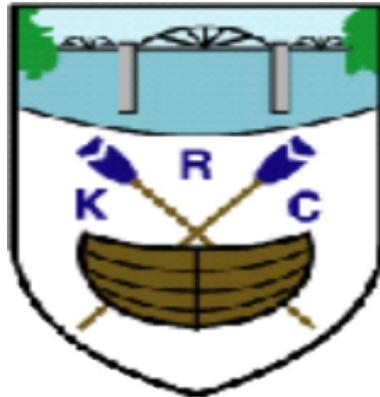


Killorglin Rowing Club
Code of Ethics and Good Practice



CODE OF ETHICS
AND
GOOD PRACTICE
FOR SPORT FOR YOUNG
PEOPLE IN

KILLORGLIN ROWING
CLUB

Killorglin Rowing Club
Code of Ethics and Good Practice

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1. Code of Conduct for rowers

Killorglin Rowing Club wishes to provide the best possible environment for all young people involved in the sport. They deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. Those 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 other participants and sports leaders with fairness and respect. All rowers must sign up to the Code of Ethics and Good Practice as set out by Killorglin Rowing Club. Refusal to do so eliminates them from rowing in the club.

Members / Rowers 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 running of their club
- Participate on an equal basis, appropriate to their ability and stage of development.
- Experience competition at a level at which they feel comfortable
- Be happy, have fun and enjoy sport.
- Make a complaint in an appropriate way and have it dealt with through an effective complaints procedure
- Be afforded appropriate confidentiality.

Rowers should always:

- Register as members of the club on an annual basis and agree to honour the code of behaviour.
- Treat coaches, child welfare officers and team members with respect.
- Play fairly at all times, do their best and have fun.
- Respect team members, even when things go wrong.
- Respect their opponents, before and after races.
- Be modest in victory and gracious in defeat.
- Respect club property and equipment.
- Wear official club colours when requested.
- Set high standards of fair play for others to follow.
- Let the coach know when they are unavailable for training or competition.
- Support club activities including fundraising where possible.
- Abide by the rules set down by management committee and coaches when travelling to away events.
- Talk to the Children's Officer with any question or concerns they may have.

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Rowers should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with coaches, team members or opponents
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate another player.
- Take banned substances.
- Keep secrets about any person who may have caused them harm
- Tell lies about adults or young people
- Spread rumours
- Misbehave and use bad language
- Members act as ambassadors for the club and should behave accordingly on all occasions, especially on away trips.
- Row without a launch on the water, exception for coastal rowing.

2. Guidelines for Coaches

All coaches must submit their details to the IARU in order to be processed through the Garda Vetting procedure, and also familiarise themselves and sign up to the Code of Ethics and Good Practice as set out by the Killorglin Rowing Club. Refusal to do so eliminates them from delivering training in the club.

Coaches should:

- Respect the rights, dignity and worth of every person and treat them equally regardless of age, gender or ability.
- Be positive during coaching sessions so that all participants leave with a sense of achievement and an increased level of self esteem.
- Praise and encourage effort and commitment as well as results
- Provide positive feedback
- All coaching and technical observations must be explained, simply, clearly and sympathetically.
- Training times, cancellation of sessions, organisational details, selection of crews and personnel required, must be communicated to all involved clearly and honestly and in a timely fashion.
- Be punctual, properly attired and lead by example
- Plan and prepare appropriately for each session and ensure proper levels of safety and supervision.
- Recognise developmental needs
- Be careful to avoid the “star system”. Each child deserves equal time and attention.
- Discourage the use of drugs, alcohol and tobacco.
- Be available to the Management Committee to discuss relevant club issues.

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- Keep up to date with knowledge and skill of rowing for young people
- Keep a record of attendance
- Keep records of individuals training routine.
- Keep a record of injury(s) and action taken
- Keep a brief record of problem/action/outcome, if behavioural problems arise.
- Insist that rowers in your care respect the rules. Insist on fair play and ensure that your rowers know that you will not tolerate cheating or bullying behaviour.
- Be able to make a complaint in an appropriate manner to have it dealt with through an effective complaints procedure
- Involve parents where possible and inform parents when problems arise
- Set high standards for themselves as individuals and to represent the best long term interests of Killorglin Rowing Club.

