

Malahide Cricket Club



Code of Ethics & Good Practice

in

Malahide Cricket Club

The guidelines in this document are based on 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

Our Duty to Care, DHSS, 2000

Co-operating to Safeguard Children (NI), 2003

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Principles and Core Values

The work of *Malahide CC* is based on the following principles that will guide the development of cricket for young people. 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 cricket. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

- **Importance of Childhood**

The importance of childhood should be understood and valued by everyone involved in sport.

- **Needs of the Child**

All children's experiences should be guided by what is best for children.

- **Integrity in Relationships**

Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.

- **Fair Play**

All children's sport should be conducted in an atmosphere of fair play.

- **Quality Atmosphere and Ethos**

Standards of behaviour for leaders and children in cricket are as important as standards set for sports performance. Standards of excellence extend to personal conduct.

- **Competition**

Competition is an essential element of sport and should be encouraged in an age-appropriate manner. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate places.

- **Equality**

All children should be treated in an equitable and fair manner regardless of ability, age, gender, religion, social or ethnic background or political persuasion. Children, irrespective of ability or disability, should be involved in cricketing activities in an integrated and inclusive way, wherever possible.

Policies

The following statement is to be written into the Constitution of Malahide CC:

"The organisation is fully committed to safeguarding the wellbeing of its members. Every individual involved in organised cricket should, at all times, show respect and understanding for their rights of 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 Ireland."

In Malahide CC, our first priority is the welfare of the young people and we are committed to providing an environment which will allow participants to perform to the best of their ability, free from bullying and intimidation. Malahide CC wishes to provide the best possible environment for all young people involved in cricket. 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.

Organisational Responsibilities

To maximise compliance with the *Code*, Malahide CC will:

- Amend its procedures to reflect a safe and clearly defined method of recruiting, selecting and managing
- Appoint a Designated Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. The Designated Person will be a member of the Executive Committee
- Ensure that disciplinary, complaints and appeals procedures are in place
- Be represented by appropriate personnel at all training workshops dealing with the *Code*
- Appoint a Children's Officer
- Review its child protection procedures regularly
- Promote contact with representatives of the Statutory Authorities

Responsibilities of National Designated Person

** The name and contact details of the Designated Person is contained in the Appendices to this document.*

The Designated Person should:

- Have knowledge of the *Code of Ethics* and statutory guidelines
- Undertake training in relation to child protection
- Assist with the ongoing development and implementation of Malahide CC's child protection needs
- Be familiar with and carry out reporting procedures as outlined in Appendices of this document
- Be aware of national and local services responsible for child protection
- Inform Health Services Executive and /or An Garda Síochána of relevant concerns about children
- Liaise with Statutory Authorities and other agencies as appropriate
- Ensure that coaches / managers are aware of allegations against them
- Ensure that an individual case record is maintained of action taken by the Malahide CC, the liaison with other agencies and the outcome
- Ensure that records are kept in a secure location and access is on a "need to know" basis

Children's Officer(s)

** The name and contact details of the Children Officer (s) will be contained in the Appendices to this document.*

The Children's Officer should have access to the Executive Committee of Malahide CC to ensure that children's interests are kept on its agenda.

The role of the Children's officer involves:

- Familiarisation with *Children's First and Our Duty of Care* to ensure that they can act as an information source
- Commitment to attendance at appropriate training
- Co-ordination of training of others
- Promotion of the values, attitudes and structures which make sport enjoyable for young people
- Circulation of relevant information and resource materials
- Ensuring that club's rules, regulations and structures are child-centred
- Ensuring that drop-out rates and transfers are monitored

- Assisting in the development of a record-keeping system which maintains confidentiality while allowing for appropriate information to be passed on to relevant authorities where necessary
- Ensuring that Malahide CC develops a *Code of Ethics and Practice* which involves a policy statement, code of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures

Procedures

** Designated Persons or Children Officers do not have the responsibility of investigating or validating child protection concerns within Malahide CC.*

Malahide CC's discipline, complaints and appeals procedures are as follows:

