

Stillorgan Hockey Club

Code of Ethics for Hockey for Young People

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Glossary

Child

A 'child' or young person is any person under the age of 18.

Children's Officer

The individual(s) in the club who act as a resource for children and who represents them at Committee level. They have a supervisory role in relation to young hockey participants and have the added responsibility for coordinating the implementation of the Code of Conduct.

Designated Person

A senior office holder in the Club, normally a club chairperson, treasurer and any other committee member. The person appointed as Designated Person is responsible for reporting abuse to the Statutory Authorities.

Sports Leaders

All adults involved in children's sport. Typical leadership roles are: club officers, youth administrators, coaches/trainers, managers, umpires, selectors, physios, Children's Officers, Designated Persons and other volunteers with substantial access to children.

Parent

Parent shall mean parent, guardian or carer.

The Code

The Code of Ethics for Hockey for Young People, i.e. this document, which is based on guidelines of the Irish Hockey Association and Irish Sports Council.

Statutory Authorities

Refers to those who have statutory responsibility for the welfare and protection of young people in Ireland, namely Tusla/Health Services Executive and An Garda Síochána.

Policy Statement

Stillorgan Hockey Club (Stillorgan) is fully committed to safeguarding the well-being of all its participants. Young people deserve to be given enjoyable, safe sporting opportunities and every individual involved in working with young people in Stillorgan is required to show respect and understanding for all participants' rights, safety and welfare. They should conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport (Irish Sports Council).

Stillorgan will aim, at all times, to ensure that young people can perform to the best of their ability in an atmosphere that is enjoyable and safe, and in an environment free from abuse, neglect, bullying and intimidation.

In working with young people Stillorgan endeavours at all times to apply best practice and common sense. Our priority is that young people are safe, have fun and can play hockey in the spirit of fair play.

Our Core Values for Young People

Team sports provide children and young people with opportunities to learn many life skills, e.g. communication, co-operation, friendship, team work. Through participation in sport children's physical, social and personal skills can develop. These opportunities can materialise if a child friendly environment is created.

The following principles and values inform our work with young people:

The importance of play and fun in childhood

Opportunities to play, enjoy themselves and have fun are essential for healthy child development. Sport is an activity where play, fun and enjoyment can be integral to it. This needs to be planned for.

Needs of the child

All children's experiences in Stillorgan should be guided by what is best for children. It is always essential to keep in mind the stage of development and ability of the child. Account needs to be taken of the concentration levels and language skills of the child, so instructions should be given in a way that the child can readily understand and follow, and activities may need to be short and varied.

Children and young people need to feel that they matter in the club/team so that they can develop a sense of belonging. This can be particularly important for a child who does not know many of the other children in Stillorgan. They need to feel secure in order for them to develop.

Adult / child relationships

Sports leaders are in a position of trust and influence and should be positive role models in how they treat all the members of the group. Leaders need to treat all the children and young people with respect, dignity and sensitivity. Children need to feel able to give opinions, ask for help and be listened to. The interactions should encourage the young people and build their self-esteem. Abuse of any kind – verbal, physical, emotional or sexual – is totally wrong and unacceptable in Stillorgan.

Quality atmosphere and ethos

Youth hockey should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that young people in Stillorgan can enjoy hockey in a safe and fun environment.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, ethnicity, family background or political persuasion. Particular sensitivity needs to be shown to children with disabilities to ensure that they have opportunities to participate. Sports' leaders need to strike a balance between children's desire to win and children's right to participate regardless of ability. Other children's attitudes to a child with a disability will be influenced by the leader's attitude.

Fair Play

Fair play is our guiding principle. Each young person should feel part of the team and know that they will have chances to fairly participate. Participation, effort and enjoyment should be stressed. Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit.

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Children's Officer and Designated Person

The appointment of a Club Children's Officer is an essential element in the creation of a quality and child-friendly atmosphere in a hockey club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the club and can talk freely about their experiences.

Every club should designate a person to be responsible for dealing with any concerns about the protection of children and young people.

For details on the roles and responsibilities of the children's officer and designated person, and who holds these positions in Stillorgan, please see Appendix 1.

Codes of Conduct

To ensure that everyone in Stillorgan who is involved with young people has common standards of acceptable behaviour we have codes of conduct for young people, their parents and sports leaders.

We require that young people, their parents and sports leaders involved with Stillorgan sign up to the respective Codes of Conduct, see Appendices 2, 3 and 4.

