

Tralee Triathlon Club Club Constitution

Version 6 approved 10th September 2019





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1. Name

- a) The name of the Club shall be Tralee Triathlon Club (may be abbreviated to TTC)
- b) The Club's colours shall be black and amber.

2. Objectives

- a) The objectives of the Club shall be to:-
 - i. encourage the practice & development of triathlon in Tralee & surrounding areas.
 - ii. provide coaching for club members and to organise and promote competitions.
 - iii. organise teams to represent the club in triathlon and multisport events, national championships, international championships and in such other competitions as the committee shall decide.

3. The club shall cater for: -

- i. Triathlon
- ii. Multisports involving the individual sports of running, cycling and swimming (duathlons, aquathons and other variations)
- iii. The individual sports of running, cycling and swimming.

4. Membership

Membership of **Tralee Triathlon Club** shall be open to any member of the public subject to the following conditions:

- a) The individual acknowledges that the activities of the club carry a risk of personal injury or even death and agrees to exempt the club of any liability in the event of such instances occurring.
- b) Membership shall be open to all persons either amateur or professional. The amateur status of non-professional club members shall be protected.
- c) It is mandatory for members of **Tralee Triathlon Club** to be either full or associate members of Triathlon Ireland, the national governing body for the sport of triathlon in Ireland. Failure to maintain a membership of Triathlon Ireland (in accordance with the membership policies of Triathlon Ireland), or the withdrawal of membership of Triathlon Ireland from a member of **Tralee Triathlon Club** automatically results in an immediate loss of membership of **Tralee Triathlon Club**.
- d) Participants in training sessions, club competitions and other club activities must be current members of **Tralee Triathlon Club**. The Club Secretary may permit the involvement of guest participants at his / her discretion; such guest participants must, however, be members of Triathlon Ireland or other national governing body.
- e) Each applicant for membership must complete the official application form. An application for membership is valid for the calendar year in which it is signed, and to continue membership, members are required to renew their membership for each new calendar year. Persons who have not renewed their membership cannot participate in club events or training.
- f) Approved persons remain members of the club until the earlier of
 - i. such time as they tender a resignation as per Article 10 of this constitution or
 - ii. they fail to renew their membership as per Article 4.c. of this constitution or
 - iii. they fail to pay any subscription validly approved under this constitution in accordance with Article 9.b. of this constitution.
- g) The Committee of **Tralee Triathlon Club** are empowered to withdraw membership from any member of **Tralee Triathlon Club**, where it has been found that a member has committed a serious breach of the club's Code of Conduct as set out in this document in Appendix II.



- h) **Tralee Triathlon Club** members must fulfill Event Officiating / Marshalling duties as per Section 18. Failure to fulfill these duties, without an approved application to the committee to be excused, may result in refusal of membership in the following year at the discretion of the Chairperson and/or committee.
- i) Junior Membership of **Tralee Triathlon Club** (which may also be referred to as **Tralee Junior Tri Club**) is restricted to the children, grandchildren or siblings of **Tralee Triathlon Club** adult members, unless otherwise agreed with the Junior Chairperson and members of the **Tralee Junior Tri Club** sub committee.

5. Equality and Children's Rights

- a) **Tralee Triathlon Club** is committed to creating and maintaining the safest possible environment for children, young people and vulnerable adults to participate in the sport of Triathlon.
- b) **Tralee Triathlon Club** recognise Triathlon Ireland plays a governance role in relation to safeguarding the well being of their members.
- c) **Tralee Triathlon Club**, therefore, endorses Triathlon Ireland's Child and Vulnerable person's statement as outlined below and adopts in their entirety their policy documents: Safe Guarding Code for Young People (Appendix IV) & Safe Guarding Steps for Running a Junior Race or Event (Appendix V)

Triathlon Ireland - Policy Statement

Triathlon Ireland is fully committed to safeguarding the well being of their members. Every individual in Triathlon Ireland 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. In working with young people in triathlon our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

Triathlon Ireland - Safety Statement

Triathlon Ireland recognises and accepts its responsibility as a National Governing Body to maintain, so far as is reasonably practicable, the safety and health of its employees and volunteers, and of other persons who may be affected by its' activities.

Triathlon Ireland - Equality Statement

Triathlon Ireland recognises that discrimination and victimization is unacceptable and that it is in the interest of the Organisation and its employees to utilize the skills of the total workforce. It is the aim of the Organisation to ensure that no employee, job applicant or volunteer receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex or sexual orientation.

6. Management

- a) The management of the Club shall be vested in a committee, comprising of the Trustees (3 to 5 members, selected by the club committee and appointed by the Chairperson) and members elected to the positions of Chairperson, Secretary, Treasurer and Child and Vulnerable Adult Protection Officer, together with additional members validly elected to the committee, with or without specific functions. These positions are defined below:
 - i. **Chairperson**
The Chairperson is responsible for chairing committee and general meetings and ensuring that the committee operates in the best interest of the club & its members. Their role is to co-ordinate committee activity to achieve this. The Chairperson acts as a spokesperson for and represents & promotes the club. The Chairperson is not responsible for completing day to day administration duties of the club.
 - ii. **Secretary**
The role of the Secretary involves maintaining the database of members, providing information bulletins to members, and circulating meeting minutes from AGMs and committee meetings as required



iii. **Treasurer**

The Treasurer is responsible for accurately recording all financial transactions made by the club and presenting this record in a recognised format to members of the club at the AGM. The role will involve collecting and recording payments from members and sponsors and for issuing and recording payment to suppliers and others as agreed by the committee. The Treasurer is automatically a co-signatory on any bank or credit card account held in the name of the club.

iv. **Child and Vulnerable Adult Protection Officer**

*The Child and Vulnerable Adult Protection Officer shall be responsible for ensuring that all aspects of the Triathlon Ireland Code of Ethics for Children as outlined in their policy documents **Safe Guarding Code for Young People Appendix IV & Safe Guarding Steps for Running a Junior Race or Event Appendix V** are implemented fully in the club, and to act as point of liaison between the club and Triathlon Ireland and other Voluntary or Statutory Agencies where appropriate or required by Statute.*

v. **Trustees**

1. *The Trustees shall be not less than three and not more than five in number. The Trustees are selected by the club committee and appointed by the chairperson.*
2. *The Trustees shall be known as "The Trustees of the **Tralee Triathlon Club**".*
3. *A Trustee must be a **Tralee Triathlon Club** member, over 18 years of age and have at least two years membership prior to appointment.*
4. *The Trustees of the club shall be retained on adoption of any revised constitution.*
5. *All property/assets of the club shall vest in the Trustees of the club to be dealt with by them, held, sold, mortgaged, leased, etc., as the club shall from time to time direct and so record in meeting minutes. No personal liability shall be attached to the Trustees or to any Trustee acting in the ordinary and proper force of the club's business.*
6. *The Trustees shall be indemnified against risk and expense by the club, provided they act in a prudent and sensible manner consistent with the interests and objects of the club.*
7. *The Trustees shall act with majority agreement.*
8. *The Trustees may meet as and when necessary but in any event shall meet once per year, with the club Treasurer to review the club accounts and assets.*
9. *The club will not make payment exceeding €3,000 to any single supplier in a calendar year without the recorded consent of the Trustees of the club. The club shall not incur any single expenditure exceeding €10,000 without the recorded consent of the Trustees of the club. The club will not make any single payment exceeding €3,000 without sourcing three quotes from 3 different suppliers where feasible (as agreed with Trustees). The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the club.*
10. *A Trustee shall cease to be a Trustee if:*
 - a. *He/she resigns from the trusteeship.*
 - b. *Fails to renew their membership of **Tralee Triathlon Club***
 - c. *Removed by a vote of two-thirds of the members present at a Club Annual or Extraordinary General Meeting - due notice having been served to the members.*

A functioning committee may be formed once each of the above positions are filled by members validly elected to the position in accordance with this constitution or appointed as above, in the case of Trustees. In addition to the above positions, additional members may be elected to serve on committee. It is recommended that additional members be elected for the following roles.



- vi. **Public Relations Officer / Webmaster (refer to Appendix III)**
The Public Relations Officer (PRO) is responsible for external communications including the club website, promotional posters, issuing local community notices, issuing press releases and race reports to local media, etc. The PRO will also be the official point of contact for the club (with other clubs, Triathlon Ireland, etc.).
 - vii. **Training** **Co-ordinator**
The Training Co-ordinator will be responsible for organising group training, including ability groups, pacing, routing and scheduling.
 - viii. **Social** **Officer.**
The Social Officer will be responsible for organising official club social events including post-race celebrations, the Christmas party and other events through the year.
 - ix. **Club Gear Coordinator**
Club Gear Coordinator is responsible for liaising with the committee, club members and suppliers. They are responsible for coordinating the design and ordering of club gear and any applicable agreements.
 - x. **Sponsorship Officer**
The Sponsorship officer is responsible for securing and managing club sponsorship, ensuring that any agreements with Club Sponsors are made in the best interests of Tralee Triathlon Club and that any terms/conditions are adhered to.
 - xi. **Vice Chairperson**
Assists the Chairperson in their role.
 - xii. **Junior Chairperson** (or Tralee Junior Tri Club Chairperson)
The Junior Chairpersons role & responsibilities are:
 1. *To work closely & liase with the Club Child and Vulnerable Adult Protection Officer to ensure compliance with Triathlon Ireland policies.*
 2. *Chairing junior committee meetings*
 3. *Acting as a liason between the Club Committee and the Junior Committee*
 4. *Ensuring that the junior committee operates in the best interest of the Tralee Junior Tri club and its junior members. Their role is to co-ordinate junior committee activity to achieve this.*
 - xiii. **Club Branding Officer**
 1. *This person would be responsible for evaluating proposals to use club logos, trademarks, colour schemes, wording etc, on printed, digital and clothing.*
 2. *Club members that wish to use club logos, trademarks, colour schemes, or Tralee triathlon branded gear, would need to receive permission from the Club Branding Officer. This is essential to make sure we are compliant with sponsorship deals.*
- b) At least one of the committee should represent the interests of female triathletes.
 - c) At least one of the committee should represent the interests of new triathletes.
 - d) All of the forgoing shall be elected (with the exception of Trustees). All positions are filled by election (with the exception of Trustees) at the Annual General Meeting, with each member of **Tralee Triathlon Club** present having one vote per position.
 - e) Any club member can declare their interest in a position, whereupon they must be proposed and seconded by two members of **Tralee Triathlon Club**
 - f) Where more than one person is nominated for a position, the person deemed elected is the person who receives the most votes. Where there is only one nomination for election, that person is deemed elected if there is a simple majority of votes in favour of their election over votes against their election.
 - g) The elected committee shall remain in office until the Annual General meeting of the following year.
 - h) The Committee shall have the power to fill vacancies if and when they arise.
 - i) The Committee shall have the power to co-opt members from time-to-time and for specific projects but co-opted members shall not have a Committee vote. Co-opted members may attend Committee Meetings upon invitation by the Committee Chairperson or Secretary.



- j) The Committee shall have the power the form sub-committees. The management committee have the power to elect the Chairman of any sub-committee, define the duties of such sub-committees & retain control in all matters & activities which it considers of general importance to the welfare of the club including the disposal of such funds in the hands of such sub committees.
- k) The Committee shall meet at regular intervals as decided by the Chairperson but not less frequently than once in every 3 months in a venue to be decided.
- l) Copies of the minutes of committee meetings should be available to members on request from the Secretary.

