**The Athletics Association of Ireland is the Governing Body for**

**Ace Athletics Club.**

**May 2019**

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# **REGISTRATION PROCEDURE**

The purpose of this procedure is to outline the process for registering members to Ace Athletic Club. This procedure also outlines how data is collected and stored for the purposes of Club registration which complies with the Ace Athletics Data Protection Policy. This procedure includes the registration of juvenile and senior members.

## 1.1 Period of Registration

The registration period is one calendar year; commencing January 1st. Parents of existing members will be notified of the date and venue for registration via the club WhatsApp group/ Facebook page and will also be advertised on the club’s website. Registration for the following year will take place in December.

## 1.2 Steps involved in applying for club registration

* All members must complete an Ace Athletics Club Membership Application Form
* For member’s under 18 years of age, parents must complete an Ace Athletics Club Membership Application Form as well as a consent form
* Registration fee must be paid in full

## 1.3 Record keeping

All personal data, i.e. completed registration and consent forms will be stored in accordance with the Ace Athletics Club GDPR Data Protection Policy and confidentially destroyed within 1 month of membership elapsing.

# **RECRUITMENT POLICY (LEADERS & COACHES)**

Ace Athletic Club will take all reasonable steps to ensure that Leaders/ Coaches are appropriately qualified and suitable to work with young people. The club will endeavour to recruit Leaders/ Coaches of equal gender. These procedures apply to all persons with access to young people. All Leaders, Coaches and those working with Ace Athletic Club will be Garda vetted. The Children’s Officers will maintain a list of such people.

Every effort should be made to manage and support appointed sport Leaders/ Coaches, and they should be aware of the code of conduct. Adequate supervision should be provided; a Leader or Coach should never work alone. When storing information in relation to applicants, information should be treated as sensitive and confidential (See Ace Athletic Club General Data Protection Regulation (GDPR) Policy). The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

## 2.1 Athletics Ireland eVetting steps adhered to by Ace Athletic Club.

The purpose of Garda Vetting is to provide details regarding all prosecutions, successful or not, pending or completed and/or convictions in respect of an individual applicant to an organisation which is registered for Garda Vetting. All members of Athletics Ireland, both voluntary and paid staff, who regularly work with children and vulnerable adults in athletics must complete a vetting application. An individual will not work or volunteer with children or vulnerable persons in Athletics Ireland until their vetting application has been completed and the outcome conveyed to the Liaison Person.

The following steps outline the process of applying for Garda Vetting;

1. The vetting subject completes an Athletics Ireland eVetting Invitation & ID Validation form. They then present their original ID's with photocopies to their Club Children’s Officer (if Children’s Officer unavailable to Chairperson/ Secretary) for validation. The Chairperson of the Ace Athletic Club then posts their eVetting Invitation form along with photocopies of the ID used to the Liaison Person at Athletics Ireland H.Q.

2. Athletics Ireland sends the vetting subject an e-mail inviting him/her to complete the online eVetting Application Form.

3. The vetting subject completes the eVetting Application Form online and submits it to Athletics Ireland.

4. The Athletics Ireland Liaison Person reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.

5. The National Vetting Bureau processes the application and forwards a vetting disclosure to the Athletics Ireland Liaison Person.

6. Athletics Ireland reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject.

7. The vetting subject then presents their application approval letter to the Clubs Children’s Officer (if Children’s Officer unavailable to Designated Liaison Person / Chairperson/ Secretary)

## 2.2 Vetting for under 18’s

Sports Leaders/Leader supports under 18 may also be required to complete the vetting process. To apply for vetting there must be a completed parental consent. This form is available from and can be downloaded from Athletics Ireland website. Vetting cannot be conducted for a person under the age of 16.