Code of Conduct for Young People

Stillorgan endeavours to provide an enjoyable and safe sporting environment where each young person can play at their level and fulfil their potential. Young people for their part have rights which

must be respected and responsibilities they must accept. They have the responsibility to treat other participants and adults involved in hockey with fairness and respect, see Appendix 2.

Code of Conduct for Parents

Parents/guardians play an important role in promoting the young person's enjoyment and success in hockey. With their help and support Stillorgan will provide an environment in which the child will feel safe, have fun and have the opportunity to fulfil their potential. For that reason, Stillorgan requires that parents/guardians follow the guidelines and sign up to the Code of Conduct for Parents, see Appendix 3.

Code of Conduct for Sports Leaders

Stillorgan recognises the key role sports leaders (coaches, managers, youth administrators, captains, and adult team mates, etc.) play in the lives of young people. These adults should have as their first priority the children's safety and enjoyment of hockey in Stillorgan and should adhere to the Guidelines and Regulations set out in this Stillorgan Code of Ethics, see Appendix 4 for Code of Conduct for Sports Leaders.

General Good Practice

Stillorgan is concerned to promote general good practice in a number of areas. These include:

- Adult to child ratios
- Training sessions
- Late collection
- Safety
- Physical contact
- Changing room practice
- Mobile phone use
- Use of photographic images and video
- Travelling guidelines
- Away trips / overnight stays
- Making hockey fun and safe.

Adherence to these general practices, set out in detail in Appendix 5, are required to make hockey in Stillorgan safe and fun.

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; and
- Breach of confidentiality is considered a serious manner.

Complaints and Appeals Process in relation to Code of Ethics Issues

All children/young people involved in Stillorgan Hockey Club have a right to make a complaint and expect to have it dealt with fairly and promptly. Any person (player/parent/guardian) wishing to make a complaint must be treated with courtesy, respect and confidentiality.

Early and effective processing of events is vital. Complaints should be dealt with as much as possible verbally, at source locally.

Complaints that can be resolved locally should be reported to the relevant Colts Co-ordinator or Children's Officer. The issue should, as far as possible, be resolved amicably. If the complainant is not satisfied he/she can report the issue to the Designated Person who will respond within 14 days. Any serious complaints in relation to poor practice or a concern about abuse/neglect should be reported in writing to the Designated Person who will respond within 14 days. Stillorgan understands the terms abuse and neglect to mean as defined under the Code of Ethics and Good Practice for Children's Sport (Irish Sports Council).

If a disciplinary hearing is required, the Designated Person will convene a disciplinary committee consisting of the Children's Officer, relevant Colts Co-ordinator and the Designated Person, unless the complaint concerns any of these three people in which case the Chairperson of Stillorgan Hockey Club will convene an independent disciplinary committee consisting of three people which includes either the Designated Person or the Children's Officer.

In respect of allegations of abuse or neglect the standard reporting procedure as set out in the Code of Ethics and Good Practice for Children's Sport will be followed, see Appendix 6.

Anonymous Complaints and Rumours

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the young person(s) is paramount. Any such complaints should be brought to the attention of the Designated Person. The information should be checked out and handled in a confidential manner as soon as possible.

Any rumours should not hang in the air and should, insofar as they relate to Stillorgan players, their parents/guardians and sports leaders in the context of their involvement with Stillorgan, be reported to the relevant Colts Co-ordinator, Children's Officer or the Designated Person. The information should be checked out and handled in a confidential manner as soon as possible.

Recruitment & Selection Policy

Stillorgan will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and selection procedures will apply to all persons with substantial access to young people, whether paid or in a voluntary capacity. A decision to appoint a Sports Leader is the responsibility of Stillorgan Hockey Club and not of any one individual within it. The General Management Committee should ratify all recommendations for appointment.

In taking on the role of sports leader/coach individuals will be made aware of this Code of Ethics for Young People, as well as the Code of Conduct for Sports Leaders. Every effort should be made to manage and support appointed Leaders. Coaching courses and workshops will be provided, Codes of Conduct will be made available and vetting will be implemented.

All coaches of children and young people will be asked to provide information for Garda vetting purposes.

Anti-Bullying Policy

Bullying will not be tolerated in Stillorgan. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all-costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

Stillorgan understands bullying to be repeated aggression, be it verbal, psychological or physical conduct by an individual or group against others. It is behaviour which is intentionally aggravating and intimidating.