7. Annual General Meeting

- a) The Annual General Meeting shall be held no later than the [1 October] for the purpose of: -
 - i. receiving the annual report of the committee for the preceding season
 - ii. receiving the statement of accounts for the preceding season
 - iii. electing the officers and committee for the ensuing year
- b) Nomination for election of new committee members or club officers may be submitted to the secretary or chair in advance of the AGM. Nominations may also be taken from the floor at the AGM.
- c) Considering any amendments to the Constitution and Rules of the Club of which due notice has been given to all members. Any proposed change to the Constitution Rules by a member must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the proposal. At the discretion of the Chairperson, amendments not submitted at least 14 days prior to the AGM may be proposed by any member present at the AGM and voted upon.
- d) Any proposed motions must be received by the chair or secretary at least 14 days prior to the date of the Annual General Meeting in order that members shall have sufficient notice of the motion.
- e) At least 28 days notice (in accordance with Article 14 of this constitution) shall be given to members of the date, proposed venue and draft agenda items for the Annual General Meeting. Notice of the final agenda, incorporating any proposed or amended agenda item, proposed motions, financial statements and a confirmed venue for the AGM shall be given to members at least 48 hours prior to the proposed AGM, and will be available in printed form at the proposed AGM. The accidental omission to give notice of an AGM to or the non-receipt of notice by any member shall not invalidate the proceedings at that meeting.
- f) Each fully signed up member present at the meeting shall have one vote. No proxy votes will be accepted.
- g) All motions proposed and voted on, and the election of committee members (with the exception of Trustees) is by simple majority. Voting will ordinarily be by a show of hands (two ordinary members will be charged with counting hands) except in the case where a member or group of members request a secret ballot.

8. Affiliations and Sponsorships

- a) The club shall be affiliated to Triathlon Ireland and to such other sporting bodies as the Committee consider appropriate in order to carry out the objects of the Club.
- b) The committee, at their absolute discretion, may approve commercial sponsorship arrangements including the placement of commercial logos on club equipment, clothing, racing kit, the club website, and any other Club collateral in return for financial or other support given by sponsors to the Club.
- c) Once sponsorship/affiliation terms and conditions agreed with sponsor(s). Any such decision shall be recorded in the minutes of the next committee meeting noting agreed terms such as monetary amount, duration, extent of sponsorship along, club obligation(s) and agreed break clause(s).
- d) Any agreements made in respect of same and signed by the Chairperson and Treasurer acting as agents for the Committee shall be binding on the club.



9. Subscriptions

- a) Subscription to **Tralee Triathlon Club** is by means of:
 - i. An annual membership fee structure (Jan – Dec), the amount of which to be proposed annually by the outgoing Treasurer and carried by majority vote at the AGM.
 - ii. On the 31st December of each year all membership will cease and members will be required to renew their membership in order to continue to participate in club activities.

10. Resignations

- a) Any member wishing to resign, must do so in writing, addressed to the Chair or Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, and acceptance will be withheld until the debt has been discharged.

11. Extraordinary General Meetings

- a) An Extraordinary General Meeting shall be called by the Chair or Secretary within one month of the receipt of a requisition signed by at least [9] members stating the purpose of the meeting. At least [14] days notice shall be given to all fully signed-up members of the date, venue and purpose of an Extraordinary General Meeting. No other business shall be conducted at such a meeting.

12. Constitution Amendments

- a) No Constitution Rule may be altered, added to, or deleted except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and then only by a majority of those present and voting.

13. Financial Year

- a) The Club's financial year ends each [August 31st].

14. Quorum

- a) For Committee meetings the Quorum shall be not less than four members.
- b) For an Annual General Meeting or Extraordinary General Meeting, the Quorum shall be not less than ten members.

15. Notices

- a) A notice required to be given under this Constitution shall be sufficiently given if
 - i. Published on the website of **Tralee Triathlon Club** (www.traleetriclub.ie) or
 - ii. Announced in at least one local newspaper

16. Conduct

- a) The Club accepts that it is in our mutual interest to establish a clear procedure for the resolution of all issues arising between Members and the Club.
- b) Complaints:
 - i. Complaints will be investigated by **Tralee Triathlon Club** in relation to official club matters, official club events and official club communication.
 - ii. The committee will investigate where there is an alleged breach of Tralee Triathlon Club Code of Conduct (Refer to Appendix II).
 - iii. If the complaint relates to a minor it will be dealt with under the disciplinary procedure as outlined in Triathlon Ireland's policy **Safe Guarding Code for Young People Appendix IV**
- c) Complaints procedure:
 - i. If a member of the club wishes to make a complaint, it must be in writing (as per Grievance form, Appendix I) (*Note 1*) and it must be signed by the complainant.



- The complaint will then be acknowledged within seven days in writing by an officer of **Tralee Triathlon Club**.
- ii. If the complaint relates to another club member, that club member must be identified on Appendix I. The Committee will notify the person, against whom the complaint has been lodged, of the complaint and provide a copy of the complaint, within fourteen days of receipt of the complaint.
 - iii. All correspondence related to specific investigation must be sent through the ic@traleeclub.ie email address. In the interest of confidentiality and objectivity only investigative committee will have access to the correspondence. Each complaint will have a reference number to be put in subject line of all email correspondence.
 - iv. The Club Chairperson and Secretary will appoint 3 investigation members (3 Eligible full members) to assess whether the matter is related directly to the Club or otherwise.
 - v. If the complainant or the person against whom the complaint has been lodged are committee members, then they cannot take part in the investigation process.
 - vi. If assessed that the matter relates to the Club, then these investigation members will examine both sides of the investigation received in writing from both parties.
 - vii. The investigation members will then return a verdict to the Chairperson and Secretary on whether the matter should be upheld or not along with their reasons behind the decision.
 - viii. The Chairperson or Secretary will contact both parties involved with the decision of the investigation team. Both parties will be given the opportunity to appeal the decision in writing to the committee within 14 days of receipt of the decision.
 - ix. All appeals shall be heard by a referee or tribunal (3 Eligible full members), who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the TTC Chairman or TTC Treasurer or by the TTC Secretary in that order.
 - x. On appeal all involved parties will be given an oral hearing and an opportunity to put forward evidence in their defence (this includes witnesses if appropriate). Involved parties may be accompanied by a friend or representative who need not be a member of the club.
 - xi. The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.
 - xii. The decision of disciplinary action is decided by the full committee.

Note 1 - Regarding the requirement above that all Complaints/Alleged Breach of Code of Conduct forms submitted must be in 'writing':

- *In the case that the complainant may be unable to complete the Grievance Form (Appendix I) due to, for example, a disability, illiteracy, or language skills etc, the form in Appendix I may be completed as follows:*
 - *in writing by another appointed person and originally signed*
 - *electronically and originally signed*
 - *by other appropriate correspondence but verbal verification will be required of the authenticity of the complaint from the complainant*
- *If the complainant is a minor, the form in Appendix I may be completed on behalf of a minor under 18 years of age (by parent or guardian for example).*

17. Breaches of Code of Conduct

- a) Members will be liable to disciplinary action for misconduct (*Note 2*).
- b) Relatively minor breaches of discipline will normally be dealt with by warnings. However if they are repeated they will lead on to further stages of the procedure.
- c) More serious types of misconduct may leave a member open to suspension or to withdrawal of their membership, depending on the gravity of the offences and on any mitigating circumstances.
- d) Procedure



- i. Where a Member's conduct warrants disciplinary action, the following procedures will apply:
- ii. A committee meeting will be convened within 14 days of alleged breaches to determine if the breached are minor or serious and if further disciplinary action is warranted.
- iii. If it is agreed by majority present (refer to 14. Page 7) that disciplinary action is warranted then the committee must complete the Breach of TTC Code of Conduct form Appendix vi clearly detailing the alleged breaches.
- iv. That club member must be identified on Appendix ii(b). The Committee will notify the person, against whom the action is being instigated and provide them with a copy of the completed Breach of TTC Code of Conduct form Appendix ii (b) within 7 days of committee meeting.
- v. All correspondence related to specific investigation must be sent through the ic@traleeclub.ie email address. In the interest of confidentiality and objectivity only investigative committee will have access to the correspondence. Each complaint will have a reference number to be put in subject line of all email correspondence.
- vi. The Club Chairperson and Secretary will appoint 3 investigation members (3 Eligible full members) to assess whether the matter is related directly to the Club or otherwise.
- vii. If the complainant or the person against whom the complaint has been lodged are committee members, then they cannot take part in the investigation process.
- viii. If assessed that the matter relates to the Club, then these investigation members will examine both sides of the investigation received in writing from both parties.
- ix. The investigation members will then return a verdict to the Chairperson and Secretary on whether the matter should be upheld or not along with their reasons behind the decision.
- x. The Chairperson or Secretary will contact both parties involved with the decision of the investigation team. Both parties will be given the opportunity to appeal the decision in writing to the committee within 14 days of receipt of the decision.
- xi. All appeals shall be heard by a referee or tribunal (3 Eligible full members), who shall be agreed between the parties concerned. In the event of the parties concerned not being able to agree on a referee or tribunal, within 10 days of the lodging of an appeal, such referee or tribunal shall be appointed by the TTC Chairman or TTC Treasurer or by the TTC Secretary in that order.
- xii. On appeal all involved parties will be given an oral hearing and an opportunity to put forward evidence in their defence (this includes witnesses if appropriate). Involved parties may be accompanied by a friend or representative who need not be a member of the club.
- xiii. The Appeals committee decision is final. They recommend if disciplinary action is warranted to the committee.

e) Disciplinary action(s):

- i. Disciplinary procedure for minor breached of the TTC Code of Conduct.
 1. Formal Verbal Warning: In the event of a breach of conduct by a member, the member will be given a formal verbal warning by **Tralee Triathlon Club** Chairperson or designee. This warning will be recorded at the next committee meeting.
 2. Written Warning: In the event of a further breach, the member will be issued with a formal written warning. This written warning will be recorded at the next committee meeting and will be held on club file.
 3. Expulsion: If, following a written warning, a member is guilty of further breaches, the member will be expelled. Expulsion can only take place after the member has had an opportunity to hear all of the allegations against him or her and to present his/her case to the Committee. All cases of expulsion will be decided upon by the Committee.

- ii. Disciplinary procedure for serious breaches of the TTC Code of Conduct.
 1. Serious types of misconduct may leave a member open to, expulsion, suspension or/to withdrawal of their membership, depending on the gravity of the offences and on any mitigating circumstances.
- iii. Expelled/suspended members.
 1. Expelled members/ members that have had their membership revoked will not be allowed to enter or take part in any TTC activities, training sessions or races.
 2. Suspended members or will not be allowed to enter or take in any TTC activities, training sessions or races for the duration of the suspension.
- iv. The decision of disciplinary action is decided by the full committee. The committee will notify the members whose misconduct warranted disciplinary action in writing of the outcome(s).
 1. Nothing in this Constitution shall preclude the Committee from referring a matter of conduct to the Disciplinary Tribunal of Triathlon Ireland if it considers it appropriate to do so.
 2. Nothing in this Constitution shall preclude a complainant or the person against whom the complaint is lodged, from appealing a decision of **Tralee Triathlon Club** Committee to Triathlon Ireland.

Note 2 - Schedule of Misconduct (TTC means Tralee Triathlon Club for the purposes of the schedule)

- *Discreditable conduct (any internal or external conduct that would affect the TTC or a member/s).*
- *Discourtesy,*
- *Inappropriate language directed towards a person or group,*
- *Conduct of slander, offensive conduct of a TTC member in relation to another TTC member to a third party,*
- *Breaching the safety of others by negligent actions.*
- *Misconduct towards a TTC member, any type of assault, oppressive conduct, use of abusive or insulting or racial language towards a TTC member, or another person during TTC events or TTC business.*
- *Bullying,*

At any stage and with the authority of the committee, or any other person convened, the disciplinary matter under review can be designated as Serious or minor serious based on the submissions and evidence presented.

