



Moycullen Basketball Club

Juvenile Section

Operating Principles



Table of Contents

Child Protection Policy Statement	3
Data Protection statement	3
Coaches, Managers & Club Officials	4
Players Code of Behaviour	4
Managers Responsibilities	5
Reporting of suspected or disclosed abuse	6
Etiquette for trips Away from Home	6
Accident Report Form	7
Incident Report Form	8

Child Protection Policy Statement

Moycullen Basketball Club will adhere to the recommendations of the *Code of Ethics & Good Practice For Childrens Sport*, published by the Sports Council. Moycullen Basketball Club will refer any child protection and welfare issues to the appropriate agencies. In particular if Moycullen Basketball Club encounters or has concerns or suspects abuse of a child or young person it will report these concerns to the HSE and/or An Garda Síochána. Moycullen Basketball Club's Child Protection Policy and Procedures are accessible to all members/parents at its website www.moycullenbasketball.ie

Moycullen Basketball Club will endeavour to safeguard our junior/underage players by -

- Adopting this child protection policy and a set of guidelines for players, coaches, managers & club officials
- Ensuring that all players, coaches, managers & club officials adhere to the Club's child protection policy and guidelines.
- Sharing information about concerns with agencies that need to know and involving parents and children appropriately.
- Making all new coaches, managers & club officials aware of our child protection procedures and policies.
- Ensuring that all coaches, managers undertake the Code of Ethics course
- reviewing our policy and good practice at regular intervals.
- Establishing safe recruitment and vetting practices with the aim of ensuring that those appointed have the appropriate motivation and skills to undertake the work for which they are recruited and to prevent the recruitment of those who might pose a risk to children.
- Ensure that our members can play in a safe environment.

Data Protection statement

The person who comes forward with a disclosure, allegation or suspicion of child abuse should be assured that the information will be treated with all possible confidentiality and that it will be revealed only to the statutory authorities with responsibility for safeguarding children and to the club's Child Protection Officer.

Respect and due regard will be shown both to the person making the complaint and the subject of the complaint.

The person who encounters an allegation or suspicion of child abuse must not discuss this information with anyone other than those specified in these procedures.

Anonymous allegations: Allegations or concerns about child abuse that are raised by a person who wishes to remain anonymous should be treated carefully. It is difficult to act on information unless at some point the name of the person raising a concern or making an allegation becomes known. The person raising the concern should be informed that anonymity will restrict the ability of professionals to access information or to intervene to protect a child.

Coaches, Managers & Club Officials

- Treat all children and young people equally
- Listen to and respect children and young people
- Provide encouragement, support and equal praise (regardless of ability)
- Use appropriate language
- Encourage a positive atmosphere
- Offer constructive criticism when needed
- Treat all children and young people as individuals
- Respect a child's or young person's personal space
- Be cognisant of a child's or a young person's limitations, e.g. a medical condition
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race and sexual orientation
- Do not leave children unattended or unsupervised
- Complete the Child Protection course as per *Code of Ethics & Good Practice for Children's Sport* recommendations.
- Ensure First Aid kit is available at all training sessions and at games
- With respect to First Aid, unless qualified to deliver basic First Aid by the Red Cross (or equivalent), the coach or manager should limit care to the application of plasters, freeze sprays & ice packs. If more serious injuries occur, the manager/coach should call the Parent *emergency* phone number or ambulance.

Players Code of Behaviour & rules

- You must be a registered member of Moycullen Basketball Club in order to take part in training and games.
- Obey the instructions of the coach or manager at training and games always.
- Do not leave the hall during training or games without the permission of the coach or manager.
- Suitable footwear and playing gear must be worn at training and games.
- All jewellery must be removed during training and games.
- Players are expected to behave with respect to other players, opponents, coaches, referees, managers and the training facilities before, during and after practice and games.
- Treat all other team members with respect, and never bully others.
- Abide by the rules of the club.
- Do not spread rumours.
- Do not shout or argue.
- Do not use violence with others.
- Play fair and never cheat.
- Talk to the person in charge if you have a problem of any kind.
- Do not use cameras in the dressing room.
- A player failing to adhere to this code of behaviour or obey the club rules may be suspended from training or have their membership terminated.