Bullying can occur between an adult and young person, and by young person to young person. In either case it is not acceptable within hockey. The competitive nature of hockey can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all-costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person. Bullying can 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 damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it affects their health and development, or at the extreme, causes them significant harm. There are a number of signs that may indicate a person is being 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 training/match, going different routes, asking to be driven);
- Frequent loss of, or shortage of, money with vague explanations;
- Having few friends or drop out of newer members;
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance); and
- Anxiety (shown by nail-biting, fearfulness, tics).

This list is not exhaustive and there are other possible reasons for many of the above. The presence of one or more of these indicators is not proof that bullying is actually taking place.

To try to prevent bullying:

- Ensure that all members follow the Codes of Conduct outlined in this Code of Ethics, 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, co-operate 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

Dealing with bullying

The more extreme forms of bullying are regarded as physical or emotional abuse and would be reported to the statutory authorities.

Otherwise, if you become aware of any bullying going on between peers or adults before, during or after a Stillorgan training session or match you should inform the relevant Colts Co-ordinator or Children’s Officer.

Disciplinary Issues and Sanctions

Discipline in sport should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage young people to become more responsible for themselves and therefore more independent. There should be no place for fighting, over-aggressive or dangerous behaviour in hockey.

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child/young person should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied.

Application of sanctions is suggested as follows:

- Rules should be stated clearly and agreed.
- A verbal warning should be given if a rule is broken.
- A sanction (for example, use of time out) should be applied if a rule is broken for a second time. The use of green, yellow and red cards is encouraged.
- If a rule is broken for the third time the child should be spoken to, and if necessary, the parents/guardians may be involved.
- Sanctions should not be applied if a Sports Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible.
- A child should not be sanctioned for making errors when s/he is playing.
- Physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life.
- Sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport.
- Once sanctions have been imposed, it is important to make the young person feel s/he is a valued member of the group again.
- Where relevant, some sanctions may need to be recorded and parents informed.

Child Safeguarding Statement

Stillorgan has undertaken a risk assessment and child safeguarding statement, in compliance with the Children First Act 2015. There are procedures in place for safeguarding against such risks. These include:

- Ensuring activities are suitable for age and stage of development of participants;
- Keeping a record of any specific medical conditions of the participants;
- Keeping a record of emergency contact numbers for parents / guardians;

- Ensuring any necessary protective gear is used. It is strongly recommended that gumshields and shin guards are worn by young people. Parents are be advised about the necessity of protective gear;
- Ensuring a First Aid kit is close at hand with access to qualified first-aid person;
- Keeping first aid kit stocked up;
- Knowing the contact numbers of emergency services;
- Ensuring easy access to medical personnel, if needed, and have an emergency plan;
- If an incident occurs, making a brief record of injury and action taken. Making a brief record of the problem/action/outcome. Contacting the participant’s parents and keeping them informed of all details;
- Officials (youth organisers and umpires, etc.) ensuring good conduct of the game;
- Participants knowing and keeping to the sporting guidelines of hockey, keeping in mind that many rules are there for safety;
- Leaders holding appropriate qualifications, as required by Hockey Ireland;
- Ensuring there is adequate insurance cover for all activities; and
- Ensuring, when required, parents / guardians are present at the finishing time of sessions or events.

Child Welfare and Protection Procedures

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within Stillorgan.

If there are grounds for concern about the safety or welfare of a young person you should react to the concern. Concern should be passed to the Designated Person, unless the concern is about that individual. In that case they should contact the Chairperson of Stillorgan Hockey Club. If there is any concern that the child is in immediate danger, contact the local Gardai (in Blackrock or Dundrum) or the Tusla Duty Social Worker in Dun Laoghaire (Duty Social Workers work Monday to Friday, 9-5).

Grounds for concern include a specific indication of physical, emotional, sexual abuse or neglect from a child, a statement from a person who witnessed abuse/neglect or an illness, injury or behaviour consistent with abuse.

Definitions of the 4 categories of abuse

Neglect – where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.

Emotional abuse – occurs when a child’s need for affection, approval, consistency and security are not met and is normally found in the relationship between care-giver and a child rather than a specific event or pattern of events.

Physical abuse – any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Sexual abuse – occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. (examples are provided in pages 42-43 Code of Ethics and Good Practice for Children’s Sport, [www.irishsportsCouncil.ie /code of ethics](http://www.irishsportsCouncil.ie/codeofethics)).