In the context of the complaint received, if there is a civil or criminal case initiated, the club investigation into the matter will be suspended pending the outcome of the civil or criminal case.

18. Event Officiating / Marshalling

- a) All members of the Club are required to make themselves available, on request, to officiate in at least two of the Club's organised internal events annually.
- b) Members wishing to race in Club events or who, for other reasons, are unable to make themselves available for marshalling duties as defined above, are required to provide a suitable proxy to cover their absence from the activity in which they would otherwise have been expected to assist.
- c) The dates and nature of all forthcoming Club events are notified to each member as soon as possible and each member who knows, in advance, of other commitments which might preclude them from participating as an official in any such event should

inform the Marshall Co-ordinator at the earliest opportunity. Members who might be living or working out of the area for the time being, or have other reasonable, long term excuse for not meeting these requirements may apply to the committee to be temporarily excused from these obligations.

19. Club Finances

- a) The Chairman, Secretary or Treasurer may take decisions on matters under their jurisdiction requiring an immediate answer that involves the club in expenditure up to €500. Any such decisions must be reported to the committee at the next meeting. The 3 officers may jointly involve the club in expenditure up to €2000. Any such decisions must be reported to the committee at the next meeting and reported to the Trustees at the next Trustee meeting. Any expenditure above €2000 must be approved by the committee.
- b) The club will not make payment exceeding €3,000 to any single supplier in a calendar year without the recorded consent of the Trustees of the club. The club shall not incur any single expenditure exceeding €10,000 without the recorded consent of the Trustees of the club. The club will not make any single payment exceeding €3,000 without sourcing three quotes from 3 different suppliers where feasible (as agreed with Trustees). The club and/or the trustees are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount, and upon such terms and conditions as may be authorised from time to time by a resolution of the Committee of the club.
- c) All expenses to be receipted at all times.
- d) In years, where the club runs its annual triathlon event in partnership with community outsource partner(s) then the club committee shall endeavour to spend at least 75% of the previous year's club revenue on training and club wear subsidies to benefit all members of the club.
- e) In years, where the club runs its annual triathlon event in partnership with commercial outsource partner(s) then the club committee shall endeavour to spend at least 90% of the previous year's club revenue on training and club gear subsidies to benefit all members of the club.
- f) All monies received shall be paid to the credit of **Tralee Triathlon Club** and lodged in the club bank account.
- g) All accounts shall be paid by cheque or EFT (Electronic Fund Transfer) signed or approved by any two (out of a possible three) of the persons authorised to do so by the committee.
- h) The Annual Accounts shall be audited by an auditor, appointed at the Annual General Meeting, and who shall not hold any other office in **Tralee Triathlon Club**, if so required by a member majority or by the Trustees.
- i) The Trustees may meet as and when necessary but in any event shall meet once per year, with the club Treasurer to review the club accounts & assets.
- j) A report of the year's activities together with the audited Balance Sheet and Income and Expenditure Account shall be prepared by the committee for presentation at the Annual General Meeting.
- k) Any long term mortgages, leases, or capital expenditure above €10,000 must be approved by the Trustees.

20. Club Race Organisation & Involvement of Local Community

No individual member, committee, organisation or facility is solely responsible for the success of this event. However, they all play a role in its success. Therefore, the creation of strong partnerships, open communication and collaborative/complementary programs are essential to its success. The following framework is designed to capture best practice with regard club race organisation regardless of whether the event is outsourced via community or commercial partners:

- a) There are a number of race partners with whom Tralee Triathlon Club has developed successful working relationships, and upon whom the event relies on to deliver a successful event. Such partners include but are not limited to Fenit Development Association, Tralee Bay Swimming Club, RNLI, Tralee Sailing Club, Event/Club Sponsors, Fenit National School, Fenit harbour Board, Kerry County Council, Gardai,



Red Cross etc. Consequently, it is advised that early in the planning stages and on conclusion of the event that briefing and debriefing sessions are held in order to manage expectations. In particular, the outcomes of these debriefing sessions form the starting point for the following year's event.

- b) Any financial agreements with Members/Clubs/Local Organisations/Commercial bodies etc. to be noted in club management committee meetings.
- c) Such agreements shall include details relating to what services are being supplied and by whom in exchange for money (e.g. commitment to supply a certain number of marshals, assuming management responsibility for a specific race leg(s), or assuming overall event management responsibilities, sponsorship obligations etc.)
- d) The Club committee shall endeavour to create shared value by ensuring all stakeholders are compensated in a way that reflects their involvement in planning and/or running the event on the day.
- e) Race and Sponsorship sub-committees must be appointed to help manage workload.
- f) Race sub-committee at a minimum, will consist of a Race Director and Safety Officer as well as general race committee members.
- g) All such events shall have separate income and expenditure accounts.

21. Appendices

Appendix No.	Appendix Title
I	Tralee Triathlon Club Grievance Form
II	Tralee Triathlon Club – Code of Conduct
III	Tralee Triathlon Club Communication & Social Media Policy
IV	Triathlon Ireland Safeguarding Code for Young People
V	Triathlon Ireland Child Protection Safeguarding Steps for running a Junior Race or Event
VI	Tralee Triathlon Club Breaches of Code of Conduct Form

22. Tralee Triathlon Club Constitution Revision History

Revision	Effective date	Change Summary
1	31/09/2009	New Constitution of Tralee Triathlon Club.
2	13/10/2014	Addition of the following: 17. Event Officiating / Marshalling
3	30/09/2015	<ol style="list-style-type: none"> 1. Section 1: Add to name of club: '(may be abbreviated to TTC)' 2. Section 2: Changed from 'objects' to 'objectives' 3. Section 4: <ul style="list-style-type: none"> • Added to a): risks involved and indemnification to Triathlon club • e) Clarification on calendar year & added detail on renewal of membership • g) added detail on power to withdraw membership 4. Section 5: Section completely reworded to reflect the recommended policies of Triathlon Ireland 5. Section 6 <ul style="list-style-type: none"> • a) iv: Changed description of Child and Vulnerable Adult Protection Officer to reflect changes to TI policies in this area • a) v: added ' / Webmaster (refer to Appendix III)' to title of Public Relations Officer • j): added new point to outline the appointment & management of sub committees 6. Section 7: <ul style="list-style-type: none"> • c: Added point on nomination for election of new committee members or club officers • e: added point on proposing motions 7. Section 8 c): added point on sponsorship/affiliation terms and conditions agreements with sponsor(s) 8. Section 9 a) ii: added clarification on the date of cessation of membership and renewal requirements 9. Section 13: Financial Year end changed to August 31st 10. Section 16: Conduct – section has been re-written to reflect the needs to the club in practically dealing with Conduct issues and complaints. 11. New Section 17 added on Disciplinary Procedures. Subsequent Section on Event Officiating / Marshalling renumbered and reformatted. 12. New sections added (19, 20, 21 & 22) on Club Finances, Club Race Organisation, Appendices and Constitution Revision History added. 13. New Appendices I, II, III, IV and V added.
4	31/08/2016	<ol style="list-style-type: none"> 1. Section 4 – Membership, added the following: <ul style="list-style-type: none"> • H - Tralee Triathlon Club members must fullfill Event Officiating / Marshalling duties as per Section 18. Failure to fullfill these duties, without an application to the committee to be excused, may result in refusal of membership in the following year at the discretion of the Chairperson and/or committee. • I - Junior Membership of Tralee Triathlon Club (which may also be referred to as Tralee Junior Tri Club) is restricted to the children, grandchildren or siblings of Tralee Triathlon Club senior members, unless otherwise agreed with the Chairperson and members of the Tralee Junior Tri Club sub committee. 2. Section 6 – Management <ul style="list-style-type: none"> • Added the selection and appointment of Club Trustees and applicable changes. Changes also made in Sections 7 and 19 applicable to the addition of Trustees. • Removed the upper limit on the number of committee members to be elected • Redefined role of Chairperson • Removed reference to receipt of cash payments by the committee • Added the following to the recommended elected members list: Club Gear Coordinator, Sponsorship Officer, Vice Chairperson, Junior

		Chairperson and removed reference to '2 other members'
5	25/09/2017	1. Section 6 - Management added the following: <ul style="list-style-type: none"> • Section xiii Club Branding Officer and also details of the role and its responsibilities.
6	10/09/2019	Section 16 extensively modified to deal with Breaches of Code of Conduct. including details of how the complaints are handled, the consequences of breaches are detailed in section E. Appendix VI added Breaches of Code of Conduct Form



Appendix I: Tralee Triathlon Club Grievance Form

<p>Name: _____</p> <p>TI Membership number: _____</p> <p>Date: ___ / ___ / _____</p> <p>Contact number: _____</p> <p>Email: _____</p>	<p>Complaint Relates to: (please circle one)</p> <p style="text-align: center;">P a</p> <p>Another Member's Conduct in relation to club activities Committee Member/Race Director (Officer) Coach Service Provider Policy Social Media Content Website Content Club Communication Other</p> <p>Details*: _____</p> <p style="text-align: center;">— O f</p>
<p>Please provide a detailed description of your grievance (State the facts relating to the grievance, including names, dates and circumstances. Attach additional pages if necessary): _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Q1. If the complaint relates to another person, have you attempted to solve the grievance with that person yourself? Yes / No (Please circle one)</p>	
<p>Q2. If Yes, please provide details of the measures you have taken to resolve the issue. If 'No', please provide a reason why you have not attempted to do so. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Q3. What suggestions do you have that would help resolve this grievance? _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Signed: _____ Date: ___ / ___ / _____</p>	
<p><small>* If the complaint relates to another club member, that club member must be identified on this form. Please refer to the Tralee Triathlon Club Constitution sections on Conduct and Disciplinary Procedure. If the complaint relates to a minor, please refer to the Triathlon Ireland Safe Guarding Code for Young People (Appendix IV) & Safe Guarding Steps for Running a Junior Race or Event (Appendix V)</small></p>	
<p>Please complete the following when this form is handed to a club officer</p>	
<p>Submitted to Committee member by _____ Date: ___ / ___ / _____</p>	
<p>Received by: _____ Position (on committee): _____</p>	
<p>Date: ___ / ___ / _____ Time: ___ : ___ am/pm (circle one)</p>	
<p>Email address for all future correspondence relating to this grievance: _____</p>	
<p>Reference No. to be used in subject line of emails: _____</p>	



Appendix II: Tralee Triathlon Club – Code of Conduct

Tralee Triathlon Club endorses the following code of conduct for Members, service providers and volunteers, particularly those responsible for activities involving persons under the age of 18 years.

Tralee Triathlon Club Members, service providers and volunteers should meet the following standard of conduct

General

All Members shall:

1. Abide by the Tralee Triathlon Club Constitution and their code of conduct and rules laid down by the sports' governing body, Triathlon Ireland (TI).
2. Encourage and commend fellow members in their training, competition and participation.
3. Uphold the good name and reputation of the Club, both inside and outside of Club activities, and conduct themselves in an appropriate manner.
4. Only train within their abilities and levels of fitness, taking care to warm-up adequately prior to participation and cool-down when finished.
5. Ensure good time management, so as not to delay the start times of sessions they attend.
6. Report any medical conditions, injuries or incidents whether at training or during events.
7. Make oneself available for club marshalling.
8. Report any grievances or complaints to the appropriate member of the Committee.
9. Be full or non-racing members of TI, to ensure they receive the personal insurance cover which TI membership confers. The Club does not provide any insurance cover to Members and will not accept any applicant who is not a TI member.
10. Respect the rights, dignity and worth of others.
11. Be fair, considerate and honest in all dealings with others.
12. Be professional in, and accept responsibility for their actions.
13. Make a commitment to providing quality service.
14. Be aware of, and maintain an uncompromising adherence to, Triathlon Ireland standards, rules and policies.
15. Operate within the rules of triathlon including national and international guidelines and procedures that govern the sport.