## 2.3 Disputes

In instances where a vetting subject disputes any detail contained on a Garda Vetting Disclosure, issued to the Liaison Person in respect of him/her, the following procedure will apply:

1. The Vetting Subject should outline the exact basis of his/her dispute and submit it in writing to the Liaison Person.
2. The Liaison Person will submit the applicant’s submission in writing, with the original vetting form to the Garda Vetting Unit for review.
3. If, following further checks, the applicant still disputes details of the disclosure, arrangements will be made for further validation procedures.
4. At the conclusion of the dispute resolution process, decisions on the suitability of the applicant will be the responsibility of the Review Committee.

### 2.2.1 The Review Committee

Athletics Ireland will employ a Natural Justice framework in dealing with any disclosures of convictions. In accordance with the guidelines issued by the National Vetting Bureau, the CEO of Athletics Ireland will establish a Decision Making Committee. This Committee is comprised of up to six members, one representative of each of the five regions and a Chairperson. A minimum of three must be present for any meeting. All applicants have a right to natural justice and can chose to waive their anonymity and meet the decision making committee to present their case should they chose to do so.

***Consideration of holding a Review Meeting***

The National Vetting Bureau (NVB) provide the organisation with details of all prosecutions, successful or not, pending or completed, and or convictions. Consideration for holding a review meeting will occur when an application is returned from the NVB with information which gives cause for concern attached. The Liaison Person will verify any information received from the NVB with the applicant.

***Disclosures***

Any assessment of suitability of an applicant depends on the relevance of any conviction/disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/disclosed information, the timing of the offence and any possible pattern of offences. The information disclosed is used for only the specific purpose for which it was obtained as part of a volunteering or recruitment process within Athletics Ireland. On receiving information that may potentially result in exclusion from taking up the regulated position any original documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body a decision will be made depending on the type and nature of the offences disclosed. If the applicant has not self-disclosed and information is received from the vetting body this will be checked with the applicant. The applicant will be asked to provide background information on all offences in writing as part of the risk assessment process. Disclosure of certain types of convictions or prosecutions or specified information will automatically disqualify applicants from a position working with children and young people.Examples of offences that will automatically disqualify an applicant are: ***a***ny offence of a sexual nature,any offence against a child or of child abuse or child abuse images, an offence that causes grievous bodily harm, any offence of murder or manslaughter***,*** an offence of kidnapping, a series of continuous offending that might cause concern for the well-being of children***,*** any charge brought by the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child or vulnerable person***.*** This is a guide and not a complete list of barring offences. All decisions on the suitability of an applicant are a matter for the Decision Making Committee of Athletics Ireland or its affiliates. The NVB and ANI are not involved in such decisions.

All risk assessment decisions are made on an individual basis. Consideration is given to the nature of the disclosed information received from the respective vetting bodies and the initial self-disclosure, if any, by the individual. Decisions will only be made on disclosed information that is verified and confirmed, preferably in writing. If a decision is required that is not clearly dealt with in this vetting policy external advice is sought. In this case any identifying information on the disclosure will be removed. External advice may be sought from other regulatory bodies, e.g. Participation Unit from Sport Ireland or Child Protection in Sport Unit from NSPCC. Where the applicant is suitable for the position currently held or applied for, this is communicated to the individual by issuing a letter accepting suitability to volunteer/work within Athletics Ireland. Where the information disclosed by the vetting organisation and/or self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person, however this is not always possible. In the case where an individual cannot be informed in person they will be requested to contact the LP/signatory as a matter of urgency. All applicants are allowed the opportunity to withdraw from seeking any role or position. The principles of natural justice concern procedural fairness and ensure a fair decision is reached by objective & unbiased decision makers at all times.