- A Code of Conduct reflecting a child-centred ethos has been drawn-up and disseminated
- Any complaints should be made in writing to the Children's Officer and be responded to within 5 working days. The Discipline Sub-Committee will be informed
- If the complaint involves suspected abuse or a criminal offence, the designated person is consulted and the Disciplinary Sub-Committee informed that it has no function in this instance. The statutory authorities are then informed.
- The Discipline Sub-Committee reviews any relevant paper work and holds any necessary meetings. It informs the Executive of the progress of the disciplinary process within 10 working days
- The Discipline Sub-Committee furnishes the individual with details of the complaint and affords him/her the opportunity to respond either in writing or at a meeting
- Written records are kept safely and confidentially
- Where it is established that an incident of misconduct has taken place, the Discipline Sub-Committee will notify the member of any sanction being imposed. The notification will be in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to parents / guardians.
- Any appeal against the decision of the Discipline Sub-Committee must be made in writing within 10 days of the decision. The Chair of the Appeals Sub-Committee will be a member of the Executive
- The Appeals Sub-Committee has the power to confirm, set aside or change any sanction imposed by the Discipline Sub-Committee

Recruitment and Selection of Managers / Coaches

- Malahide CC will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified. Recruitment and selection procedures apply to all persons with substantial access to young people, whether paid or unpaid.
- The responsibilities of the role and the level of experience/qualifications required are clearly stated beforehand. (Sample Application form is contained in the Appendices)
- References will be needed and will be followed up where possible.
- All coaches and managers will be vetted in line with Cricket Ireland procedures, and the point of contact with Cricket Ireland will be Malahide CC. After making final decision about an applicant, the original information sent to vetting authorities will be destroyed. A note will be kept stating that the check was carried out.
- A decision to appoint a coach/ manager/ selector is the responsibility of Malahide CC and not of any one individual within it.
- An informal interview will be conducted by two members of Malahide CC's Executive / Youth Committee / Cricket Committee. There will be a probationary period of 6 months.
- There will be a "sign-up" procedure whereby the newly recruited volunteers agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to Malahide CC's *Code of Conduct*.
- Education and training in the basics of child protection will apply to all personnel working with children or young members. *Malahide CC* will ensure that all managers or coaches who have not attended a child protection awareness workshop, will do so within 6 months of taking up a post.
- Every effort will be made to manage and support appointed coaches / managers / selectors. Adequate supervision will be provided so that a coach/ manager / selector do not have to work alone.

Practice

Guidelines for Managers / Coaches / Selectors / Club Officials

Malahide CC recognises the key role that coaches, selectors and team managers play in the lives of children in sport.

- Managers, coaches and selectors in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the steps necessary to ensure that positive and healthy experiences are provided.
- All coaches, managers, selectors and club officials should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in this *Code of Ethics*.
- All coaches, managers, selectors and club officials will be given a copy of Malahide CC's *Code of Ethics*. They should make themselves aware of the procedures contained within this Code, and comply with them.
- All coaches, managers, selectors and club officials must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- Once appointed, a coach / manager / selector / club official must act as a role model and promote the positive aspects of sport and of cricket and maintain the highest standards of personal conduct.
- Remember that your behaviour to players, other officials, and opponents will have an effect on the players in your care.
- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Care must be taken not to expose a child to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Insist that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.
- When travel/overnight travel is involved, management team which is travelling with children must sign a separate agreement. Parents and participants will also be asked to sign permission forms in these instances.
- 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.
- Coaches, managers, selectors and club officials are responsible for setting and monitoring the boundaries between a **working** relationship and **friendship** with players. It is advisable for coaches **not** to involve young players in their personal life i.e. visits to coach's home or overnight stays.

- When approached to take on a new player, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.
- When young players are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Managers, coaches or selectors who become aware of a conflict between their obligation to their players and their obligation to their governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned. In any such instance, priority must be given to the rights of the players.
- Managers / coaches / selectors should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' 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 managers/ coaches / selectors and a participant can often mean that they may learn confidential information about a player or player'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 player/family
- Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment
- Do not criticise other officials, coaches, managers, selectors and umpires. You are the role model for the children in your care
- Managers / coaches / selectors should refrain from smoking and consuming alcohol before and during coaching sessions.
- Managers / coaches / selectors should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport and with Malahide CC's Code of Conduct and follow the procedures if they suspect or receive complaints of abuse of any sort

Code of Conduct for Managers / Coaches / Selectors

Managers / Coaches /Selectors should :

- Be positive during session, praise and encourage effort as well as results
- Plan and prepare appropriately
- Put welfare of young person first.
- Encourage fair play, treat participants equally
- Recognise developmental needs
- Be up-to-date with knowledge and skill of sport for young people
- Involve parents where possible and inform parents when problems arise
- Keep record of attendance at training
- Keep a brief record of injury(ies) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise

Where possible Managers / Coaches / Selectors should avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to your home
- Taking children on journeys alone in their car

Managers / Coaches / Selectors must not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

Managers, coaches and selectors have a right to:

- Ongoing training and information with regard to child protection issues
- Support in the reporting of suspected abuse
- Access to professional support services
- Fair and equitable treatment by Malahide CC
- Be protected from abuse by children / youths, other adult members and parents
- Not to be left vulnerable when working with children

Any misdemeanours or general misbehaviour will be dealt with immediately and reported verbally to the Designated Person. Persistent breaches of the code will result in dismissal from Malahide CC. Dismissals can be appealed with the final decision being taken by the Executive of Malahide CC.