Tralee Triathlon Club expects all members, coaches, service providers and officers to abide by this code of conduct, which upholds the principles and values of the organisation. They should recognise that at all times they have a responsibility, and a duty of care to other members, service providers and officers of the club.

Specifically, they should –

1. Understand the possible consequences of breaching Tralee Triathlon Club code of conduct and constitution.
2. Immediately report and breaches of Tralee Triathlon Clubs constitution and code of conduct to the appropriate authority.
3. Refrain from any form of abuse towards others.
4. Refrain from any form of harassment toward others.
5. Refrain from any form of discrimination toward others.
6. Refrain from intimate relations with persons with whom they have a supervisory role or power over.
7. Refrain from any form of victimisation toward others.
8. Provide a safe environment for the conduct of activities in accordance with any Triathlon Ireland policy.
9. Show concern and caution toward others that may be sick or injured.
10. Be a positive role model.
11. Take adequate care to avoid any nudity or indecent exposure in communal changing areas or public places.

Competitor/Athlete Code of Conduct

1. Play by the rules.
2. Never argue with an official and comply with the Race Competition Rules. Always use the appropriate rules and guidelines to resolve a dispute.



3. Control anger and tempers. Verbal abuse of officials and sledging other athletes, deliberately distracting or provoking other athletes are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or any team.
5. Be a good sport. Applaud all good performances whether they are made by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor or athlete.
7. Cooperate with your coach, team mates and opponents.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parent/Guardian Code of Conduct

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for coaches, officials and administrators. Without them, children could not participate in sport.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectator Code of Conduct

1. Remember that children participate in sport for their enjoyment, not yours.
2. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
3. Respect the decisions of officials and teach young people to do the same.
4. Never ridicule or scold a young athlete for making a mistake. Positive comments are motivational.
5. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or competitors.
6. Show respect for other competitors and teams. Without them there would be no competition.
7. Encourage competitors to follow the rules and officials' decisions.
8. Do not use foul language, sledge or harass other competitors, coaches or officials.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officers (including Committee Members and Race Director) Code of Conduct

1. Agree to abide by the code of conduct.
2. Be fair, considerate and honest with others.
3. Operate within the rules and Policies of Tralee Triathlon Club.
4. Be professional in actions, language, presentation, manner and punctuality in order to reflect high standards.
5. Maintain confidentiality in regards to sensitive and/or commercial information.
6. Resolve conflicts fairly and promptly through established procedures.
7. Maintain strict impartiality in matters relating to the Member Protection Policy.
8. Maintain a safe environment for others.
9. Show concern and caution towards others.
10. Be a positive role model for others.
11. Respect the rules of Tralee Triathlon Club.
12. Disclose to the committee outside personal business interests they have which may be in conflict with the interests of Tralee Triathlon Club.
13. Conduct purchasing activities of goods/ services in the best interests of the club and its members
14. Ensure that the club accounts accurately reflect the actual operations of Tralee Triathlon Club and are not misleading or designed to be misleading.
15. Avoid the unapproved use of Tralee Triathlon Club's resources for personal gain.



16. Use the resources of Tralee Triathlon Club in a proper, effective and efficient manner and take proper and reasonable care of the clubs property and not knowingly use, or permit its use, for unauthorised purposes.
17. Ensure that expenses are not unnecessarily incurred either by themselves or by others.
18. All actions of Officers in carrying out their official duties will be above suspicion and not give rise to any actual or potential conflict of interest, and their dealings with commercial and other interests will bear the closest possible scrutiny.
19. The receipt of gifts and hospitality by Officers from external individuals or organisations and from those with whom they have official dealings, will be governed by the highest standards. For the purposes of these provisions, the term “gift” includes any benefit which is given to an Officer free of charge or at less than its commercial price.
20. Receipt of hospitality that constitutes normal courtesies in sporting and community relations (e.g. attendance at a community/civic/ cultural function) is acceptable.
21. Officers may only accept personal gifts of a reasonable value and will not accept cash, gift cheques or any vouchers that may be exchanged for cash regardless of the amount from external individuals or organisations.
22. Officers will not solicit gifts or hospitality for personal gain.
23. No purchase will be made from, and no sale made to, Officers, or any partnership or company with which Officers have an involvement in their private capacity, in respect of goods or services, unless prior sanction has been obtained from the Committee in which the transaction arises.
24. Officers will not negotiate or arbitrate on any matter affecting a contract or the purchase from, or sale of goods to Tralee Triathlon Club where, in their private capacities, they are interested either as principals or as shareholders in a company so involved.
25. Officers will furnish to the committee details relating to business interests including shareholdings, professional relationships etc, which could involve a conflict of interest or could materially influence Officers in the performance of their duties.
26. Any interests of Officers families of which they could be expected to be reasonably aware or a person or body connected with Officers that involve a conflict of interest or could materially influence Officers in the performance of their duties should also be disclosed. For this purpose, persons and bodies connected with Officers include: a) a spouse, partner, parent, brother, sister, child or step-child; b) a body corporate with which an officer is associated; c) a person acting as the trustee of any trust, the beneficiaries of which include the officer or the persons at (a) above or the body corporate at (b) above; and d) a person acting as a business partner of the officer or of any person or body who, by virtue of (a) – (c) above, is connected with the officer.
27. Officers will be considered to have a real conflict of interest when they hold a personal interest, whether direct or indirect, of which they are aware and which in the opinion of a reasonably informed and well-advised person, is sufficient to put into question the independence, impartiality and objectiveness that officers are obliged to exercise in the performance of their duties.
28. Officers will be aware that they may have a perceived conflict of interest when they appear to have, in the opinion of a reasonably informed and well advised person, a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality and objectiveness that officers are obliged to exercise in the performance of their duties.
29. Officers will resolve a conflict of interest in the best interests of Tralee Triathlon Club by declaring their interest to the committee. In circumstances where officers are unsure as to whether or not a conflict of interest exists, or is material, they should discuss the matter with the committee
30. Officers have a responsibility to be loyal to Tralee Triathlon Club

Swim

All Members shall:

1. Observe and respect the pace and workout routines of other swimmers in their lane, avoiding actions that are likely to interfere with those routines, and maintaining good lane discipline;
2. Be aware of other pool users who may be in distress, or whose actions may cause risk to the Member, and attract the attention of a Club coach or pool life guard in such circumstances;
3. Ensure adequate hydration during swim sessions by bringing a drinks bottle to the poolside;
4. Be aware that surfaces in the facilities are likely to be wet and slippery and therefore take care; and only dive in those areas that are designated safe to dive in.
5. On open water swims, members shall: Wear a wetsuit and brightly coloured swim cap;
6. Use a buddy system and swim in pairs based upon speed and ability;
7. Swim parallel to the bank/shore unless adequate safety cover exists for areas beyond that.



8. Roll on to their back and raise their arm to attract the attention of the safety cover if experiencing any difficulty;
9. Provide the session leader with their emergency contact details and information on any medical issues
10. Not enter water space used by other water sports users unless prior communication for the sole use of a designated space over an allocated time period has been arranged;
11. Shower after swimming, washing open wounds and ears, etc to reduce the risk of infection.

Note: All open water swim sessions are on an ad hoc basis and taken at the participants own risk

Bike

All Members shall:

1. Wear a correctly fitted and fastened cycling helmet;
2. Ensure that their bike is in good roadworthy condition;
3. Carry some cash, mobile phone, spare inner tubes and a mini-pump on all Club rides;
4. Ensure adequate hydration and nourishment on long rides by carrying drinks bottles and energy bars/gels
5. Dress appropriately for the weather conditions;
6. Wear reflective clothing and carry bike lights during evening and night sessions;
7. Respect the rules of the public roads
8. Slow down, give way or stop in the interests of courtesy, safety or obligation;
9. Avoid confrontation with other road users and pedestrians;
10. Act responsibly to promote the good image of cyclists.
11. On group rides, members shall:
 - a. Keep to the left wherever possible;
 - b. Ride two abreast where the conditions allow, and go single file on busy roads;
 - c. Maintain an orderly riding pattern at all times;
 - d. Learn and use the club calls to warn other riders in the group of pot-holes, glass, parked cars and other hazards which may require the following riders to alter course;
 - e. Not use tri-bars within the pack;
 - f. Where possible (e.g. where a paid coach is facilitating a session)
 - i. appoint a group leader and sweeper from the Club coaches or more experienced riders to ensure the group stays together and slower riders are not dropped;
 - ii. Take the phone number of the group leader or sweeper so that the member can alert them in case they get dropped, run into difficulties, or do not wish to continue on the ride;
 - iii. Pay attention to the route taken on group rides, so that they can retrace their steps should they drop out of the ride for any reason.

Run

All Members shall:

1. Observe the rules of the road
2. Wear reflective clothing during evening and night sessions;
3. Carry extra warm/dry clothing to put on following a session, when appropriate;



Appendix III: Tralee Triathlon Club Communication & Social Media Policy

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

1. We use a range of electronic tools to communicate with our members.
2. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.
3. A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

1. Our website will include current information on competitions, social events, committees, policies etc.
2. No offensive content or photos will be published.
3. Photographing of children for promotion of juvenile triathlon club will be dealt with under the Child protection policies: *Safe Guarding Code for Young People (Appendix IV)* & *Safe Guarding Steps for Running a Junior Race or Event (Appendix V)*
4. We will seek feedback from members to improve the information available on the site.

SMS and email

1. Committee members, coaches & team managers may use Messages/Email to provide information about competition, training, club-sanctioned social events & other club business, however:
 - a. Messages should be short and about club/team matters
 - b. Email communication will be used when more information is required
 - c. Communication involving children will be directed through their parents.

Social media websites

1. We treat all social media postings, Facebook, blogs, status updates and tweets as public 'comment'.
2. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
3. No personal information about our members will be disclosed.
4. No statements will be made that are misleading, false or likely to injure a person's reputation.
5. No statements will be made that might bring our club into disrepute.
6. Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

1. We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

1. Should be restricted to club matters
2. Must not offend, intimidate, humiliate or bully another person
3. Must not be misleading, false or injure the reputation of another person
4. Should respect and maintain the privacy of members
5. Must not bring the club into disrepute.
6. Coaches and others who work with children and young people must direct electronic communication through the child's parents/guardians.

Non-compliance

1. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in Appendix II.
2. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the Gardaí.
3. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



Appendix IV: Triathlon Ireland Safeguarding Code for Young People



Triathlon Ireland Safeguarding Code for Young People Updated November 2011

This document has been revised in Nov 2011, based on the Code of Ethics by Golfing Union of Ireland Jan 2011 and has been modified with their kind permission.

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 & Sports Council Northern Ireland, 2006
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009
- Our Duty to Care, Dept. of Health & Children 2002
- Children in Golf: protecting the future. Children in Golf Strategy group with the NSPCC, 2005
- For Northern Ireland Clubs and organisations reference should also be made to *Children (NI) Order, 1995*
Co-operating to Safeguard Children, 2003
Area Child Protection Committee Regional Policy and Procedures, 2005.