# **CHILD SAFEGUARDING TRAINING POLICY**

This policy sets out the required Safeguarding Training for Ace Athletics Club

## 3.1 All Coaches / Leader Supports Safeguarding training requirements.

**Safeguarding 1** - Basic Awareness in Child Protection (face to face workshop)

Validation period: 4 years

Expected attendees: any person working with or has interaction with or who is involved in the planning/administration of our activities or events with our young members

Renewal: Safeguarding 1 certificate may be renewed by completing; Safeguarding 1 (face to face workshop) Or Safeguarding 1 Refresher (e-learning module)

**Safeguarding 1 Refresher** - Basic Awareness in Child Protection - online E-learning module

Prerequisite: Valid Safeguarding 1 certificate

Validation period: 4 years

Expected attendees: any person having completed Safeguarding 1 (face to face workshop) within the last 4 years

Renewal: Safeguarding 1 Refresher certificate may only be renewed by attendance at Safeguarding 1 (face to face workshop)

## 3.2 Club Children’s Officer training requirements.

**Club Children’s Officer Workshop - Safeguarding 2**

Prerequisite: Valid Safeguarding 1 certificate

Validation period: 4 years

Expected attendees: any person taking on the role of Club Children’s Officer (but others can attend)

Renewal: Roles requiring Safeguarding 2 must be renewed by attending a Safeguarding 2 face to face workshop.

## 3.3 Designated Liaison Person Training Requirements.

**Designated Liaison Person Workshop - Safeguarding 3**

Prerequisite: Valid Safeguarding 1 or Safeguarding 2 certificate

Validation period: 4 years

Expected attendees: any person taking on the role of Designated Liaison Person (but others can attend)

Renewal: Roles requiring Safeguarding 3 must be renewed by attending a Safeguarding 3 face to face workshop.

Validation period commences from the date of workshop completion/date of certificate.

Athletics Ireland will allow a grace period after the expiry date of 4 months in which the individual must complete the required workshop.

**If you do not hold a valid safeguarding training certificate, you cannot continue in your role until you refresh your safeguarding training. You must also have successfully completed the vetting process with Athletics Ireland before you can become involved with interacting with registered members. Vetting must be refreshed every four years.**

# **SUPERVISION POLICY**

The purpose of this policy is to outline measures which are in place to ensure the safety and welfare of all registered members, Leaders and Coaches whilst attending training or organised competitions.

* In the event of a toilet break needed by a child, two Leaders/ Coaches should escort you with a volunteer child (never bring one child of your own children) and Leaders/ Coaches stay in the public eye outside the toilet. (Reference: Code of Conduct For Leaders and Coaches)
* Make sure there is an adequate Leader and/or Coaches: child ratio. Leaders/ Coaches should always work in pairs. The number of adults needed will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide.
* Where there are mixed groups there should be Leaders/ Coaches of both genders.
* Avoid being alone with one participant, if you need to talk separately to a participant, do so in an open environment, in view of others.
* Clearly state time for start and end of training sessions or competitions.
* Keep attendance records. Children are signed in and out for each training session at designated areas on the pitch/track and not in high risk areas such as car park.
* Members must remain on the pitch or track during training session and do not stray to unsupervised areas.
* Leaders or Coaches should never be left alone with young people at the end of sessions. If there are late collections, Leaders/ Coaches should (where possible) remain in pairs until participants have all departed. Parents are requested to pick their child/children up on time to avoid placing Leaders/ Coaches in this situation.
* Keep records of any incidents, injuries or complaints that may arise. If an incident occurs at training, details of this need to be documented on Ace Athletics Incident Report template. Copies of this form will be clipped in the Sign in boards. Once completed please take a picture of the form and load into the Incident Report folder within the Google drive. PLUS give hard copy to Club Secretary to file and notify or Designated Liaison Person (Reference: Club Code of Conduct for Leaders/ Coaches).
* Be aware of any medical conditions / allergies / special needs of children you are coaching. Children’s Officers will pass this information onto Leaders/ Coaches. This information will need to be treated with the utmost confidentiality. The relevant information can be found on the master contact list which is available on each sign in board. *There is a column on sign in sheets where parent/guardian may record allergies/medical conditions/special needs or inform Leader/ Coaches verbally.* In the event of the need for administration of medication/inhalers etc the parent/guardian/child will administer if necessary. Inhalers etc need to be brought to training by parent/guardian/child in labelled sandwich bags and can be left at training station/ sign in pole. They are NOT the responsibility of the Leader/ Coach.
* Sanctions should not be applied if a Leader/ Coach is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later at a specified time and as soon as possible.
* A child should not be sanctioned for making errors. Physical activity (e.g running laps/doing push – ups should not be used as sanctions. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life).
* Sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport. Aim to notice positive behaviour and encourage/praise at every opportunity (Reference: Code of Conduct for Leaders and Coaches).