Duties and Responsibilities of Managers and Coaches of Youth Teams at Malahide CC

NB. Although, functions are being outlined separately, it is important to think in terms of managers and coaches acting as a management team. For example, the team manager is listed as having overall responsibility for discipline, but coaches are also expected to have a role and an input with regard to the behaviour and supervision of the players.

Team Manager	Team Coach
<ul style="list-style-type: none"> • Create list of squad members including coaching and support staff 	<ul style="list-style-type: none"> • Identify squad members in consultation with manager and other selector
<ul style="list-style-type: none"> • Attend winter and spring nets 	<ul style="list-style-type: none"> • Create a programme of training sessions
<ul style="list-style-type: none"> • Check eligibility of all members 	<ul style="list-style-type: none"> • Identify other coaching support required
<ul style="list-style-type: none"> • Liaise with team coach to establish a phone number for all squad members 	<ul style="list-style-type: none"> • Attend winter and spring training sessions
<ul style="list-style-type: none"> • Ensure that all squad members and /or parents are aware of all programme requirements / conditions, e.g. dates, times and venues of all training sessions, team meetings, team selection issues, passports, competition itinerary 	<ul style="list-style-type: none"> • Develop a knowledge of squad members' strengths and weaknesses with a view to further improvement
<ul style="list-style-type: none"> • Assemble information relating to squad members' medical conditions / dietary requirements 	<ul style="list-style-type: none"> • Develop a knowledge of competition regulations
<ul style="list-style-type: none"> • Select squad / team 	<ul style="list-style-type: none"> • In conjunction with manager, select squad
<ul style="list-style-type: none"> • Overall responsibility for discipline 	<ul style="list-style-type: none"> • Responsibility for discipline
<ul style="list-style-type: none"> • In conjunction with other selectors, establish rules relating to behaviour 	
<ul style="list-style-type: none"> • Liaise, as necessary, with other teams 	
<ul style="list-style-type: none"> • Ensure that all squad members are aware of requirements relating to dress code 	
<ul style="list-style-type: none"> • Be aware of pastoral issues for squad members 	<ul style="list-style-type: none"> • Ensure that all squad members are aware of warm-up times and areas
<ul style="list-style-type: none"> • Preparation of reports at end of season done jointly by Manager and Coach: 	

Guidelines for Parents

Malahide CC believes that parents / guardians / carers should:

- Be role models for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers
- Always behave responsibly and not seek to affect unfairly the game / player
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your child. Do not question publicly the judgement or honesty of umpires, managers, selectors or coaches. Respect umpires, coaches, organisers and other players
- 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 team mates and opponents
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.
- Read Malahide CC's policy guidelines on bullying and comply with its contents.
- Complete and return the Consent Form pertaining to their child's participation with Malahide CC
- Detail any health concerns pertaining to their child on the consent form. Any changes in child's state of health should be reported to member of management team before coaching sessions
- Ensure that their child is punctual for coaching sessions and games
- Collect their child on time
- Ensure that their child is properly attired for the weather conditions of the time

Parents or Guardians have the right to:

- Be informed of problems or concerns relating to their child
- Be informed if their child is injured
- Have their consent sought on issues relating to tours

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Malahide CC official. Persistent concerns or breaches will result in the parent / guardian being asked not to attend cricket games / coaching if their attendance is deemed to be detrimental to their child's welfare. The ultimate sanction should a parent / guardian continue to be breach of the code of behaviour may mean Malahide CC refusing permission for the child to continue their involvement in representative cricket.

Guidelines for Young Players

For the purposes of this document, young players are defined as those who are under 18 years of age.