Table of Contents

	Page
Glossary	3
Core Values	4
Statements: Policy / Safety / Equality	5
 Guidelines & Codes of Conduct	
• Code of Conduct for Young People	6
• Guidelines for Parents	7
• Guidelines for Sports Leaders (Including coaches, team managers, support staff, etc)	8-9
• Code of Conduct for Sports Leaders	10
 Policies	
• Disciplinary, Complaints and Appeals Procedure	11
• Recruitment and Supervision Policy for Sports Leaders / Volunteers	12
• General Guidelines with Children	13-17
 Child Welfare and Protection Procedures	
• Response to a Child Disclosing Abuse	18
• Reporting Suspected or Disclosed Child Abuse	19
• Allegations against Sports Leaders	20
• Confidentiality, Anonymous Complaints & Rumours	21
 Triathlon Ireland Club Policies	22
 Appendices for Safeguarding Code (available from Triathlon Ireland)	
1 Existing Leader Information (Form 10)	
2 New Leader Information (Form 8)	
3 Recruitment Reference (Form 9)	
4 Junior Member Parental Consent (Form 11)	
5 Incident Reporting (Form 12)	
6 Accident Reporting (Form 13)	
7 Useful Contacts	
8 Travel Permission (Form 14)	



Glossary

Child/Young Person

For the purposes of this document all individuals under the age of 18 are considered as children.

Club

Club refers to all Triathlon Ireland affiliated clubs.

Coaches

Where specified refers to any individual, including teachers, involved in the practice of teaching and coaching any of the triathlon disciplines.

ISC

The Irish Sports Council – sports council in Southern Ireland.

Junior Athletes

Refers to swimmers, cyclists, runners and for the purposes of the Triathlon Ireland Safeguard Code and Good Practice, refers to those individuals who are under 18 year of age unless otherwise specified.

Lead Officer

An adult, who holds a supervisory role in relation to junior athletes and, who has the added responsibility for coordinating the implementation of the Code of Conduct at the appropriate level, that is, local club. In addition they are responsible for ensuring liaison with statutory authorities as necessary.

Leader

Any person, whether paid or unpaid with responsibility for children; roles include but not limited to children's officer, designated persons, supervisor, team manager, sports science personnel, volunteers, committee members, tutors, coaches and teachers.

NCO

National Children's Officer who is overall Lead Officer who is the Triathlon Ireland

Parent

Parent shall mean parent, guardian or carer.

Safeguarding Code

Triathlon Ireland Safeguarding Code for Young People – this document, which is based on guidelines of the ISC and Sport NI and those listed at front of document.

Sport NI (previously SCNI)

Sport Northern Ireland – the sports council in Northern Ireland

Statutory Authorities

Refers to those who have statutory responsibility for the welfare and protection of young people in Ireland, namely An Garda Síochána / PSNI and the Health Services Executives (HSE) / Social Services NI.



Core Values in Sport for Young People

Triathlon Ireland is based on the following principles that will guide the development of young people within triathlon, (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 club/ organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

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. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will contribute to a safe and enjoyable atmosphere within the organisation.

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 disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play is the guiding principle of the *Code of Ethics and Good Practice for Children's Sport*. All sport for young people 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).

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. However, competitive demands are often 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. 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.



Triathlon Ireland Policy Statement

Triathlon Ireland is fully committed to safeguarding the well being of their members. Every individual in Triathlon Ireland 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*.

In working with young people in triathlon our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

Triathlon Ireland Safety Statement

Triathlon Ireland recognises and accepts its responsibility as a National Governing Body to maintain, so far as is reasonably practicable, the safety and health of its employees and volunteers, and of other persons who may be affected by its' activities.

Triathlon Ireland Equality Statement

Triathlon Ireland recognises that discrimination and victimization is unacceptable and that it is in the interest of the Organisation and its employees to utilize the skills of the total workforce. It is the aim of the Organisation to ensure that no employee, job applicant or volunteer receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex or sexual orientation.

It is recommended that the above statements are written into the Constitution of each club affiliated to Triathlon Ireland and, as such, triathlon clubs can follow the guidelines contained within this document.



Code of Conduct for Young People

Triathlon Ireland 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 other participants and sports leaders with fairness and respect.

Young players are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy triathlon
- Have a voice in relation to their activities within triathlon
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, 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 supervisor, team manager, sports science personnel, volunteers, technical officials, committee members, tutors, coaches and teachers 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 when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing Triathlon Ireland into disrepute
- Talk to the Lead Officer within the club if they have any problems

Young players should never:

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- 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, drink alcohol, smoke or engage in sexual behaviour
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.



Guidelines for Parents

Triathlon Ireland and its affiliated clubs believe 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 an athlete or the outcome of a race.

Never intentionally expose any young participant to embarrassment or disparagement by the use of flippancy 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 the judgement or honesty of technical officials, coaches or organisers. Respect professionals, coaches, organisers and other athletes. Parents are welcome to attend events and coaching sessions but should not interfere with the coach while working with the athlete.

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 good sportsmanship.

Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.

Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy within these guidelines.

Parents Code of Conduct:

1. I will respect the rules and procedures set down by Triathlon Ireland.
2. I will respect my child's teammates and leaders as well as athletes, parents and coaches from opposing teams. I will encourage my child to treat other participants, coaches, technical officials and organisers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents 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 sessions and events within the organisation and under the auspice of Triathlon Ireland.
6. I will never demonstrate threatening or abusive behaviour or use foul language.



Guidelines for Sports Leaders (including coaches, team managers, support team, etc.)

Triathlon Ireland recognises the key role leaders (coaches, team managers, sports science personnel, support team, volunteers, children's officer, designated persons, committee members and teachers, etc.) play in the lives of young people in sport. Leaders in triathlon 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 Leaders should have as their first priority the children's safety and enjoyment of triathlon and should adhere to the guidelines and regulations set out in the *Triathlon Ireland's Safeguarding Code*.

Leaders should respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, age, disability, social class, race, religion, etc.

Leaders working with young people in triathlon should have the appropriate experience or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures, whether paid or unpaid. For those in ROI Garda Vetting procedures should be followed for all those with regular access to young people and in NI all those working 'frequently' or 'intensively' must complete Access NI procedures to comply with the Safeguarding Vulnerable Adults legislation. For those 'new' to the organisation references will be needed and will be followed up.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by *Triathlon Ireland's Safeguard Code* and to the policies and code of the conduct of Triathlon Ireland. You should know and understand the child protection policies and procedures in the Safeguard Code for Triathlon Ireland for Young People.

Once appointed the Leader should act as a role model and promote the positive aspects of triathlon and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to athletes, other officials and opponents will have an effect on the athletes in your care. You should report any concerns you have to the lead officer in your organisation, contacts at back of this document.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation
- Ensure that athletes in your care respect the rules of the race. Insist on fair play and ensure athletes are aware you will not tolerate cheating or bullying behaviour
- Encourage the development of respect for opponents, officials and other leaders and avoid criticism of fellow leaders and coaches. Do not criticise other leaders.
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young athletes and providing a duty to care.



Protection for leaders

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with athletes. It is advisable for leaders not to involve young athletes in their personal life i.e. visits to leaders' homes 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 athletes for making mistakes or for losing a match. All young athletes are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Remember that young athletes 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 for the participants and do not push young athletes. Create a safe and enjoyable environment.
- When approached to take on a new athlete, ensure that any previous coach-participant relationship has been ended in a professional manner.
- It is advisable to get agreement from a parent/guardian when young athletes are invited into adult groups/squads. 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 athletes and their obligation to the club/organisation must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their athletes' 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 an athlete or athlete'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 athlete/family.



Code of Conduct for Leaders

Leaders should familiarise themselves with the Code, in particular this code of conduct. Leaders should read below and agree to abide by these terms.

As a leader in triathlon I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put the 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.
- Be committed to values & guidelines of this Safeguarding Code for Triathlon Ireland and / or hold up-to-date qualifications.
- 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/outcome, 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.
- Constant communication with individual athletes by mobile phone or email.
- Taking children to my home.
- 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.
- 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.



Disciplinary, Complaints and Appeals Procedure for Triathlon Ireland

Complaints in relation to young people, their coaches and their parents involved in any of Triathlon Ireland events may be dealt with under the “Section 3 - Competition Rules” contained within the Triathlon Ireland Manual of Guidance ‘disciplinary action’ contained in part 3.13.

- Complaints should be received in writing by the National Children’s Officer of Triathlon Ireland.
- The complaint should outline all relevant details about the parties involved.
- The complaint should be brought to the attention of the Lead Officer who may convene a disciplinary committee (including 3 Triathlon Ireland members with no connection to any of the involved parties). For complaints involving members of Triathlon Ireland, the Lead Officer will invoke the disciplinary action under part 3.13 of the Triathlon Ireland Manual of Guidance for incidents in competition; HR Policy for staff incidents and Triathlon Ireland Constitution for incidents for members outside of competition.
- If the complaint involves the possibility of a criminal offence, the Lead Officer will follow the reporting procedure in Irish Sports Council Code of Ethics, Chapter 5 (in particular 5.10 – 5.12). The statutory authorities will then be informed.
- The appropriate disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed.
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member.
- Records should be kept on file by Triathlon Ireland in accordance with data protection legislation and UK Child Protection legislation. The appropriate case management records relating to their own members and staff will be held at their national headquarters.
- If any party does not agree with the disciplinary findings the appropriate appeals process can be invoked.
- The appeals committee shall have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.

If, after the disciplinary process, a person is to be suspended the organisation will carry out a risk assessment to decide the level of protection needed for juniors and any future juniors working with any accused persons. The organisation will decide if it will terminate membership of the organisation.

See a more detailed disciplinary process on www.triathlonireland.com
Manual of Guidance / HR Policy / Constitution



Recruitment & Supervision Policy for Sports Leaders/Volunteers

Triathlon will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and/or supervision procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the responsibility of the club/ Triathlon Ireland and not of any one individual within it. The relevant committees should ratify all recommendations for appointment.

Triathlon Ireland will use the following as a suitable procedure:-

- The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated.
- Once voted / nominated to a position the Leader should be made aware of the code of conduct as it relates to young people and any related guidelines within this document. This involves newly recruited volunteers and all volunteers assigned by the club/Triathlon Ireland for that season.
- Existing Leaders will sign the appropriate code of conduct (form10), including the self-declaration questions, (see TI appendix 3) (form 8). Leaders will also be requested to undergo Garda vetting in the Republic of Ireland and Access NI in Northern Ireland.
- New Leaders should fill in an information form, giving names of two referees that can be contacted and answering the self-declaration questions. (see TI appendix 1). Leaders will also be requested to undergo Garda vetting in the Republic of Ireland and Access NI in Northern Ireland.
- Where appropriate there will be an induction process, this will be done in an informal manner with members of Triathlon Ireland, perhaps at a junior event. Following this, a probationary period is most likely.
- Adequate supervision will be combined with good recruitment, avoiding the Leader having to work alone.
- Vetting forms are available from *Triathlon Ireland, Useful Resources, Child Protection Information* for further information see <http://www.triathlonireland.com/child-protection-and-safeguarding.html>
- Positive disclosures or information received about an individual through vetting does not necessarily effect the Leaders recruitment. Each disclosure is managed on a case-by-case basis with the Leader and through the organisation. A risk assessment will be carried out. The organisation will record all decisions in a fair manner and natural justice will apply.
- Failure to comply with the above recruitment procedure can disqualify the Leader from selection or appointment to a position.