Where possible coaches 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.

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 comments 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.
- Be under the influence of alcohol while training.
- Criticise other officials, coaches and selectors.
- Use foul or inappropriate language to a participant, club member, opponent or race official. It will not be tolerated.

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3. Guidelines for Parents / Guardians

- Parents / guardians have an influential role in assisting their children to adopt positive attitudes and encouraging them to maintain an involvement in sport.
- Young people should be encouraged to participate for fun and enjoyment and should ensure their child's experience is a positive one.
- They should ensure that the Killorglin Rowing Club is fulfilling its responsibilities to safeguard children in protecting them against verbal, physical or sexual abuse.
- They should ensure that Killorglin Rowing Club treats the children with fairness, respect and understanding.
- Encourage their children to tell them about anyone causing them harm.
- They should familiarise themselves with the Code of Ethics and Good Practice adopted by the club.
- Be aware of the relevant coaches and child welfare officers and their role within the club.
- Show appreciation of and respect for coaches and their decisions.
- Encourage their child to abide by the rules
- Behave responsibly
- Focus on the fun and participation of the child in the activity.
- Liaise with coaches in relation to times for training sessions
- Advise coaches and child welfare officer of any medical condition which should also be noted on the registration form.
- They should not attempt to meet their own needs for success and achievement through their children's participation in rowing.

DO show approval for effort, not just results.

DON'T exert undue pressure on young people.

DO try to make words and action match.

DON'T say one thing and do another

DO attend training and races on a regular basis, to make you aware of what is happening, and assist in the organisation of club activities.

DON'T make promises you are unable to meet.

DO give advice on the importance of maintaining a balanced lifestyle

DON'T ask "How much did you win or lose by?"

DO listen to what young people have to say

DON'T just show approval when the team wins

DO try to appreciate the strength of a young person's emotions – positive and negative

DON'T criticise performance – seek to identify areas where improvements may be made.

DO realise the power of example.

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To Promote the procedures of Good Practice parents/guardians should be:

- Encouraged to become members of the club, and take an interest in the running of it.
- Go forward for election onto the Management Committee at AGM
- Be informed of the training programmes and be satisfied with the general environment that is created for the children
- Be informed if their child sustained an injury during rowing.
- Be informed of problems or concerns relating to their child.
- Be informed in advance and have their consent sought in relation to matters regarding away trips and regular regattas especially those that require transport.
- Comments and suggestions by parents/guardians should always be considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure.

Parents / guardians should not:

- Ignore or dismiss complaints or concerns expressed by a child which relate to his /her involvement in rowing.
- Ridicule or yell at a child for making a mistake or losing a game.
- Put undue pressure on their child to please or perform well
- Take safety for granted
- Treat the club as a child-minding service.

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4. Role of the Children's Officers

Children's officers are appointed within Killorglin Rowing Club to act a resource for the children and to represent them at Committee level.

- To promote awareness of the Code of Ethics and Good Practice within the club.
- To provide an accessible resource to children through the creation of forums
- To see that children know how to make concerns known to appropriate adults or agencies i.e. Dept of Health and Social Services.
- To encourage the involvement of parents / guardians in the club activities and co-operate with parents / guardians in ensuring that each child enjoys their involvement.
- To act as an advisory resource to Sports Leaders on best practice in rowing
- To report regularly to the Management Committee
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers.

Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities as outlined in Children First and Our Duty of Care. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that it is reported immediately to the designated person for reporting to the Statutory Authorities.

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5. Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within the club. 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 borne 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 or the child about whom there are concerns 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.
- Information in relation to the case should be stored in a secure place, with limited access to designated people.
- Breach of confidentiality is a serious matter.

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/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Children's Officer. This information should be checked out and handled in a confidential manner.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Children's Officer and checked out without delay.

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6. Childcare Protection Policy

Killorglin Rowing Club values and encourages the participation of children and young people in club activities. We recognise the dignity and rights of all children and young people and we as a club are committed to their protection and support. In keeping with this we will work to do all in our power to create a safe environment for children and young people in order to secure their protection and enable their full participation within our rowing club. All members are to be treated equally regardless of age, gender, race, social status or religious orientation.