# **SAFE GUARDING POLICY**

Ace Athletics Club is fully committed to safeguarding the wellbeing of all of its Registered Members. Every Member in the Club should at all times show respect and understanding for members’ rights; consider the safety and welfare of each member and conduct himself or herself in a manner that reflects the principles of Athletics Ireland and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport and the Child Protection Guidelines in Ireland.

Ace Athletics Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Sport Ireland requirements. This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, race, religion or belief, sex or sexual orientation, socio-economic background, all children have a positive and enjoyable experience of sport in a safe and child centred environment and are protected from abuse whilst participating in athletics.

## Ace Athletics Club safeguarding policy aims to:

* Promote and prioritise the safety and wellbeing of children and young people.
* Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
* Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose a concern.
* Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in accordance with Ace Athletics Club Data Protection Policy.
* Maintain a safe recruitment and vetting policy for all Leaders/ Coaches.
* Ensure robust safeguarding arrangements and procedures are in operation.
* All leaders, coaches and committee members and anyone working with the club must complete Safe Guarding Level 1 course at a minimum.
* Children Officers must complete Safe Guarding Level 1 and 2 courses.
* Designated Liaison Persons must complete Safe Guarding Levels 1, 2 and 3 courses.
* Children’s Officers/Designated Liaison Persons will monitor completion of Safe Guarding Courses.
* Safe Guarding courses must be renewed according to Athletics Ireland requirements.
* Notification of Safe Guarding courses will be sent via WhatsApp to new leaders/ coaches by Children’s Officer or Designated Liaison Persons.
* Children’s Officer or Designated Liaison Persons will collect certificate numbers of safeguarding courses completed by leaders/ coaches.

## Ace Athletics Club has the following procedures in place as part of the Athletics Ireland Safeguarding Code:

* Procedures for the management of allegations of abuse or misconduct by Leaders/Coaches against a child availing of our activities.
* Procedures for the safe recruitment of Leader or Coaches to work with Registered Members.
* Procedures for access to child safe guarding training and information.
* Procedures for the reporting of child protection or welfare concerns to the Statutory Authorities.

Ace Athletics Club is committed to ensuring that registered members enjoy their sport in a safe, fun and fair way and we would appeal to everyone involved in the club to play their part. Child protection in sport is all our responsibility. We all have a duty to care to act if we have a concern for a child or a young person. The wellbeing and safety of all children and young people is paramount. **(For more detail on the above procedure refer to*: Ace Athletics Club Child Safe Guarding Statement, Club Safe Guarding Risk Assessment, Policies and Codes of Conducts for above procedures.)***

# **BULLYING POLICY**

Bullying is not an accepted behaviour of any member of the Ace Athletics Club. Bullying a Child, Leader/Coach, Parent/Guardian will not be tolerated. Anyone found guilty of bullying other members within the club will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

## 6.1 What is bullying?

Bullying is recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical(e.g. hitting, kicking, theft), verbal(e.g. racist or sectarian remarks, threats, name-calling) and emotional(e.g. isolating an individual from the activities and social acceptance of his peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