Every effort will be made to manage and support appointed Leaders. Coaching courses and workshops will be provided, codes of conduct will be made available and vetting procedures will be implemented.



General Guidelines with Children

Travelling

There is extra responsibility taken on by leaders when they travel with children to events. 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. Put the passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off.

Supervision

- Make sure there is an adequate adult:child ratio. This will depend on the nature of the activity, the age of the participants, any special needs of the group and away trips. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Where there are mixed groups on a regular basis 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.
- Supervision of changing rooms if necessary, (where children are very young or need special assistance), should be in pairs of appropriate gender.
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected.
- Keep attendance records and record of any incidents / injuries that arise.
- Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise).

Away trips / Overnight stays

- Separate permission forms should be signed by parents and participants, containing emergency contact number(s).
- Young participants should sign a behaviour agreement.
- Appoint a group leader who will make a report on returning home.
- A meeting with parents and participants may be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details.
- Rooming arrangements – adults will not share rooms with children. Children should 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 any illegal substances are forbidden to athletes.
- There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 2:10, 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

Make reference to Triathlon Ireland's safety statement, including specific and potential risks attached to triathlon, for further detail. In addition 'Triathlon Ireland will:

- Ensure 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.
- 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 appropriately stocked.
- 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. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details.
- Expect officials (technical/organisers, etc.) to ensure the conduct of the race.
- Expect participants to know and keep the etiquette guidelines of triathlon, keeping in mind that many rules are in place for the safety and enjoyment of the race.
- Check that Leaders hold appropriate qualifications required by 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

Triathlon 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 instruction on swim technique but the following will be taken into consideration:

- Leaders will 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 – A Leader won't do something that a child can do for themselves.
- Leaders should not engage in inappropriate touching.

Late Collection

If a parent is late to collect a child Triathlon Ireland will contact the parent using the emergency contact number. If there is no answer Triathlon Ireland will ask the child if there is another family member to contact. The Leaders will wait with the young person at the club or venue, preferably with other staff or volunteers. The Leaders will remind parents of the policy in relation to good practice and supervision. Continual later collection will be dealt with under the parents' code of behaviour.



Guidelines on use of Photographic and Filming Equipment

Triathlon Ireland has adopted a policy in relation to the use of images of athletes on their websites and in other publications as part of its commitment to providing a safe environment to young people. Triathlon Ireland will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

Triathlon Ireland will endeavour to:

- Inform athletes and parents that a photographer may be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Ask for parental permission to use the athlete's image and consult with the athlete about its usage.
- Ensure the content of the photograph focuses on triathlon not on a particular child.
- Not approve/allow photo sessions outside the events or at an athlete's home.

Videoring as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission will first be obtained from the athlete and the athlete's parents.

Anyone concerned about any photography taking place at events or training sessions can contact the lead officer and ask them to deal with the matter.

Mobile Phones

Young people value their mobile phones as it gives them a sense of independence. They can often be given to young people for security to enable parents to keep in touch. However, technology has enabled direct personal contact between adults and young people and in some cases adults have used this to cross personal boundaries and cause harm. Triathlon Ireland has agreed the following guidelines to encourage safe usage of mobile phones:

As a leader:

- Use group texts for communication among athletes and teams and inform parents of this at the start of the season, tournament or event.
- It is not appropriate or acceptable to have constant contact with an individual athlete.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.

As a young athlete:

- If you receive an offensive message, email or photo don't reply to it, save it, make a note of times and dates and tell a parent, lead officer or responsible adult that you trust.
- Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers/addresses.



- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Treat your phone as you would any valuable item so that you can guard against theft.

Social Media

Young People are becoming increasingly sophisticated in their use of communication tools on the internet such as social networking sites, internet enabled camera phones and video and photograph sharing websites. Social media/networking refers to online communities where people from all over the world can meet and share common interests.

The information posted to any of these types of sites can be public and viewed by anyone. This should encourage individuals to only post information they are comfortable with sharing with strangers. However often young people do not recognise the dangers of this and will treat the site as a means of personal interaction where they expose detailed information about themselves.

Children must be encouraged to be careful with the type of information they post to such sites. Where a site is public it should be used to transmit very general information only and not to become a personal conversation. Triathlon Ireland encourages the safe use of social media sites especially where the Club uses such a site.

Any information posted to social media sites should not contain any personal facts or details and positive in nature. Even networking sites viewed by invitation only can be infiltrated by potential abusers; parents should understand the need for monitoring content and any public interactions involving children to be moderated. Young people must be actively discouraged from entering into private exchanges with unknown individuals. Leaders in Triathlon Ireland should not interact with an U18 in any inappropriate manner. This form of communication would not be suitable to discuss performances.

All Club Children's Officers have copies of safe use of the internet publications from the Office of Internet Safety. Further information on the safe use of the internet, email and social media sites can be found on their website: www.internetsafety.ie

For further information on social media see website:

http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/Social_Media_Factsheet/

Bullying

Bullying can occur between an adult and young person and young person to young person. In either case it is not acceptable within Triathlon Ireland. The competitive nature of triathlon 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 athlete 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 effects their health and development, or at the extreme, causes them significant harm. Triathlon Ireland has agreed the following guidelines to help prevent bullying:-

Triathlon Ireland will

- Encourage all members to 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.
- 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 children with specific needs.
- 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 his/her own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

For further information on bullying and the ‘no-blame’ approach see website, www.irishsportscouncil.ie

The guidelines above are those of Triathlon Ireland. For club guidelines see Useful Resources / Child Protection Information on our website www.triathlonireland.com Or <http://www.triathlonireland.com/child-protection-and-safeguarding.html>

The guidelines below are in relation to an incident that cannot be dealt with within Triathlon Ireland as there may be risk of harm to a young person. In such cases statutory guidelines will be followed for dealing with a concern in relation to the welfare and protection of a child.



Child Welfare and Protection Procedures

Triathlon accepts that organisations, which include young people among its members, are 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 behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services 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 behaviour consistent with abuse.

A report may be made by any member in the organisation but should be passed on to the Lead Officer, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Triathlon Ireland, in a paid or voluntary capacity, 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 don't 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 to keep information a secret.
- (e) Make no judgmental statements against the person 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) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child.
- (h) Give the child some indication of what would happen next, such as informing parents/guardians, police 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 Lead Officer.
- (k) 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 Lead Officer within the organisation who has responsibility for reporting abuse. If the Lead Officer 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 social services that 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 Lead Officer 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 Lead Officer is unsure whether reasonable grounds for concern exist s/he can informally consult with the local social services. S/he will be advised whether or not the matter requires a formal report

A Lead Officer 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 (ROI only) provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Services Executive or the Gardaí. 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 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. In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasising the, *'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offence has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'*



Allegations against Sports Leaders

Triathlon Ireland has agreed procedures to be followed in cases of alleged child abuse complaints concerning Leaders. If such an allegation is made against a Sports Leader working within the organisation, two procedures will be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Lead officer), see previous page.
- The procedure for dealing with the Sports Leader (carried out by the organisation's chair or senior officer, 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 organisation will take any necessary steps that may be needed to protect children in its care.

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

While the Lead Officer makes the report to the local statutory authorities, the senior officer of the organisation should deal with the Leader in question.

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

Disciplinary action on the Leader may be considered but this will not interfere with the investigation of the Statutory Authorities. The outcome of the investigation and any implications it might have will be considered. 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.

Irrespective of the findings of the Statutory Authorities, Triathlon Ireland Disciplinary Committees will assess all individual cases to decide whether a member of staff or volunteer should continue or be reinstated and if so how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the statutory authorities. In such case the Triathlon Ireland Disciplinary Committee will reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of children. The welfare of the child will remain of paramount importance throughout. Triathlon Ireland may need to disclose information to ensure the protection of young people in its care.



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.

Triathlon Ireland will consider the following when discussing concerns:

- 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, 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 Lead Officers and appropriate personnel.
- The requirements of Data Protection laws should be adhered to.
- Breach of confidentiality is a serious matter.

Anonymous Complaints / Rumours

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours should **not** be allowed to hang in the air. All concerns relating to inappropriate behaviour should be brought to the attention of the Lead Officer and any such complaints brought to the attention of the Lead Officer will be dealt with. The information should be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children is paramount.



Triathlon Ireland Club Policies

The preceding pages of this document contain the policy of Triathlon Ireland but each club and affiliated organisation is entitled to use any of the policies as a guide when developing their own club guidelines. See sample club policy on <http://www.triathlonireland.com/child-protection-and-safeguarding.html>

The implementation of the Code is the responsibility of each club working with young people and its implementation will offer protection to all members when providing services to young people and their sports leaders. Training is available locally to assist clubs in implementing their policy and Lead Officers in Triathlon Ireland can offer advice about each of the policies contained in this document.

It is recommended that each club appoint at least one Lead Officer. This person can be the person who already co-ordinates junior triathlon in the club. This Lead Officer will manage all activities and issues in relation to young people at club level, while Triathlon Ireland Children's Officer will manage all issues at national and regional level. From time to time it will be necessary for Triathlon Ireland Children's Officer to liaise with Club Lead Officers and vice-versa.

For Children's Officers within Triathlon Ireland, please see contacts TI Appendix

7. List of policies and procedures needed within your club include:

- Policy Statement
- Recruitment Policy
- Codes of Conduct/Guidelines – for leaders, young people and parents
- Disciplinary and Complaints Procedure
- General Guidelines for supervision, travelling, etc
- Reporting Procedure

The guidelines in the 'sample club document' are available to assist you in implementing the code of conduct within your club.

For these policies you should see the Triathlon Ireland website, www.triathlonireland.com



Appendix V:
Triathlon Ireland Child Protection
Safeguarding Steps for running a Junior Race or Event



Triathlon Ireland Child Protection.

Safeguarding Steps

For running a
Junior Race or Event





Contents

Event Organisation and Safeguarding Responsibilities.....	2
Appoint Race Committee.....	2
Committee Safeguarding Responsibilities.....	2
Event Organiser.....	2
The Designated Person/ Safeguarding Lead.....	2
DP Safeguarding Responsibilities Prior to the event.....	2
DP Safeguarding Responsibilities during the event.....	3
11 Point Event Safeguarding Plan.....	4
1) Risk Assessment.....	4
2) Appropriate Volunteers for your Event.....	5
3) Codes of Conduct.....	5
Code of Conduct for Volunteers.....	6
Code of Conduct for Parents.....	7
Rights and Code of Conduct for Junior Athletes.....	8
4) Registration and Consent.....	9
5) Safeguarding Training.....	9
1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course.....	9
2. Safeguarding 2 - Club Children’s Officer (C.C.O).....	9
3. Safeguarding 3 - Designated Liaison Person (DLP).....	9
6) Handover Protocol & Procedures for missing participants.....	10
7) Plan for additional vulnerabilities.....	10
8) Travel and Overnight stays.....	10
9) Photography and Filming Policy.....	12
Photography and Filming Guidelines.....	12
Guidelines to be given to Other/ Impromptu Photographers by Race Organiser:.....	13
10) Reporting and Recording procedures.....	15
Recording Procedures.....	16
11) Advice and Support.....	16
Triathlon Ireland.....	16
Statutory Bodies:.....	16
Contact Number Email.....	16



Event Organisation and Safeguarding Responsibilities.

Appoint Race Committee

Committee Safeguarding Responsibilities.