Managers Responsibilities

Administration

- a) Ensure that all players have completed a member's registration form and paid the appropriate membership fee.
- b) Arrange parent rota for U8/9/10 (at a minimum) teams at training sessions. Managers can arrange for older groups also – though not a compulsory requirement.
- c) Ensure contact numbers for all parents available at training sessions and games in case of emergency
- d) In the case of an accident or incident at a training session or game, managers need to fill out an Accident Report Form or Incident Report Form, available on the website (www.moycullenbasketball.net) or from the Child Protection Officer. Completed form should be returned to the Child Protection Officer
- e) Write match report if possible
- f) Keep match stat sheet (League & Cup games)
- g) See also “etiquette for trips away from home”.
- h) Inform hall manager of any changes of hall times and pass on rota of coaching sessions with list of dates to players. (i.e. mid-term breaks training or not)
- i) Ensure drivers to away games are compensated.

Tournament Logistics

- Ensure team is registered
- Arrange travel
- Arrange accommodation
- Get consent for overnights
- Ensure First Aid bag available
- Ensure full team kit available (& alternative in case of colour clash)
- Ensure parents have contact numbers & logistics in advance
- Ensure appropriate adult/child ratio on trip
- Ensure appropriate same sex supervision
- Arrange referees/table officials for home games

Communication

- a) Advise players & parents of training & game times. Managers should only text parents with information, at no time should a manager text an underage member (17 or under)
- b) Liaise with Hall coordinator to arrange venues
- c) Interface between parents and coaches on all points (selection, issues etc)

Discipline

Advise players of club expectations -

- a) Fairness
- b) Do one's best
- c) Never cheat

- d) Always be punctual.
- e) Always play by the rules
- f) Shake hands after the game & mean it!
- g) Respect officials
- h) Respect fellow team members
- i) Respect opponents
- j) Be modest in victory & gracious in defeat
- k) Never lose one's temper
- l) Remember Basketball is a team game

Reporting of suspected or disclosed abuse

The Child Protection Officer (CPO) is the contact person for all club members who wish to report a concern they have or a concern reported by a third party on any aspect of a child's or young person's safety and welfare. If the designated person for the club is not available please contact the chairperson of the Junior committee. It is the responsibility of the designated person to support and advise about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the Child Protection Officer to liaise directly with the Health Service Executive (HSE) or An Garda Síochána where appropriate. The CPO name & contact number is available on the Moycullen website @ www.moycullenbasketball.net.

Etiquette for trips Away from Home

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies.
- Adequate insurance should be in place.
- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained on away trips.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be supervising in dormitories in which children or young people are sleeping
- Under no circumstances should an adult share a bedroom with a young person

Accident Report Form

Date of accident: _____
Reported by: _____

Title: _____

Names of parties involved: _____

Location of activity: _____

Type of activity: _____

Time: _____

Details of accident:

Parents/Guardians informed: Yes/No [please circle].
Form completed and signed by: _____

FOR CLUB USE ONLY REPOSE

Date: _____
Action taken: _____

Signed: _____

Comments: _____

Accident & Incident forms for U18 down: forward to CPO

Accident & Incident forms for U20 & above: forward to Senior Men's Secretary

Incident Report Form

DETAILS OF PERSON REPORTING:

FORENAME: _____ SURNAME: _____

ADDRESS: _____

TEL: _____ EMAIL: _____

YOUR POSITION: _____

ARE YOU REPORTING YOUR OWN CONCERN OR THAT OF SOMEONE ELSE?

OWN CONCERN

OTHER PERSONS CONCERN

DETAILS OF PERSON CONCERNED (IF DIFFERENT FROM ABOVE):

FORENAME: _____ SURNAME: _____

ADDRESS: _____

TEL: _____

EMAIL: _____

PARENTS/GUARDIANS NAMES AND ADDRESS

IF IT IS A CHILD PROTECTION ISSUE THEN PLEASE FILL OUT THE FOLLOWING INFORMATION:

HAVE THE CHILD'S PARENTS BEEN INFORMED? YES / NO

HAVE EXTERNAL AGENCIES BEEN CONTACTED? YES / NO

GARDAI: _____ DATE: _____ TIME: _____

NAME: _____ TEL: _____

ADVICE:

HSE: DATE: _____ TIME: _____

NAME: _____ TEL: _____

ADVICE:

OTHER*: _____ DATE: _____ TIME: _____

NAME: _____ TEL: _____

ADVICE:

* i.e. BASKETBALL IRELAND, SOCIAL SERVICES, NSPCC

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Remember to maintain confidentiality on a *need to know* basis. Do not discuss this incident with anyone other than those who need to know. A copy of this form should be sent to the Moycullen Basketball Club's Child Protection Officer and Chairman, the social services after the telephone report, and to the Basketball Ireland Children's Officer for monitoring purposes.

Accident & Incident forms for U18 down: forward to CPO

Accident & Incident forms for U20 & above: forward to Senior Men's Secretary