

Checklist & Notes for Club Authorised Person Validating ID & Sending Forms to CI

Cricket Ireland wishes to provide the best possible environment for children and vulnerable adults in all our clubs. There is an expectation on Club Leaders, Parents, Volunteers, and the Players to adhere to some guidelines to help achieve this. Codes of conduct are an integral part of any club and sporting organisation. They set a standard of behaviour that help build a club's culture and make it easier to deal with conduct and behaviour issues as they arise. These can be many and varied, from on-field incidents, side-line abuse and mismanagement, to inappropriate social media posts, unfair treatment, poor sportsmanship and more. Codes of conduct set expectations for everyone involved – from the administrators, coaches, and officials, to players, parents, and spectators.

The code of conduct should be informed by the club/sporting organisation's risk assessment and be a tool in the management of specific risks. A code of conduct should be in place for administrators, coaches, officials, players, and parents. They outline the agreed standard of behaviour for everyone.

Sports Leaders, players, parents, and administrators are expected to conform to ethical standards in several areas. To be part of the team in an organisation or club it is required that all potential members sign an agreement to abide by the code of conduct and return it to the appropriate club officials.

Clubs looking for sample Codes of Conduct templates can review those provided by:

Sport Ireland (ROI): <http://bitly.ws/lyCa>

The CPSU (NI): <http://bitly.ws/lyCA>

Sports Leaders Code of Conduct (Including Adult Captains)

Leaders should familiarise themselves with the [Safeguarding Guidance for Children & Young People in Sport](#) and the Cricket Ireland Code of Conduct, and follow procedures if they suspect abuse, or receive complaints of abuse. The following outlines the standard behaviours expected of our leaders in our sport.

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism – each child will need attention according to their sporting needs.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility, or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role).
- Working in an open environment.
- Ensuring there is adequate supervision.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.
- Report any concerns to the Children's Officer or a Designated Liaison Person in accordance with this Code's reporting procedures.
- Make parents aware where cameras need to be used as a legitimate coaching tool. Obtain parental consent where needed.
- Complete the Safeguarding 1,2, and or 3 training (if applicable) and be committed to the values and guidelines of Cricket Ireland

Where possible, Leaders should avoid:

- Communicating with U18s on WhatsApp or social media, or sharing material with children via social media; any act of this nature should firstly be with the child's parent/guardian or have parental consent that states they have knowledge of this communication group and/or the material (i.e., they are informed there is a team WhatsApp group – this should also have at least three parents included as moderators)
- Any contact with children not related to coaching, matches and cricket related activity.
- Touching unnecessarily to show a technical move. If a person can do it themselves give them direction, ask them to do what is needed (i.e., can you put your armup like this? If that doesn't work, ask them 'is it ok if I move your arm/leg' etc)

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need-to-know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Always avoid the use of alcohol whilst responsible for young people e.g., training sessions, events and on trips with young people.

Please complete the details below as acceptance of the above:

_____	_____	_____
Sports Leader signature	Print name	Date
_____	_____	_____
Designated Liaison Person signature	Print name	Date

Code for Parents/Carers

Parents/Carers play a key role in the promotion of an ethical approach to sport and young people's enjoyment in sport. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Sports Leaders need the support of parents/guardians in conveying the Safe, Fun and Fair Play message.

You should help and support the implementation of best practice policies in your child's/ children's Club by following the guidance below.

- Respect the rules and procedures set down in the Child Safeguarding Policy of Cricket Ireland
- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by the Code.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.
- If you wish to raise an issue with a Leader, this should be addressed with the Leader in an appropriate manner and not in front of children and young people.
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
- 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.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children.
- Promote fair play and the positive aspects of sport.
- 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 sports club/organisation.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- 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.
- You should have the opportunity to put forward suggestions and comments.
- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially regarding the use of smart phones, any type of camera and videoing equipment.
- Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

Please complete the details below as acceptance of the above:

Child's Name

Print name

Parents/Guardians signature

Print name

Children's Officer/
Designated Liaison Person signature

Print name

Date

Code for Young People and Vulnerable Adults

Children and Vulnerable Adults have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including child and vulnerable adult members of sporting organisation/ clubs. Children and Vulnerable Adults must be encouraged to realise that they also have responsibilities to treat other participants and Sport Leaders in Cricket with fairness and respect.

Within Cricket you should be entitled to:

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults, and other athletes.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity, and respect.
- Have a voice in the decisions that affect you within the Club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development, and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all sports leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious to oppositional teams
- Respect other athletes and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong.
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes, or your opponent, this includes never taking/damaging their property, never spreading rumours, or telling lies about other young people or adults.
- Keep to rules and guidelines set by Cricket Ireland, the Provincial Union and your Club and make sure you understand the laws of Cricket
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents.
- Behave in a manner that is respectful towards your organisation and your club.

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- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children’s Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

Please complete the details below as acceptance of the above:

Young persons signature

Print name

Children’s Officer/
Designated Liaison Person signature

Print name

Date

Code for Committees

Committees should follow the points as below:

- Be familiar with the Cricket Ireland Safeguarding Policy and Codes of Conduct and any Club rules.
- Within your Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.
- Carry out your required duties for your Club with the understanding that the welfare of children is paramount.

Follow the Cricket Ireland policies & procedures so that all activities are in accordance with this document:

- Create safe environment for young people.
- Ensure the codes of conduct are in place for all involved.
- Provide adequate supervision for training sessions with attendance record being kept.
- Recruit volunteers/employees including vetting and training is completed.
- Understand and implement the complaints and disciplinary procedures.
- Ensure safe induction and supervision of volunteers/employees.
- Ensure other activities follow procedures e.g., away trips.
- All required procedures contained in this document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including:

- Recording all incidents.
- Reporting the incident/accident or injury.
- Informing the parent or guardian (if child involved).

Additional Information:

- Keep and store securely all documentation with respect to meetings, correspondence, and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise, and implement rules in the best interests of young people and vulnerable adults and taking into consideration the best interest of the club. Rules should not contravene any Cricket Ireland rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g., e-mail, web posting, use of noticeboards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities e.g., fun day out, fundraising.

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- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Club Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Club Children's Officers and Coaches/Teachers may not be appointed/elected members of the committee.

Please complete the details below as acceptance of the above:

Club Name

Club Committee Member role

Club Committee Member Signature

Print Name

Date