## 6.2 Action in the event of a reported case of bullying

* In the event that a juvenile member [[1]](#footnote-1) reports having being bullied, the child should be given time to explain how they were/ are being bullied and they should be reassured they are right to report the incidence.
* The Leader/Coach documents (using Ace Athletics Club Incident Report Form) the report and notifies the report to the Club Childrens’ Officer(s).
* The Leader/Coach should only speak generally to the alleged perpetrator of the bullying to ascertain the issues without revealing the name of the child who reported it. If satisfied that bullying is occurring, the Leader/ Coach (in the company of a Children’s Officer) points out to the perpetrator that it’s not acceptable to pick on others like this and that s/he needs to correct their behaviour. A record of this conversation should be kept for future reference with the Clubs Children’s Officer.
* If the behaviour reoccurs with the same or another victim, the leader or coach approaches the perpetrator again and explains that this behaviour is not appropriate or in line with the clubs Anti-Bulling Policy. A record of this conversation should be kept for future reference with Children’s Officer.
* If the behaviour reoccurs a 3rd time, the Leader/ Coach discusses the matter with the perpetrator's parent/guardian again and re-emphasises the unacceptability of such behaviour and refers them to the Club anti-bullying policy. A record of this conversation should be kept for future reference with the Children’s Officer.
* If the behaviour continues, the perpetrator's parent/guardian will be asked to remain at training in order to supervise their child's behaviour.
* If the behaviour continues, the Complaints or Appeals Procedures will be followed.
* The Committee of Ace Athletics Club will be informed of any incident of bullying within the club so that the policies and practices can be reviewed on a regular basis.
* Children’s Officer will keep the child and their parents or guardians informed of the committee’s action following the bullying, the child’s feelings and perspective will always be considered.

# **COMPLAINTS, DISCIPLINARY/DISPUTE PROCEDURE & APPEALS**

The following procedure complies with the principal steps outlined in the **Athletics Ireland Code of Ethics for complaints, appeals and disciplinary procedures (p.13).**

***Please note that this procedure does not cover any Child Welfare concerns. All child welfare concerns are governed by the Code of Ethics and Good Practice for Children’s sports as detailed in article 24 of the Memorandum and Articles of Association of the Athletic Association of Ireland. If the complaint involves suspected abuse or a criminal offence the Designated Liaison Persons of the club should be consulted and will report to Mandatory Person of Athletics Ireland / Tusla and if out of hours to An Garda Síochána (see Section 8).***

## 7.1 Arrangements for management of complaints, disciplinary/dispute procedure and appeals within the club

The following steps should be followed in the event of a dispute or a complaint (including an allegation of bullying) being received by the club by a registered member within the Ace Athletics Club:

* The complaint should be received in writing by the Club Chairperson and Secretary or Children’s Officer.
* The member against whom the complaint is made should be informed of the nature of the complaint being made against them within 1 working day or as soon as is realistically possible.
* A disciplinary committee consists of 3 members – one member of the executive committee, Children’s Officer and ordinary club member.
* This committee should meet and review the complaint and discuss separately with the complainant and the accused member. This should be done within 10 working days or as soon as is realistically possible.
* The disciplinary committee should notify the member of any sanction being imposed or not. The notification should be made in writing setting out the reasons.
* If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
* The member has a right to appeal any decisions to an appeals committee independent of a disciplinary committee. Any appeal should be made in writing to the Club Chairperson and Secretary or Children’s Officer within 10 working days of the decision of the disciplinary committee.
* The Appeal Committee consists of 3 new members one of whom will be appointed Chair ( none of whom has participated on the disciplinary committee leading to the appeal). One member of the executive committee, a Children’s Officer and an ordinary club member.
* The club appeals committee has the power to confirm set aside or change any sanction imposed by the disciplinary committee.

## Dispute escalation procedure

In the event that a dispute cannot be settled within the club, then the matter is referred to the County Board, and further on to the Provincial Council and National Governing Authority as outlined below

### 7.1.1 Referral to County Board

If any party is not satisfied with the outcome at club level the matter shall be referred to the county board for consideration. “(The County Board) shall decide any dispute that may arise between registered members, if called upon to do so” (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a County Board, item 8).