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 Stillorgan, in a paid or voluntary capacity, to 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/Neglect

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

- (a) Respond in a sensitive way to abuse 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/assessment.
- (d) Be honest with the child and tell them that it is not possible to keep the information a secret.
- (e) Make no judgmental statements against the person against whom the allegation is made.
- (f) Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as “Can you explain to me what you mean by that”.
- (g) Give the child some age-appropriate indication of what will happen next, such as informing parents/guardians, Tusla or Gardai. If you don’t know what should happen next, don’t say anything. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (h) Carefully record the details.
- (i) Pass on this information to the Designated Person in Stillorgan.
- (j) Reassure the child that they have done the right thing in telling you.

Reporting Suspected or Disclosed Child Abuse/Neglect

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

- (a) Observe and note dates, times, locations and contexts and any action taken 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 in Stillorgan, who has responsibility for reporting abuse.
- (c) The most appropriate person should check out the concerns with the parents/guardians before making a report unless doing so would endanger the child.
- (d) 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 local Tusla Social Services who have statutory responsibility to investigate and assess suspected or actual child abuse.

(e) A report can be made verbally initially and then followed up in writing using the standard reporting form, see Appendix 6.

(f) 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.

(g) If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the Tusla Social Services. S/he will be advised whether or not the matter requires a formal report. If a decision is made not to report the concern this should be recorded within the Stillorgan committee with reasons for not reporting.

(h) 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 designated officers of the Health Service Executive (HSE) (now Tusla) or the Gardai. The act also covers the offence of 'false reporting' to protect innocent persons from malicious reports.

Allegations Against Sports Leaders

There are agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made against Sports Leaders working within Stillorgan, two procedures should be followed:

1. The reporting procedure in respect of the young person (reported by the Designated Person), see previous page.
2. The procedure for dealing with the Sports Leader (carried out by the Club Chairperson or Children's Officer, or a person not already involved with the child protection concern).

The safety of the child/young person making the allegation should be the first and paramount consideration and the safety of any other children who may be at risk. Stillorgan should take any necessary steps that may be necessary to protect children in its care. The protection should be in proportion to the level of risk.

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

The Reporting Procedure

If the Designated Person has reasonable grounds for concern, the matter should be reported to the local Tusla Social Services, following the standard reporting procedure and the parents should be informed. The Sports Leader The Designated Person may consult with the local Tusla Social Services informally to seek confirmation that there is reason for concern. Before the Designated Person refers the report to the local Tusla Social Services, the Stillorgan Chairperson should deal with the Leader in question. If there is an immediate risk to the child and/or other young people the Leader in question will be informed at the earliest opportunity, which may be after the concern has been reported to the Statutory Authorities.

- When the concern is connected to the actions of a sports leader in Stillorgan, the person should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities.

- When the Sports Leader is being privately informed by the Club Chairperson of
 - a. The fact that an allegation has been made against him/her and
 - b. The nature of the allegations/he should be afforded an opportunity to respond. His/her response should be noted and passed on to the Statutory Authorities.
- 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.
- The Sports Leader is entitled to natural justice.

Disciplinary action on the Leader should be considered but this should not interfere with the investigation of the Statutory Authorities. The follow up on an allegation of abuse against a Sports Leader should be in consultation with the Statutory Authorities. If it is deemed not to be a concern reportable to the Statutory Authorities but instead an incident of poor practice, the complaints procedure as outlined in Complaints and Appeals Procedure on page 6+7 should be followed. It is important to 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 automatically mean that they are appropriate to work with young people in the future.

Appendix 1: Club Children's Officer(s) & Designated Person

Club Children's Officer(s)

The appointment of Club Children's Officer(s) is an essential element in the creation of a quality atmosphere for young people. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the club and can talk freely about their experiences. The Children's Officer(s) is either on the General Management Committee or has access to the General Management Committee.

The Children's Officer(s) has the following functions:

- To promote the Stillorgan Code of Ethics & Good Practice.
- To influence policy and practice and prioritise children's needs.
- To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the guidelines in the Code of Ethics for Hockey for Young People.
- To encourage the participation of parents/guardians in club activities.
- To cooperate with parents to ensure that each child enjoys his/her participation in hockey.
- To act as a resource with regard to best practice in children's hockey.
- To report regularly to Stillorgan's General Management Committee.
- To monitor changes in membership and follow up on any unusual drop-out, absenteeism or club transfers by children or coaches/volunteers.
- To undertake the relevant training.