Young players are entitled to:

- Be safe and to feel safe
 - Be listened to
 - Be treated with dignity, sensitivity and respect
 - Participate on an equal basis
 - Have fun and enjoy sport
 - Experience competition at a level at which they feel comfortable
 - Comment and make suggestions
 - Make complaints and have the confidence that they will be investigated fully by the Club
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- Appropriate confidentiality
 - Approach the Designated Person or Children's Officer with any questions or concerns which they may have

Children should not:

- Cheat
- Bully or use bullying tactics to isolate another player
- Harm team-mates, opponents or their property
- Tell lies about adults or other children
- Spread rumours

Expectations of Young Players

Code of Conduct to be read in conjunction with (i) *The Laws of Cricket - The Preamble - The Spirit of Cricket* and (ii) Notes of the Code of Conduct. After reading the Code of Conduct and the attached appendices, the player and his parent / guardian should sign the **Registration Form**. Selection will not be ratified until the **Registration Form** has been signed by the player and his parent (s) / guardian (s) and returned to the Manager of the team for which he /(she) has been selected.

The Code of Conduct

A Malahide CC player will, **without exception, and at all times**, for the duration of coaching sessions, tours and tournaments:

1. Respect and comply with all lawful decisions and directives of the Malahide CC Management Team
2. Respect and comply with the principles of the “Spirit of Cricket” as outlined in the Preamble to the *Laws of Cricket*.
3. Conduct themselves in a manner as befits their status as ambassadors for the Malahide CC
4. Players under 18 years of age are prohibited from drinking alcohol when involved in Club activities.
5. Respect and comply with the terms of the Malahide CC directive which bans, without reservation, the use of un-prescribed drugs and other controlled substances
6. Respect the property and belongings of others and maintain their accommodation, dressing room and practice facilities in a clean and tidy state.
7. Respect and comply with the terms of the Malahide CC Code of Conduct and Good Practice. If there are breaches of this Code, disciplinary proceedings will be initiated by Malahide CC’s Disciplinary Committee.

Notes on Malahide CC's Youth Code of Conduct

Players should note that:

- The **duration** of a tour or a tournament is taken to be **from** the time the player leaves the care of his /her parent or guardian prior to the team's departure for the tour / tournament **until** such time as the player is returned to the care of his / her parent / guardian following the player's return from the tour / tournament
- Before signing the Code of Conduct Acceptance Form, the Team Management will organise a special session to brief the players on all aspects of the Code of Conduct and to answer any questions on the term(s) of the code
- Before signing the Code of Conduct Acceptance Form, a player's parent(s) / guardian(s) will be given the opportunity to consult with the Team Management to obtain clarification on any of the term(s) of the Code of Conduct

The Preamble - The Spirit of Cricket

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the captains.

1. There are two Laws which place the responsibility for the team's conduct firmly on the captain.

Responsibility of captains

The captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game as well as within the Laws.

Player's conduct

In the event of a player failing to comply with instructions by an umpire, or criticising by word or action the decisions of an umpire, or showing dissent, or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain, and instruct the latter to take action.

2. Fair and unfair play

According to the Laws the umpires are the sole judges of fair and unfair play.

The umpires may intervene at any time and it is the responsibility of the captain to take action where required.

3. The umpires are authorised to intervene in cases of:

- Time wasting
- Damaging the pitch
- Dangerous or unfair bowling
- Tampering with the ball
- Any other action that they consider to be unfair
- **4. The Spirit of the Game involves RESPECT for:**
- Your opponents
- Your own captain and team
- The role of the umpires
- The game's traditional values
- **5. It is against the Spirit of the Game:**
- To dispute an umpire's decision by word, action or gesture
- To direct abusive language towards an opponent or umpire
- To indulge in cheating or any sharp practice, for instance:
 - (a) to appeal knowing that the batsman is not out
 - (b) to advance towards an umpire in an aggressive manner when appealing
 - (c) to seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side
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6. Violence

There is no place for any act of violence on the field of play.

7. Players

Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution to this.