### 7.1.2 Referral to the Provincial Council

If at the County Board level the party is not satisfied with the outcome the matter shall be referred to the Provincial Council for consideration. “(The Provincial Council) shall decide any dispute that may arise between registered members, if called upon to do so” (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a Provincial Council, item 6).

### 7.1.3 Referral to the National Governing Body

If at the Provincial Council level the party is not satisfied with the outcome the matter shall be referred to Athletics Ireland for consideration under Article 25(f) of the Memorandum and Articles of Association of the Athletic Association of Ireland. All decisions issued under the appeals procedure set out in Article 25(f) and Article 25(g) may be appealed exclusively by referral to Just Sport Ireland within 14 days after the decision has been communicated to the person or body in respect of whom or which the decision was made, for final and binding arbitration in accordance with the Just Sport Arbitration Rules.

All costs associated with Just Sport Ireland will be the responsibility of the person or persons disputing the decision(s) issued under the appeals procedure by Athletics Ireland.

Written confidential records of all complaints will be stored and confidentially kept in a secure location. Only parties who participated in the process shall have access to these records. Once a binding decision has been concluded upon records will be maintained for 24 months and thereafter destroyed.

# **REPORTING PROCEDURE FOR ALLEGED OR SUSPECTED CHILD ABUSE**

Ace Athletics Club has agreed procedures to be followed in cases of alleged child abuse.

## The reporting procedure in respect of suspected child abuse (reported to the Designated Liaison Person of the Club)

The investigation of suspected child abuse is the responsibility Tusla or the Garda Síochána if out of hours. If you have a concern that a child is being abused you should act on it. It is the Designated Liaison Persons (Relevant Person) responsibility in the club to record and report, not investigate. 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 young people. If you have a child abuse concern, report to Relevant Person who is Designated Liaison Person within the club. If the concern merits reporting the Mandatory Person within Athletics Ireland is informed by the Clubs Designated Liaison Person. The Mandatory Person within Athletics Ireland will make the report to Statutory Authorities (Tusla or if out of hours An Garda Síochána) and then confirm with Relevant Person that report has been made. Alternatively Relevant Person will make report to Statutory Authorities (Tusla or if out of hours An Garda Síochána) and inform Mandatory Person of Athletics Ireland that this report has been made. If unsure as to whether an incident merits making a report, it is recommended to ring Tusla for guidance. The issue of confidentiality is important. Information is on a ‘need to know’ basis. For making mandated report see also Children First, National Guidance for the Protection and Welfare of Children, 2015, Chapter 3. Any person who suspects child abuse or neglect should inform the parents/carers if a report is to be submitted to Tusla/An Garda Síochána, unless doing so is likely to endanger the child (Children First 3.2.9).

Mandated Persons (in this case, Mandated Person in Athletics Ireland) have two main legal obligations under the Children First Act 2015. These are:

1. to report the harm of children above a defined threshold to Tulsa;
2. to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report (Children First National Guidance for the Protection and Welfare of Children p.19).

It is important to note that anyone can report a concern about a child to Statutory Authorities.

**County Contacts for HSE Children and Family Services/ Tusla**

**Louth/ Meath**

Grainne Sullivan: Child and Family Agency Louth/Meath Enterprise Centre Trim Road Navan Co Meath

Tel 046 9098500, [GrainneSullivan.LM@tusla.ie](mailto:GrainneSullivan.LM@tusla.ie)

**Child Protection and Welfare Social Workers**

Dundalk (042) 939 2200,   
Ballsgrove Health Centre, Drogheda: (041) 983 8574,   
Child & Family Centre, Dublin Road, Drogheda. Tel: (041) 983 2963

\*\*Outside Working Hours - all matters should be referred to An Garda Síochana\*\*.

## 8.2 Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Children’s Officer/ Designated Liaison Person of the club. The information should be checked out and handled in a confidential manner.

## 8.3 Rumours

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

# **DATA PROTECTION POLICY**

This policy outlines how Ace Athletics Club is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1988 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation).