7. Bullying

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

Types of Bullying

- Child to child – includes physical aggression, verbal bullying, intimidation, damage to property and isolation.
- Adult to child – includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child.
- Child to Adult – includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children.

Combating Bullying

- Raising awareness of bullying as an unacceptable form of behaviour
- Creating a club ethos which encourages children, Coaches and parents / guardians to report bullying and to use the complaints procedure to address the problem
- Provide comprehensive supervision of children at all sporting activities
- Provide a supportive environment for victims of bullying
- Obtaining the co-operation of parents / guardians to counter bullying

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Complaints Procedure

Step 1 – Interview with the victim

If there has been an incident of bullying the Child Welfare Officer and a member of the Management Committee should first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Ask:

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

Step 2 – Meet with all involved

- Arrange to meet with all those involved.
- Keep the number controllable and if necessary split the group and meet the second group after to get their comments.
- 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 disclosed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like if it happened to them
- Someone here in this group was bullied by someone with 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.

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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 behaviour will not be tolerated.

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8. Child Abuse

What is child abuse?

Child abuse is complicated and can take different forms, but usually consists of one or more of the following:

Neglect: Where a child's needs for food, warmth, shelter, nurturance and safety are not provided, to the extent that the child suffers significant harm.

Emotional Abuse: Where a child's needs for attention, approval and security are not being met and have not been met for some time by their parent or carer.

Physical Abuse: Where a child is assaulted or injured in some way that is deliberate.

Sexual Abuse: Where a child is used for the sexual gratification of an adult.

What should I do if I suspect that a child is being abused?

It can be difficult to know whether or not your suspicions about child abuse are real. Before you act on them, you need to consider whether any alternative explanation might exist and ask yourself these questions:

- Is there any other reason why the child or parent might be behaving in a particular way?
- Is there a pattern to this type of occurrence?
- Has the child said anything to indicate that he or she is being harmed?
- Could injuries or signs have been caused another way?

If you have considered these questions and you are still concerned, it is likely that you have reasonable grounds to take some action.

What action should I take?

Speak with the Child Welfare Officer who in turn should only inform the Chairperson. It should be reported immediately to the health board or any member of An Garda Síochána.

Under the law you cannot be penalised for reporting suspected child abuse as long as your report is made in good faith and is not malicious.

It is advisable to give your name when making the report. The health board will not normally reveal the names without permission to do so. By giving as much information as possible it speeds up the inquiry and it allows the health board to know the right questions to ask.

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9. Travel

Supervision of away trips:

- Adequate adult: child ratios should be observed.
- Written permission of parents/guardians should be obtained for all overnight away trips. (see appendix 2)
- A meeting with parents and participants should be arranged to communicate travel times, competition details, other activities, gear requirements and any other necessary details.
- Parents/guardians should inform the coach and the child's welfare officer of any medical condition or special needs of their child.
- All adults, coaches and sports leaders accompanying or participating in an away trip should make known any medical condition/ special needs to the management committee.
- Team leaders should be appointed for the duration of the trip to take overall responsibility for the children's well being, behaviour and sleeping arrangements.
- The Team Leader should produce a report on their return detailing how the trip went and their observations.
- Coaches should be accountable to the Team Leader in all non performance related matters.
- As a norm, adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same age and sex.
- Coaches and Sports Leaders are discouraged from travelling alone in their cars with children.
- Avoid being alone with one participant and put passengers in the back seat, have central drop an collection point stating clear times for both. Parents / guardians should check with their child that they are happy with the arrangements.
- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practicable more than one child should be placed with each host family.
- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible.
- 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 and leaders should act as role models in this respect.

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10. Safety

- The Killorglin Rowing Club Safety Statement is to bring safety issues to the attention of the club members, to identify as far as possible the likely hazards that exist and to try to eliminate the risk by training and preventative measures.
- First Aid should be available for all training sessions and events. First Aid training should be a basic element of a coaching leadership course.
- Activities being undertaken should be suitable for the ability, age and experience of the participants.
- Equipment and facilities must be safe
- Accident/incident report forms must be completed (See Appendix 3)

- KRC Rules must be abided.
- Parents / guardians should know the starting and finishing times of training sessions and events.