1. Appoint Race Organiser.
2. Appoint Designated Person (DP). This is the Safeguarding Lead.
3. Review Event and Safeguarding Risk Assessments and discuss issues with Safeguarding Lead.
4. Approve Race distances as per [Triathlon Ireland \(TI\) Manual of Guidance](#).
5. Post event : Conduct a review and discuss any issues which arose.

Event Organiser

Safeguarding responsibilities:

1. Liaise with DP.
2. Site visit with DP.
3. Collaborate with the DP and event committee to develop safeguarding plan and ensure safeguarding plans are distributed and agreed on.
4. Ensuring medical cover at the event.
5. Ensuring Event Safety Plan is completed in compliance with the TI Manual of guidance.
6. Make decisions on responses to safeguarding issues brought to their attention by the DP.
7. Ensuring that the complaints and disciplinary procedure is in place and implemented for participants and event volunteers.

The Designated Person/ Safeguarding Lead

The Designated Person can be the club children's officer. The DP, if not a Children's Officer should have completed each i) ii) and iii) - i) Basic Awareness Safeguarding course, ii) [Garda Vetting/Access NI](#) and iii) have signed an up to date code of conduct ([Form 8](#) or [Form 10](#)).

DP Safeguarding Responsibilities Prior to the event

1. Develop, promote and implement the Safeguarding plan in collaboration with the event committee and event organiser.
2. The DP should ensure they are familiar with the TI Code of Conduct.



3. Recruit appropriate volunteers.
4. Establish which volunteers are qualified to supervise children and other unqualified volunteers.
5. Establish handover and travel arrangements for juniors.
6. Establish missing child procedures.
7. Ensure all forms are on hand for the race
 - Sign in forms for parents and junior athletes including parental Consent and photography permission.
 - Volunteers sign in forms.
 - [Accident Form 13](#) and [Incident Form 12](#) (or know where to access them)
8. If possible create a list of all participants, next of kin, emergency details and medical information.
9. Communicating safeguarding information to parents and volunteers.
10. Visit the race location and complete risk assessment.

DP Safeguarding Responsibilities during the event

1. Receiving, responding to and managing safeguarding issues during and after the event.
2. Ensuring additional needs of participants are addressed.
3. Ensure all volunteers have signed in.
4. Ensure [A1 code of conduct poster](#) is displayed at sign in area.
5. Ensuring all volunteers, junior athletes and parents are aware of who the DP is and how they can be contacted.
6. Briefing the volunteers helping at the event regarding safeguarding issues.
7. Ensuring parents are brief regarding appropriate clothing for juniors (juniors may not bike or run in swimsuits) and their role at the event.
8. Ensuring risks identified using the risk assessment have been mitigated where possible.
9. Organise and implement a safe handover procedure at the finish line of the event.
- 10.** Ensuring parents are aware of handover times and protocol.



11 Point Event Safeguarding Plan

The Safeguarding plan should include all or some of the following depending on the event.

1. Safeguarding Risk Assessment .
2. Safe recruitment procedures for appropriate volunteers.
3. Code of Conduct (parent, juniors and volunteers).
4. Registration and consent process.
5. Safeguarding training.
6. Procedures for missing participants.
7. Plan for additional vulnerabilities.
8. Travel and overnight stays.
9. Photography and Filming guidelines.
10. Reporting and recording procedures.
11. Advice and support.

1) Risk Assessment.

Consider the following:

- Venue
- Ratio for supervision
- One to one contact
- Changing room supervision
- Transport
- Health and safety
- Communication
- Manual handling
- Photography
- Handover arrangements
- Missing participants

[Sample Risk Assessment](#). This is just an example but it can be tailored to specific events and locations.



2) Appropriate Volunteers for your Event

You must take all reasonable steps to ensure the volunteers at your event are suitable to work with children.

- Ideal candidates are qualified coaches/leaders who have completed each i) ii) and iii) - i) Basic Awareness Safeguarding course, ii) [Garda Vetting/Access NI](#) and iii) have signed an up to date code of conduct ([Form 8](#) or [Form 10](#)).
- Those volunteering who have not undergone safeguarding procedures should be supervised by those nominated by the DP.
- All volunteers should be advised of their role and their rights as a volunteer as per the Volunteer Code of Conduct.
- Volunteers should be briefed on the day of the event by the Race Organiser and Safeguarding Lead.
- Volunteers should feel comfortable to come forward if they are unhappy about anything regarding safety or safeguarding and feel supported by the DP.

3) Codes of Conduct

- Codes of Conduct should provide clear guidelines of what is expected behaviour of volunteers, competitors, Junior athletes and parents.
- If the juniors taking part in the event are current members of the organising club then they should have already signed a code of conduct in the Form of a Form 11 which is also signed by parents and stored by the Club Children's Officer.
- If your race is not registered with the TI online race entry system, Juniors who are not club members should complete a [Form 11](#) before the event. As well as the code of conduct the Form 11 also provides any necessary medical information and a photography waiver. These should be kept by the DP.
- If your race is registered with the TI online race entry system, parents can add additional medical information on the online registration.
- Parents should also write any relevant medical conditions on the back of the junior's number in case of emergency.



Code of Conduct for Volunteers.

This should be displayed clearly at events where volunteers sign on using posters provided by TI.

Triathlon Ireland Volunteers Should	Triathlon Ireland Volunteers Should Not
<ul style="list-style-type: none"> • Be positive and approachable during 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. • Have experience relevant to working with young people, hold up-to-date qualifications and provide effective supervision OR work under the supervision of a qualified leader. • Keep a brief record of injury(s) and action taken. • Inform the designated person and parents when problems arise. • Report any concerns or poor practice or abuse in accordance with this TI Code reporting procedures to the designated person. • Have access to a phone in case of emergency. 	<ul style="list-style-type: none"> • 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 • Allow rough/dangerous play bullying, bad language or inappropriate behaviour. • Condone rule violations or the use of prohibited substances. • Use sanctions that humiliate or harm young people. • Smoke or consume alcohol during event. <p><u>A breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.</u></p>
Triathlon Ireland Volunteers Rights	Volunteers will avoid
<ul style="list-style-type: none"> • Access to training and information about the event. • Clear role description for the event. • Support in reporting abuse or poor practice. • Fair treatment by NGB (TI). • Protection from abuse by children/parents/other volunteers. • Not to be left vulnerable while 	<ul style="list-style-type: none"> • Spending excessive amounts of time alone with children away from others except in cases of emergency. • Taking children on journeys alone in their car except in cases of emergency.



Code of Conduct for Parents

1. Respect the rules and procedures set down by Triathlon Ireland.
2. Respect your child's teammates and leaders as well as athletes, parents and coaches from opposing teams. Encourage your child to treat other participants, coaches, technical officials and organisers with respect.
3. Give encouragement and applaud only positive accomplishments whether from your child, his/her teammates, their opponents or the officials.
4. Respect the officials and their authority during sessions and events within the organisation and under the auspice of Triathlon Ireland.
5. Never demonstrate threatening or abusive behaviour or use foul language.
6. Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
7. Accept it is parents/Guardians responsibility for delivering and collecting your child/children on time. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time.
8. Ensure the environment is safe and enjoyable for your child/children.
9. Promote fair play and the positive aspects of sport.
10. Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or TI.
11. Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
12. Promote participation for children that is fun, safe and in the spirit of fair play.
13. Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
14. Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
15. You should have the opportunity to put forward suggestions and comments.
16. Provide the Club and your child with emergency contact information.
17. Abide by the Photography Safeguarding Policy.
18. Be aware and abide by the TI Safeguarding Code as well as TI and club rules and regulations.



Rights and Code of Conduct for Junior Athletes

Triathlon Ireland Juniors Rights	
<ul style="list-style-type: none"> ❖ Be safe and to feel safe ❖ Be listened to ❖ Be believed ❖ Have fun and enjoy triathlon ❖ Have a voice in relation to their activities within triathlon ❖ Be treated with dignity, sensitivity and respect ❖ Participate in an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, 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 	
Triathlon Ireland Juniors <u>Should Always</u>	Triathlon Ireland Juniors <u>Should Never</u>
<ul style="list-style-type: none"> ❖ Treat Sports Leaders with respect, (including supervisor, sports science personnel, volunteers, technical officials, committee members, coaches, staff, even when things go wrong. ❖ 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 opponents, be gracious in defeat. ❖ Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc. ❖ Behave in a manner that avoids bringing Triathlon Ireland into disrepute. ❖ Talk to the Children’s Officer within the club if they have any problems. 	<ul style="list-style-type: none"> ❖ Cheat . ❖ Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour. ❖ 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, drink alcohol, smoke or engage in sexual behaviour. ❖ Keep secrets, especially if they can cause harm. ❖ Tell lies about adults / young people. ❖ Spread rumours. ❖ Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.



4) Registration and Consent

All volunteers and parents/guardians of participants should sign a registration sheet at the event. These can be obtained when the race is registered with TI.

5) Safeguarding Training

In the Republic of Ireland these courses are provided by the Irish Sports Council through the Local Sports Partnerships and are specific to child welfare in sport.

In Northern Ireland these courses are provided by the Child Protection in Sport Unit of the NSPCC.

1. Safeguarding 1 – Basic Awareness Workshop in Child welfare and protection (3hrs)
[Refresher- Online course provided by Sport Northern Ireland.](#)
2. Safeguarding 2 – Club Children’s Officer Workshop (3hrs)
3. Safeguarding 3 – Designated Liaison Person Workshop (3hrs)

1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course

All Coaches, Children’s Officers and Designated Liaison Persons (DLP) must first complete the 3 hour Child Welfare & Protection Basic Awareness Course. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

2. Safeguarding 2 - Club Children’s Officer (C.C.O)

A person appointed to the Club Children’s Officer position in a club must have completed

Safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and should complete the NEW Club Children’s Officer 3 hour workshop (course revised 2015). This course will help the Club Children’s Officer to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children’s Officer Action Planning document as part of the training.

3. Safeguarding 3 - Designated Liaison Person (DLP)

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the NEW Designated Liaison Person 3 hour workshop. A club may appoint the same person to both the CCO and DLP positions, however best practice advises that they are kept as separate roles. The third part of the ISC Child Welfare & Protection Training Programme is the Designated Liaison Person workshop. This workshop is currently under review and will be available to clubs in the Spring /Summer of 2015.



6) Handover Protocol & Procedures for missing participants

- Times of particular concern are when children are arriving at/leaving the event or when they are transferring between venues and facilities.
- The handover of junior athletes back to their parents after the event is a crucial stage. A system should be put in place to ensure the correct parent/guardian is collecting the correct junior. One system could be to print the race numbers onto labels which are given to the parents who can then collect the child with the corresponding number.
- You should advise parents, children and young people that they must notify the relevant member of your event team of any changes they wish to make to arrival or leaving arrangements, eg collecting a child.
- Establish a procedure including a meeting point for missing or lost children.
 - Brief volunteers of the missing child procedure prior to the event.
 - Where possible Use walkie talkies to communicate to volunteers and marshalls regarding the missing participant.

7) Plan for additional vulnerabilities

Identify and address the needs of participants with additional vulnerabilities, eg disabled athletes.

Participant's needs may include: access to facilities; adapted or modified equipment, coaching practices or aspects of the sport; and appropriately trained staff to support them.

8) Travel and Overnight stays

1. Forms:
 - Separate permission forms ([Form 11a](#), [Form 14](#)) should be signed by parents permitting the Group Leader to act as temporary guardian.
 - Ensure all forms are completed signed by the parent/guardian and returned, including any information applicable to a child being away – prior to departure to event.
 2. Recruit and appoint required personnel – coaching staff, team managers and any support staff necessary; all voluntary personnel should be TI members and have complied with the TI Safeguarding procedures which comprises of have completed each i) ii) and iii) - i) Basic Awareness Safeguarding course, ii) [Garda Vetting/Access NI](#) and iii) have signed an up to date code of conduct ([Form 8](#) or [Form 10](#)).
- Appoint a group leader and a Safeguarding Lead who will make a report on returning home.



