consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality.
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious manner.

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child is paramount. Any such complaints relating to inappropriate behavior should be brought to the attention of the Designated Person. The information should be investigated and handled in a confidential manner.

Rumors

Rumors should **not** be allowed to hang in the air. Any rumors relating to inappropriate behavior should be brought to the attention of the Designated Person and checked out without delay.

Appendix 1 New Leader Information Form

Full Name:	Current Address:
Any surname previously:	
Date of Birth:	
Place of Birth:	

List all other previous addresses:

Addresses	Dates;

Telephone No.(s):

PPS No:

Garda vetting form completed and clearance letter received and on file: Yes/ No

List previous experience / involvement in any other club. Include experience of working with young children in a voluntary or professional capacity. _____

Sporting Qualifications:

Do you agree to abide by the guidelines contained in the Code of Ethics for Triathlon/ Duathlon for Young People? **Yes / No**Have you ever been asked to leave a sporting organisation? **Yes / No**

(If you have answered yes, we will contact you in confidence)

References: Please supply the name and address and telephone number of two people whom we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name and Address of Referee 1:	Name and Address of Referee 2:
Telephone No:	Telephone No:

Signed _____

Date: _____

Applicants should also complete Appendix 2 entitled (Disclosure of criminal convictions & permission for statutory checks for those working with children)

Appendix 2**DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN (Please read this information carefully)****Statement of nondiscrimination:**

Limerick Triathlon Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

_____ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering

Advice to Applicants:

Please complete this form as accurately as possible and return it marked "Confidential". An arrangement will be made with you to discuss any clarification if required.

Thank you for your cooperation.

You should tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You should include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may effect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless the NGB considers that the conviction renders you unsuitable. In making this decision the sport will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? **Yes / No**
If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/ a comment on the sentence received
- any relevant developments in your situation since then/
- Whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge. I will inform the designated person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with the designated person.

Signature: _____ Date: _____

Print Name: _____

Please return completed forms to: _____

Appendix 3 Existing Leaders Information Form

Leaders should familiarise themselves with the Code, in particular the code of conduct. Leaders should read below and agree to abide by these terms. Leaders should update the self declaration questions annually.

As a leader in Triathlon Ireland I agree that I should:-

- be positive during sessions and competitions, praise and encourage effort as well as results
- put welfare of young person first, strike a balance between this and winning / results
- encourage fair play and treat participants equally
- recognise developmental needs, ensuring activities are appropriate for the individual
- plan and prepare appropriately
- have experience relevant to working with young people or hold up to date qualifications and be committed to the guidelines in this code
- involve parents where possible and inform parents when problems arise
- keep a record of attendance at training and competitions
- keep a brief record of injury(s) and action taken
- keep a brief record of problem/action/outcomes, if behavioural problems arise
- report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

- spending excessive amounts of time with children away from others
- taking sessions alone
- taking children on journeys alone in my car

Sports Leaders should not:

- use any form of physical punishment or physical force on a child
- exert undue influence over a participant in order to obtain personal benefit or reward
- take children to their home
- 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. this includes innuendo, flirting or inappropriate gestures and terms
- take measurements or engage in certain types of fitness testing without the presence of another adult
- undertake any form of therapy (hypnosis etc.) in the training of children

Self Declaration

Do you agree to abide by the guidelines contained in the Code of Ethics for Triathlon for Young People? **Yes / No**

Have you ever been asked to leave a sporting organisation? **Yes / No**
(If you have answered yes, we will contact you in confidence)

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? **Yes / No**
(If you have answered yes, we will contact you in confidence)

Signed: _____

Dated: _____

Appendix 4 Confidential Reference Form

(this form can be used as a telephone reference or used as a written reference)

The following person: _____ (*list name*) has expressed an interest in working with Limerick Triathlon Club as _____ (*list position*)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person? _____

In what capacity? _____

What attributes does this person have that would make them suited to this work?

Please rate this person on the following (tick one box for each statement)

	Poor	Average	Good	Very Good
Responsibility				
Maturity				
Self motivation				
Can motivate others				
Energy				
Trustworthiness				
Reliability				

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. Yes / No

If you answer yes, we will contact you in confidence

Signed:

Position in organisation:

Date:

Name of club /organisation:

Appendix 5 Sample Application Form for New Junior Members**PARENTAL/GUARDIAN CONSENT**

I am the Parent/Guardian of _____ DOB: _____

CONTACT INFORMATION

Child's name	Date of Birth:
Address:	Male Female
	Telephone – Home
	Telephone-Mobile Mother
	Telephone-Mobile Father
	E-mail

Medical History Information (including current medication)

Allergies (To foods/ medications/ contact allergans)

Any other special needs, requirements or directions that would be helpful for leaders to know about

In the event of illness/accident, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

Other information: _____

Photographs: I understand that photographs will be taken during or at sport related events and may be used in the promotion of sport.