11. Insurance

- Killorglin Rowing Club must insure that appropriate Insurance cover is in place to cover the activities of the club, and its members.
- Away trips should be included in such cover.
- Adults transporting children in their cars should be aware of the extent and limits of their motor insurance cover, particularly in relation to acceptable numbers and liability.

12. Discipline

If a child is in breach of the code of ethics they will be spoken to by the Coach and the Child Welfare Officer. It is important to keep a record of this on the file.

If a rule is broken three times the child will be spoken to again along with the parents / guardians.

Depending on the severity of the issue it may require suspension pending decision by the Management Committee.

If a coach or sports leader is in breach of the code of ethics they will be spoken to by a member of the Management Committee and the Child Welfare Officer.

Depending on the severity of the issue it may require suspension pending decision by the Management Committee. It is important that a record is kept on file.

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Policy Statement (to be written into constitution)

Killorglin Rowing Club is fully committed to safeguarding the well being of its members. Every individual in Killorglin Rowing 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 and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

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Appendix 1

Killorglin Rowing Club
Membership Form

USE CAPITAL WRITING

Contact Information

Name: _____

Address: _____

Telephone No: _____ Mobile No: _____

Emergency Tel No (should be different from above) _____

Email: _____

Date of Birth: _____

Please attach copy of birth certificate & 2 passport photographs. Put your name on the back of the photographs.

If you have a medical condition please advise: _____

Are you able to swim Y/N: _____

I wish to join the Killorglin Rowing Club and agree to pay the required membership. In joining I agree to abide by the Club Rules and guidelines in the Code of Ethics and Good Practice for sport for young people. I understand and acknowledge that participation in rowing might result in personal injury. I fully understand the risk and hereby agree to participate voluntarily and at my own risk. The rules and regulations of the Killorglin Rowing Club (KRC) are designed for the safety and protection of the participants and I hereby agree to abide by them.

In consideration of my acceptance and participation in the KRC programs, I agree that KRC, its officers, coaches, volunteers, members and management committee shall not be liable for any injuries sustained by me or in any way resulting from by participation.

Signature of Applicant: _____ Date: _____

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Parental /Guardian Consent:

I am the parent / guardian of: _____

Telephone No. Home: _____ Mobile: _____

E-mail Add: _____

- I understand that photographs will be taken during some of the events and may be used in the promotion of the club and the sport.
- I have read and understand the Club's Child Protection Policy.
- Note all names of coaches, club officers and their telephone nos are on display in the club for your records.

I hereby consent to my child participating in activities of the Killorglin Rowing Club in line with the Code of Ethics for Young People.

I confirm that all details on the membership form are correct.

Signature of parent or guardian: _____

Date of signing: _____

Office use only

Date approved: _____

Declined by committee and reason: _____

Membership Paid Y/N _____

Secretary's signature _____

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Appendix 2

Travelling with underage participants
Permission Form

I hereby agree to abide by the Code of Ethics and Good Practice set out by the Killorglin Rowing Club.

Event: _____

Venue: _____

Dates: _____

Coach(s)

Names of Coaches travelling to the event:

Participants Name:

_____ Date: _____

Parents / Guardians of Participant:

_____ Date: _____

_____ Date: _____

Emergency Contact Numbers:

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Appendix 3

Accident / Incident Report Form

To be completed by the coach

Name of injured person: _____

Date & Time of injury: _____

Describe what caused the injury: _____

What action can be taken to prevent this happening again:

What action was taken immediately after the accident / incident occurred:

Was First Aid Required: Y/N _____

Give Details: _____

Was the accident / incident witnessed Y / N _____

Name of witness: _____

Signature of Coach: _____

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Appendix 3

Witness Report Form

To be completed by the witness

Name of injured person: _____

Date & Time of injury: _____

Describe what caused the injury: _____

What action can be taken to prevent this happening again:

What action was taken immediately after the accident / incident occurred:

Was First Aid Required: Y/N _____

Give Details: _____

Signature of Witness: _____

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Appendix 3

Injured Person's Report

To be completed by the injured person

Name of injured person: _____

Date & Time of injury: _____

Describe what caused the injury: _____

What action was taken immediately after the accident / incident occurred:

Was First Aid Required: Y/N _____

Give Details: _____

Was the accident / incident witnessed Y / N _____

Name of witness: _____

Signature of Injured Person _____