Club Designated Person

The designated person is responsible for reporting allegations or suspicions of child abuse to Tusla (previously the Health Services Executive) or An Garda Síochána.

The Designated Person has the following functions:

- To have knowledge of the Code of Ethics and Statutory guidelines.
- To undertake the relevant training in relation to child protection.
- To be familiar with and able to carry out reporting procedures as set out in the Code of Ethics and Good Practice in Children's Sport and in Hockey's Code of Conduct for Young People.
- To communicate with parents and/or agencies, as appropriate, in dealing with concerns.
- To assist with the ongoing development and implementation of Stillorgan's child protection training needs.
- To be aware of local contacts and services in relation to child protection.
- To report concerns about child abuse to the appropriate authorities.
- To report persistent poor practice to the Provincial or National Designated Person.
- To advise club administrators on issues of confidentiality, record keeping, and data protection.

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. This responsibility lies with the Tusla Social Services and the Gardai.

Designated Person: Michael Fulham, email: stillorganhockeyclub@gmail.com, mob. 085-204 0958

Children's Officer: Dharmraj Chudasama, email: stillorganhockeyclub@gmail.com, mob. 087-433 6818

Colts Coordinator: Michael Fulham, email: stillorganhockeyclub@gmail.com, mob. 085-204-0958

Appendix 2: Code of Conduct for Young People

Stillorgan wants to provide the best possible environment for all young people involved in hockey. Young people deserve to be given enjoyable, safe sporting opportunities, free from abuse of any kind. Young people for their part have rights which must be respected and responsibilities they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and adults involved in hockey with fairness and respect.

Young players are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy hockey
- Have a voice in relation to their activities within hockey in Stillorgan
- Be treated with dignity, sensitivity and respect
- Participate in an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, ethnicity, etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- Protect their own bodies
- Confidentiality.

Young players should always:

- Treat Sports Leaders with respect, (including administrators, coaches, umpires, managers, children's officers, club officials, etc.,)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers/coaches when travelling to away events, representing the club, school, province or country, etc.

- Behave in a manner that avoids bringing hockey or Stillorgan in any way into disrepute
- Talk to the Children's Officer within the club if they have any problems.

Young players should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, alcohol, smoke or engage in sexual behaviour
- Keep secrets, especially if they have caused or could cause harm
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players on the basis of gender, disability, social class, religion, ethnicity.

Appendix 3: Code of Conduct for Parents

Guidelines for Parents

Stillorgan believes that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect the outcome of a game, a player or the opponent.
- 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 officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question their judgment or honesty. Respect Children's Officers, Designated Persons, coaches, umpires, youth organisers, managers and other players.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage a good sporting ethos.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.
- Take an interest in your child's sport and support the child's participation in their chosen activity.
- Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Parents Code of Conduct

Parent(s) will:

- Respect the rules and procedures set down in Hockey.
- Respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. Parents will encourage their child to treat other participants, coaches, children's officers, officials, selectors and managers with respect.
- Give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- Respect my child's leader(s) and support his/her efforts. ▪ Respect the officials and their authority during sessions and events within Stillorgan.
- Never demonstrate threatening or abusive behaviour or use foul language.

I agree to abide by the rules and procedures of Stillorgan and in particular the Guidelines and Code of Conduct for Parents.

Appendix 4: Code of Conduct for Sports Leaders

Guidelines for Sports Leaders

Stillorgan recognises the key role leaders (coaches, managers, youth administrators, captains, team mates etc) play in the lives of young people in the club. Leaders 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. All sports leaders should have as their first priority the children's safety and enjoyment of hockey as set out in this Code of Ethics.

Leaders should:

- respect the rights, dignity and worth of every child and treat everyone equally, regardless of gender, disability, ethnic origin, religion, etc.

Leaders working with young people in Stillorgan should:

- Be suitable and have the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References may be needed.
- Comply with a 'sign-up' 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 Conduct of Hockey in Stillorgan.
- Know and understand the child protection policies and procedures in Stillorgan.
- Act as a role model and promote the positive aspects of hockey and maintain the highest standards of personal conduct.
- Develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to players, other officials, and opponents will have an effect on the players in your care.
- Report any concerns they have to the Designated Person in Stillorgan.