- Safeguarding lead should have a list of next of kin, emergency contact, consent, medical information and photography consent. This should be kept confidential and used on a need to know basis only.
3. Leaders should avoid travelling with a single child. There may be an occasion where this is unavoidable for the child's safety e.g. in an emergency situation. In this instance the adult should contact the parent/guardian to inform them of the situation, and the child should be seated in the rear seat.
 4. Provide a programme or plan for the event, camp or competition. Plan should include a schedule for supervising the juniors.
 - Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission
 - There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 2:10, and proper access to medical personnel.
 5. Establish reporting procedures for any safeguarding issues.
 - Any complaints or disciplinary matters are dealt with through the TI complaints and disciplinary procedures.
 - Junior athletes should be made aware of who they can talk to regarding any concerns.
 - Issues concerning the welfare of children during the event should be raised on return with the Club Children's Officers and TI National Children's Officer.
 6. Establish procedures for missing participants.
 7. Junior athletes should sign a behaviour agreement.
 - Alcoholic drink, smoking or any illegal substances are forbidden to athletes.
 8. A meeting with parents and participants may be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs, handover arrangements and any other necessary details.
 9. Rooming arrangements – adults will not share rooms with children. Children should 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).
 10. Lights out times should be enforced.
 11. Any travel abroad may require additional insurance cover.
 12. Extra-curricular activities are the responsibility of the Group Leader.



13. Any form of drug misuse, drinking alcohol or smoking is forbidden for all team personnel on duty at any time during camps/competitions.

9) Photography and Filming Policy

Photography and Filming Guidelines

Triathlon Ireland has adopted a policy in order to implement best practice in relation to the use of images of athletes on their websites and in other publications. These guidelines are part of TI's commitment to providing a safe environment for young people as well as photographers at events. Triathlon Ireland will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored. TI approved photographers are trained photographers who are familiar with the TI Safeguarding guidelines around photography and have agreed to undergo Garda Vetting and sign a code of conduct as part of their contract. All TI photographers are required to sign in at the event and wear a TI media vest and or appropriate identification.

If you are concerned about any photography taking place at an event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.

Triathlon Ireland will have approved TI photographers at selected sanctioned events and so will endeavour to:

- Where possible, ask for parental permission to use the athlete's image and consult with the athlete about its usage.
- Not approve/allow photo sessions outside the events or at an athlete's home, unsupervised access to children or one to one photo sessions at events.
- Only use images of children in suitable dress/kit. When in or around the pool area, only use photographs of children who are fully immersed or fully clothed.
- Use group photographs as a pose to individual photographs. However, if individual photos are used, ensure they are of an appropriate nature.
- Not to include the name of a child whose image is being used and avoid the inclusion of other detailed information about individual children as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.



- Provide clear and efficient reporting channels for children, parents and others should they have concerns regarding the abuse of images or the use of inappropriate images. In summary the channel is: Event Designated Person, event Organiser, the National Children's Officer in TI.
- Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Inform parents that while taking photographs of their own children is OK, they should respect other young people's privacy and comply with the TI Photography and Filming policy. These guidelines should be available at events.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 7 days working days before the event and bring a copy of their identification. The race organiser reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions and the right to review video taken at the event on request.

Guidelines to be given to Other/ Impromptu Photographers by Race Organiser:

- All outside photographers (for example from newspapers/magazines, club photographer) should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 7 days working days before the event. The race organiser reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.
- All outside photographers are required to sign in at an event.
- Any photograph taken should be of an appropriate nature. Any person taking inappropriate photographs will have their accreditation/registration status removed by the event organiser and the matter reported to the appropriate Designated Person/Statutory agencies.
- Group photographs involving children are preferable to individual photographs.
- In the pool and surrounding area, only photograph children who are fully immersed or fully clothed.
- If the juniors clothing is inappropriate do not photograph.



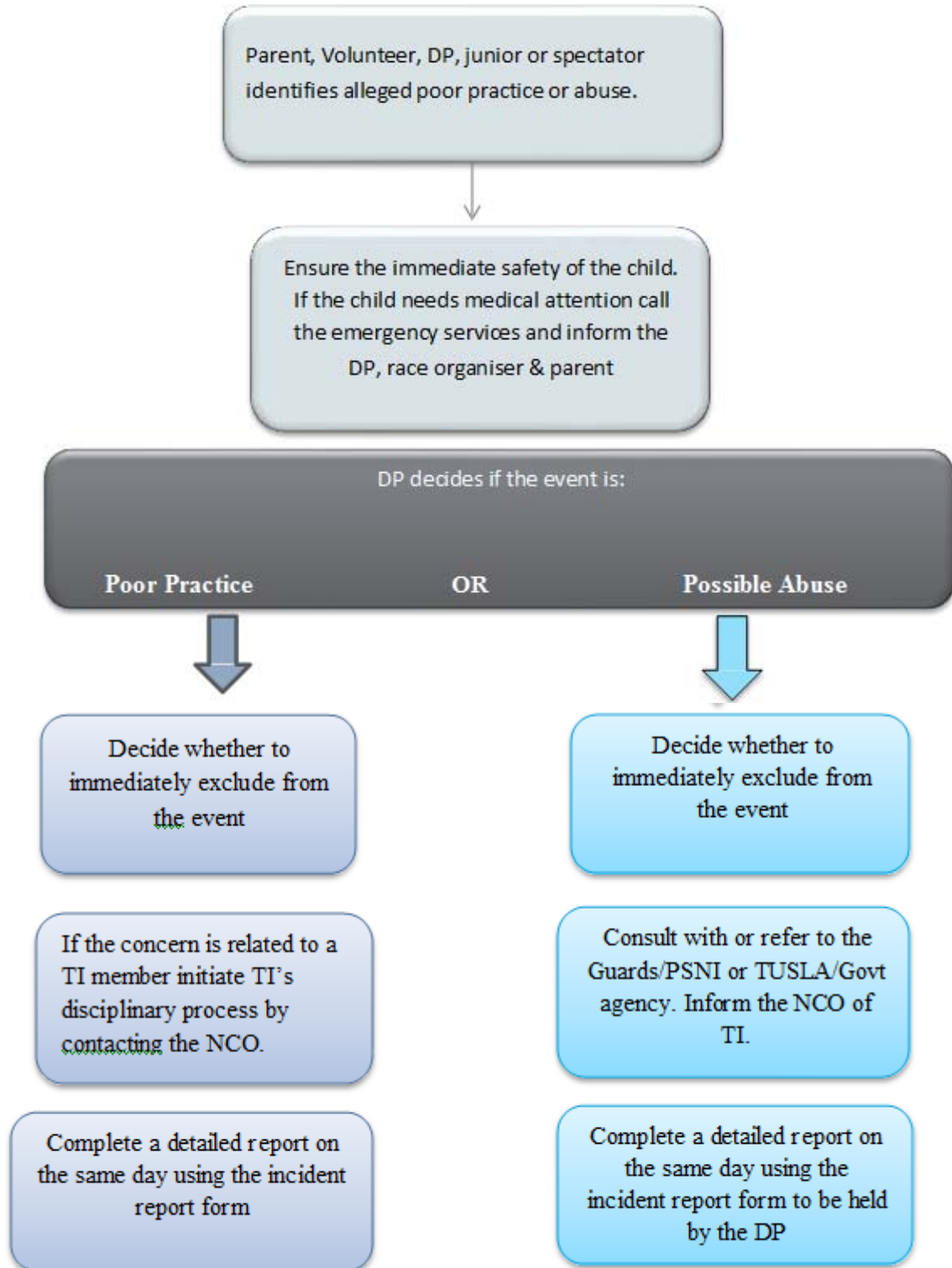
- Names of Juniors in photos may not be published and names should be airbrushed if featured on the race number.
- If in doubt regarding the suitability of a picture consult with the club Childrens Officer or Designated Safeguarding Lead at the event OR do not photograph.
- Re prints and soft copies of photos of Juniors may only be released to parents/guardians of the child.
- Photographers must comply with the TI Safeguarding Code including the Code of Conduct for Volunteers.



10) Reporting and Recording procedures

Reporting Procedures Flowchart

If there are safeguarding concerns during an event, use the following guidelines to report the incident.





Recording Procedures

- Incidents and Accidents should be recorded using the appropriate forms. [Form 12/Form 13](#).
- Forms should be completed as soon as possible in order to minimise recall issues.
- Forms should then be stored by the DP and passed onto the NGB or/and statutory agency where relevant.

11) Advice and Support Triathlon Ireland

National Children’s Officer: Niamh O’ Gorman

Email: niamh@triathlonireland.com

Phone: 012741032

Website: <http://www.triathlonireland.com/child-protection-and-safeguarding.html>

Statutory Bodies:

	Contact Number	Email
TULSA Child and Family Agency:	01 7718500	http://www.tusla.ie
ISPC Missing Children’s Hotline:	116 000	http://www.ispcc.ie/
Garda Confidential Number:	1800 666111	http://www.garda.ie
Emergency Services:	999/112	

To report or get advice on concerns of sexual exploitation or abuse:

Domestic Violence & Sexual Assault Investigation Unit

An Garda Síochána

National Bureau of Criminal

Investigation, Harcourt Square,

Dublin 2.

01 6663430, 6663436 dvsaiu@garda.ie

The content of this manual has been adapted from the following sources:

- 1) [TI Manual of Guidance](#)
- 2) [TI Safeguarding Steps for Clubs](#)
- 3) [The Sports Council website](#).
- 4) [Swim Ireland website](#)
- 5) NSPCC, Child Protection in Sport Unit Document: [Safe Sports Events, Activities and Competitions](#).



Appendix VI: Tralee Triathlon Breaches of Code of Conduct Form

Name: _____

Complaint Relates to: (please circle one)

TI Membership number: _____

Another Member's Conduct in relation to club activities
Committee Member/Race Director (Officer)

Date: ___ / ___ / _____

Coach | Service Provider | Policy | Social Media Content
Website Content | Club Communication | Other

Contact number: _____

Details*: _____

Email: _____

Please provide a detailed description of your grievance (State the facts relating to the grievance, including names, dates and circumstances. Attach additional pages if necessary): _____

Q1. If the complaint relates to another person, have you attempted to solve the grievance with that person yourself?
Yes / No (Please circle one)

Q2. If Yes, please provide details of the measures you have taken to resolve the issue. If 'No', please provide a reason why you have not attempted to do so. _____

Q3. What suggestions do you have that would help resolve this grievance? _____

Signed: _____ Date: ___ / ___ / _____

* If the complaint relates to another club member, that club member must be identified on this form. Please refer to the Tralee Triathlon Club Constitution sections on Conduct and Disciplinary Procedure. If the complaint relates to a minor, please refer to the Triathlon Ireland Safe Guarding Code for Young People (Appendix IV) & Safe Guarding Steps for Running a Junior Race or Event (Appendix V)

Please complete the following when this form is handed to a club officer

Submitted to Committee member by _____ Date: ___ / ___ / _____

Received by: _____ Position (on committee): _____

Date: ___ / ___ / _____ Time: ___ : ___ am/pm (circle one)

Email address for all future correspondence relating to this grievance: _____

Reference No. to be used in subject line of emails: _____