I consent | I do not consent |

Drug Testing (for elite athletes only)

I give permission for my child(ren) to be tested for prohibited substances in accordance with the Irish Sports Council Anti Doping Rules (where applicable). I hereby consent to the above child(ren) participating in activities of the organisation in line with the Code of Ethics for Young People. I will inform the leaders of my children's activities and of any changes to the information above. I confirm that all details are correct and I give parental consent for my child(ren) to participate in and travel to all activities.

Disclaimer;

I understand that Triathlon/ Duathlon is a dangerous sport and may result in injury. I hereby declare that my child is health and medically well enough to participate in training and sporting events.

Parental Signature _____ Date: _____

Appendix 7 Useful Contacts**Eastern Region Health Services Executive East Coast Area**

Area 1, Dun Laoghaire, 01 2808403, 9:00-13:00

Area 2, Clonskeagh, 01 2680320/0333, 9:00-17:00

Area 10, Wicklow, 0404 60800, 14:00-17:00

Bray, 01 2744100, 9:00-13:00 & 14:00-17:00

Ask for Duty Social Worker

Eastern Region Health Services Executive Northern Area

Area 6, Dublin 11, 01 8567704, 9:00-17:00

Area 7 North Dublin1, 01 8014620, 9:00-11:00 & 9:00-17:00 by appointment

Area 8, Dublin 5, 01 8164200

Ask for Duty Social Worker

Eastern Region Health Services Executive South Western Area

Dublin South City District, D2, 01 6486555

Dublin South West District, D24, 01 4520666, 10:00-12:00 (by appointment)

Dublin West District,

Dublin 10, 01 6206387, 9:00-17:00

Kildare/West Wicklow District

Naas, 045 882400 (Deals in old cases)

Athy, 059 8633535 (Deals in old cases)

Celbridge, 01 6303155, 9:00-17:00

Ask for Duty Social Worker

Health Services Executive - Southern Area Community Care Area

South Lee, Cork – 021 4923001, 9:30-16:30

North Lee, Cork – 021 4927000, 9:00-17:00

North Cork, Mallow – 022 54100, 9:00-17:00

West Cork, Skibbereen – 028 40447/40456, 9:00-17:00

Kerry, Tralee – 066 7184887 / 7184869/68, 9:00-13:30

Ask for Duty Social Worker

Health Services Executive - Mid-Western Community Care Area

Limerick East – 061 483711, 9:30-17:00

Limerick West – 061 483996, 14:00-17:30

Clare – 065 6863907/08, 14:00-17:00

North Tipperary, Nenagh – 067 41934, 10:00-13:00 (Mon, Tue, Thurs, Fri)

North Tipperary, Thurles – 0504 23211, 9:30-17:00

Ask for Duty Social Worker

Health Service Executive - South-Eastern Community Care Area

Carlow – 059 9136588/7, 9:30-11:30 (Mon, Wed, Fri) & 14:00-17:00 (Fri)

Kilkenny – 056 7784782, 9:00-13:00 (Mon-Fri) & 9:00-17:00 (Fri)

Waterford – 051 842827, 10:00-12:00 & 14:30-16:00 (Mon, Wed, Fri)

Wexford – 053 23522 Ex 222, 10:00-12:00 & 14:30-16:00 (Mon, Wed, Fri)

South Tipperary – 052 77306 / 02, 9:00-17:00

Ask for Duty Social Worker

Health Services Executive – Western Community Care Area

Galway – 091 546325/546366, 9:30-17:00
Mayo – 094 9042283 / 9042284, 9:30-17:00
Roscommon – 090 6637528/29, 9:00-12:30
Ask for Duty Social Worker

Health Services Executive - North-Western Community Care Area

Sligo/Leitrim - 071 9155133, 10:00-13:00
Donegal – 074 9123739, 10:00-13:00
Ask for Duty Social Worker

Health Services Executive - North-Eastern Community Care Area

Cavan – 049 4377305 / 06, 9:30-17:00
Monaghan, 047 30426 /30427, 9:30-17:00
Louth – Drogheda, 041 9833163, 9:30-17:30
Louth – Dundalk, 042 9392220, 9:30-17:00
Meath – Navan, 046 9021595, 9:30-17:00
Ask for Duty Social Worker

Health Service Executive –Midland Area Community Care Area

Longford/Westmeath:
Athlone – 0906483106, 10:00-12:00 (Mon, Wed, Fri)
Longford – 043 50584, 10:00-12:00
Laois/Offaly:
Offaly - 0506-22488 14:00-17:30(Mon) & 9:30-13:00 (Wed) & 9:30-13:00 (Fri)
Laois – 0502 92567/8, 9:30-17:30
Ask for Duty Social Worker

ISPCC

20 Molesworth Street Dublin 2 01 6794944 / ispcc@ispcc.ie
ISPCC Childline 1800 666666 (Freephone)

Irish Sports Council

Top Floor, Block A, West End Office Park, Blanchardstown, Dublin 15
Tel No. 01-8608800
Tel No. 02890 381222

Volunteering Ireland

Coleraine House, Coleraine Street, Dublin 7 01 8722622 / info@volunteeringireland.com