As a role model they:

- Will be required to display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that players in their care respect the rules of the game. Insist on fair play and ensure players are aware that you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow trainers and coaches. Do not criticise other leaders.
- Must actively discourage the use of drugs, alcohol and tobacco as being incompatible with a healthy approach to sporting activity.
- Must avoid the use of alcohol and banned substances, before coaching and training, during events, while supervising trips with young players.

Protection for leaders and young people

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leader's / coach's home or overnight stays. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- Avoid working alone and ensure there is adequate supervision for all activities.
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant 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.

A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals and appropriate challenges for the participants and do not push young players. Create a safe and enjoyable environment.
- When approached to take on or taking on a new player, ensure that the relationship with the previous club/coach has been ended in a professional manner.
- When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour 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 players and their obligation to the club 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 players' 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. Any referral to medical and ancillary practitioners requires parental consent.
- The nature of the relationship between a leader and a participant can often mean that a leader will hear confidential information about a player or player's family. This information must be regarded as confidential and must not be divulged to a third party without the express permission of the young person/family, except where abuse or neglect is suspected.

Sports Leaders Code of Conduct

Leaders should familiarise themselves with the *Code of Ethics and Good Practice for Children's Sport* and in particular with the Stillorgan Code of Ethics for Young People and follow the procedures if they suspect or receive complaints of abuse of any sort. Leaders should read below and agree to abide by these terms.

Leaders should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of the 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
- Do the relevant child protection awareness courses and hold up-to-date qualifications
- Be committed to the values and principles of Stillorgan
- 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
- Encourage young people to respect one another and to expect respect for their worth as individuals regardless of their level of play
- Be acutely aware of the power that you as a coach / sports leader develop with your players in coaching relationships and avoid any sexual intimacy with young people that could develop as a result
- Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and any illegal substance
- Encourage young people and other coaches to develop and maintain integrity in their relationship with others.

Where possible Leaders should avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to their home
- Taking children on journeys alone in their car.

Sports Leaders 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 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 and permission of the parent(s)
- Undertake any form of therapy (hypnosis etc.) in the training of children
- Exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players
- Communicate or form a “friendship” with children online with the intent of arranging to meet in the “real world”
- Ask anyone to keep secrets of any kind. I agree to abide by the rules and procedures of Hockey in Stillorgan and in particular the Guidelines and Code of Conduct for Sports Leaders.

Appendix 5: General Guidelines for Good Practice

Adult to Child Ratio

Make sure there is an adequate adult: child ratio. This 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 1:10 for under 12 years of age and 1:12 for participants over 12 years of age.

Where there are mixed groups there should be leaders of both genders.

Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.

Training Sessions

The following protocol should be followed in the running of training sessions for young people:

State clearly the time of training sessions and competitions

Sports leaders / coaches should remain in pairs until all participants have been collected

Keep attendance records

Keep a record of incidents / injuries

Ask some parents to stay and help supervise sessions

Ask a parent to accompany a child (under 12 years of age) if they have to leave the session to go to the toilet or for any other reason.

Late Collection

If a parent is late to collect a child, contact the parent. If there is no answer, ask the child if there is another family member to contact. Wait with the young person at the club, preferably with another person. Remind parents of the policy in relation to good practice and supervision.

Safety

Stillorgan will try as much as possible to prevent accidents and injuries. However, hockey is a competitive team sport and, as a consequence, injuries may occur. Stillorgan therefore insists that players:

Have the correct footwear and equipment

Wear shin pads and gumshield

Ensure that equipment is not left lying around.

In addition, youth administrators / coaches will:

Ensure activities are suitable for age and stage of development of participants

Keep a record of any specific medical conditions

Keep a record of emergency contact numbers for parents / guardians

Ensure any necessary protective gear is used

Ensure First Aid kit is close at hand with access to qualified first-aid person

If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details

Officials (youth organisers and umpires, etc.) should ensure the conduct of the game

Participants should know and keep the sporting ethos of hockey

Leaders should hold appropriate qualifications

Ensure there is adequate insurance cover for all activities

Ensure parents / guardians are present at the finishing time of sessions or events.

Physical Contact

Hockey on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g. it may be necessary to assist a young person with, for instance, the grip but the following should be taken into consideration:

Avoid unnecessary physical contact

Any necessary contact should be in response to the needs of the child and not the adult

It should be in an open environment with the permission and understanding of the participant

It should be determined by the age and developmental stage of the participant, i.e. don't do something that a child can do for themselves

Never engage in inappropriate touching.