This policy explains how the information we collect about you is used, processed and archived for the purposes of your involvement with Ace Athletics Club. By submitting your personal data, you agree to this transfer, processing and archiving. We will take all reasonable steps to ensure that your data is treated securely and in accordance with best practice. The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures and best practice to protect your personal information.

## 9.1 The information that you provide on the Ace Athletics Club Registration Form

* **Name, Address and Date of Birth** is used to register athletes with Athletics Ireland. Upon registration a unique Athletic Ireland Membership number is generated. This number is required to enter an athlete into any Athletics Ireland Competition. The following Club Officials have access to this information: Chairperson of the Club, Secretary and Treasurer of the Club.
* **Child/Children’s name, disclosed medical information, parent(s)/guardian(s) contact information:**  is communicated to all Leader(s)/Coach(es) so that in the event of a medical emergency or a child presenting unwell during a training session/away event or competition, a parent/guardian can be contacted swiftly.
* **Nominated Telephone number for ‘Parent WhatsApp’ group**: is required so that parents can be added to the Club Parents WhatsApp group, Ace Athletics Club primary communication medium. All notices in relation to Club updates/events are posted on this site. From time to time the Club will post details of local relevant initiatives by communicating them on the Parents group WhatsApp. All members of the Parents group WhatsApp require permission from the Chairperson or Secretary of the Ace Club before posting any notice to the group. If permission is not sought we reserve the right to request the deletion of the post. Coupled with this to minimise the occurrence of inappropriate postings can we ask you all to be vigilant; ensuring your phones are secure at all times. At any point if time you can remove your number from this group but please be aware that you will miss out on updates from the Club.

All data recorded on the form is transcribed to a password protected master excel file which is saved to a google drive which can only be accessed by the Club Officials; All data is deleted within the first month of the following registration year, normally on or before by January 31st of that year,

Hard copies all registration details from the previous year (i.e. completed forms and supporting documentation) are confidentially destroyed on or before January 31st of the following registration year.

## 9.2 The information provided on the Garda eVetting form required to become a Leader or Coach for Ace Athletics Club.

* Garda Vetting Data is securely shredded once Chairperson of the Ace Athletics Club has processed the application.

## 9.3 The information that you provide on the Ace Athletics Club Training Attendance records

* Complete **Training Sign in/out sheets** are required to manage child safety effectively on any given training session. Occasionally attendance data maybe referred to for selecting teams for competitions. Completed forms are stored by the Club Secretary for a period of one calendar year afterwards i.e sign in records for 2018 will be retained until January 2019 and so on thereafter they will be confidentially destroyed.

## 9.4 The information recorded on the Ace Athletics Clubs incident report forms and complaints, disciplinary/disputes procedures and appeals

* **Incident reports** are required to record details, circumstances and outcomes of any incident involving an athlete while attending training or a competition or event. Completed forms are copied by the Leader or Leader Support who completes the form and saved to the Ace Athletics Club Google Drive. All hard copies are confidentially destroyed, within 10 working days from recording of incident). Incident reports will be retained for a period of 3 years.
* **Complaints, disciplinary/disputes procedure and appeals** written records of all will be stored and confidentially kept in a secure location. Only parties who participated in the process shall have access to these records. Once a binding decision has been concluded upon records will be maintained for 24 months and thereafter destroyed.

## 9.5 The information that you provide on any competition entry forms processed by Ace Athletics Club

* **Competition entries and results** are maintained by the Ace Athletics Club Google Drive (for a period of 24 months) and/or WhatsApp group. This information will be available to Leaders/ Coaches for the purposes informing team selection when required.

## 9.6 Finding out what information Ace Athletics Club holds about you

Under the Data Protection Legislation, you can ask to view any personal information that the Club hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the club Data Protection Officer. You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting. Your club has 30 days to respond to your subject access request.

1. Reports of bullying may also come from the parent to athletics Leader/ Leader Supports. [↑](#footnote-ref-1)