Changing Rooms

Leaders should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender.

Where 'team talks' are given in changing rooms, all participants should be fully dressed before the captain calls the coach/sports leader in the changing room.

Mobile phone use

It is Stillorgan's policy to communicate with players by emails and text message and sometimes using group text.

As a youth administrator / coach / sports leader it is important to remember:

It is not appropriate to have constant communication with an individual young person

To encourage responsible and secure use of mobile phones

If a young person receives an offensive text / photo to inform the Children's Officer and/or parent/guardian

Not to use the phone in certain locations, e.g. camera phone in changing rooms.

Use of Photographic Images and Video

Stillorgan uses video and photographic images to give players feedback on technique and performance and for the purposes of hockey and club promotion. Often this involves the use of video analysis. If you are not able to consent to images/footage of your child being used in this way please speak to the Children's Officer or the relevant Colts Coordinator in confidence. All adults taking photographs or video should notify Stillorgan that they wish to take photographs/video at an event, training or matches. This photographic/video policy is not designed to prevent parents/guardians/relatives/friends obtaining memories of their children's participation, but about ensuring that it is the only use of the photographs/video.

If in doubt about a photographer's activities, speak to one of the coaches or any member of the Committee or the Child Protection Officer.

Stillorgan wishes to reduce the risk of inappropriate, unsolicited attention from people within and outside hockey. To this end Stillorgan adopts the following policy and actions in relation to the use of photographs and video footage of children and young people:

If the young person is named, avoid using their photograph

If a photograph is used, avoid naming the young person

Make parents aware that photographic images may be used for training purposes

Ask photographers to make themselves known to event organisers

Only use images of young people in suitable dress.

Photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Club's Secretary, Children's Officer or event organiser of the session. This is in line with Hockey Ireland's Code of Conduct, ie.

"In line with the recommendation of the IHA'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 club secretary or event organisers before carrying out any photography. Stillorgan and event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers' conditions. Children and young people should only be photographed or filmed with their permission and the permission of their parents/guardian".

Travelling Guidelines

When travelling with young people you should:

Ensure that there is adequate insurance cover

Not carry more than the permitted number of passengers

Ensure use of safety belts

Avoid being alone with one participant

If with one person, you could:

- put passenger in the back seat
- drop off at central locations
- seek parental permission to transport an individual participant on a regular basis
- clearly state times of pick-up and drop off.

Away trips / Overnight stays

Permission forms should be signed by parents and participants, containing emergency contact number

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

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Making hockey fun and safe

Stillorgan's overriding consideration is to make hockey safe and fun for young people. It strives to do this by:

Playing every child

Modifying the rules, equipment, space

Matching players for size

Matching equipment to players

Adjusting the competitive structure

Providing enjoyable drills and games (small sided)

Encouraging skill development, preparing for competition, and rewarding effort

Improving skill and technique, and fitness according to stage of development

Ensuring sessions are safe

Challenging young people sensibly

Asking players to keep to the rules, be responsible and develop independence.

Appendix 6 - Standard Report

See separate link on website called "Children First HSE Standard Report Form"

Useful Contacts

Designated Person: Michael Fulham, email: stillorganhockeyclub@gmail.com, mob. 085-204 0958

Children's Officer: Dharmraj Chudasama, email: stillorganhockeyclub@gmail.com , mob. 087-433 6818

Colts Co-ordinator: Michael Fulham, email: stillorganhockeyclub@gmail.com , mob. 085-204 0958

Club Chairperson: TBC

Other Committee Members:

Keith Hamilton, email: stilorganhockeyclub@gmail.com, mob. 086 021 5632

Lorraine Hanrahan O'Reilly, email: stilorganhockeyclub@gmail.com, mob. 087 136 6059

Duty Social Worker: Dun Laoghaire, Our Ladys Clinic, Patrick Street, Dun Laoghaire Tel. 01-663 7300;
<http://www.tusla.ie/get-in-touch/local-area-offices>

Local Garda Stations:

Blackrock District Garda Station, Blackrock, Dublin, 01 666 5200

Dundrum Garda Station, Dundrum, Dublin, 01 666 5600

Hockey Ireland: Newstead, UCD, Belfield, Dublin 4, tel. 01-7163261, www.hockey.ie

Irish Sports Council: Top Floor, Block A, West End Office Park, Blanchardstown, Dublin 15, Tel. 01-860 8800, www.irishsportsCouncil.ie