Supervision and General Guidelines

Travelling with children

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 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. Recommended ratio is 1:8 under 12 and 1:12 over 12. This will depend on the nature of the activity, the age of the participants and any special needs of the group.
- Where there are mixed groups 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
- Clearly state time for start and end of coaching 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

Away trips / Overnight stays

- Written permission of parents / guardians to be obtained for all overnight away trips. This should include permission to travel, behaviour agreement, emergency contact numbers and medical or special needs (including permission to treat participant)
- All participants should sign a behaviour agreement
- Communicate with parents and participants with regard to travel times, competition details, other activities, gear requirements, and any other necessary details
- Rooming arrangements – adults should not share rooms with children, children 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).
- There must be at least one adult of each gender with a mixed party
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission
- Managers and coaches to pay particular attention to players' behaviour while on public transport

Safety

- Coaches / managers have a responsibility to ensure the safety of the players with whom they work
- 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 stocked up
- Ensure access to medical personnel if needed and have a 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 player's parents and keep them informed of all details
- Officials (umpires) should ensure the conduct of the game
- Managers / Coaches should hold appropriate qualifications required by Malahide CC
- Ensure parents / guardians are informed with regard to finishing time of sessions or events
- Implement safety requirements with regard to the wearing of helmets, bowling restrictions and fielding restrictions

Physical Contact

- 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 - Don't do something that a child can do for themselves
- Never engage in inappropriate touching

Insurance

- Malahide CC has Public Liability Insurance and appropriate Employer's Liability Insurance for employees.
- In addition there is a comprehensive Annual Travel Policy for all Malahide CC teams providing a high level of cover for medical Expenses etc.
- The Public Liability and Employer's Liability Insurance cover applies both home and abroad.
- Adults transporting children in their cars should be aware of the extent and limits of their motor insurance cover, particularly in relation to acceptable numbers and liability

The Use of Sanctions

The use of sanctions is an important element in the maintenance of discipline. Sanctions should only be used within the context of the Code of Conduct.

- Rules are clearly stated and agreed
- A warning is given if a rule is broken
- If rules are broken on a second or subsequent occasion, sanctions may be imposed and parents may be contacted
- Sanctions should not be imposed for errors which occur while playing
- Physical activity (laps or push-ups) should not be used as a sanction

- Sanctions should be used sparingly
- Where relevant, sanctions may need to be recorded

Use of Video / Photography and Mobile Phones

Malahide CC has adopted a policy in relation to the use of images of cricketers on its website and in other publications as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Rules to guide the use of photography:

- If a cricketer is named, avoid using their photograph.
- If a photograph is used, avoid naming the cricketer.
- Ask for the cricketer's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. (See parental consent form)
- Create recognised procedure for reporting the use of inappropriate images to reduce the risks to cricketers. Follow the child protection procedures, ensuring either the designated officer or the social service and/or police are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or leader of session. Malahide CC will display the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation in Malahide CC's Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. On no account should children be photographed or filmed without their permission and the permission of their parents".

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or event organiser by producing their professional identification for the details to be recorded. We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Not allow unsupervised access to athletes or one to one photo sessions at events
- Not approve/allow photo sessions outside the events or at a player's home

Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent/guardian.

Anyone concerned about any photography taking place at events or training sessions can contact the Children's Officer or Designated Person and ask them to deal with the matter.

Mobile Phones

Mobile phones are often given to young people for security, enabling parents to keep in touch and make sure they are safe. The use of mobile phones allows quick and easy contact, but it is important that mobile phones are not used to cross personal boundaries and cause harm for young people.

Managers / Coaches / Selectors

- Use group texts for communication and inform parents of this at the start of the season
- It is not appropriate to have constant communication with individual cricketers
- Do not use phone in locations such as changing rooms

Young people

- If you receive an offensive photo, email or message, do not reply to it. Save it, make a note of time and date and inform your parent / guardian /Children's Officer
- Be careful about the people to whom you give your number
- Do not respond to unfamiliar numbers
- Do not use your phone in locations such as changing rooms

Protection

Malahide CC has adopted a range of child protection policies and procedures to ensure the provision of a safe, positive and nurturing environment where children can develop and enhance their cricketing and social skills.

Substance Abuse

- The use of drugs, alcohol and tobacco is discouraged as being incompatible with a healthy approach to sporting activity
- Adults should act as role models for appropriate behaviour with regard to the use of drugs, alcohol and tobacco
- Use of any substance that is perceived to offer a short-cut to improved performances is discouraged completely
- Coaches have a role to play in educating those in their care as to the short and long-term effects of proscribed drugs or of substances taken to enhance performance

Psychological Stress, Burnout and Dropout

Burnout may be defined as a process resulting from an activity that was once a source of fun and satisfaction, but later becomes associated with physical and psychological distress. Among the measures which Malahide CC promotes to reduce the incidence of stress and burnout are:

- Listening and respecting the children's views about participation
- Encouraging the development of individual skills and effort
- Ensuring that children enjoy the activities in which they are involved
- Maximising the involvement of children by the use of full panel while at tournaments
- Attaining an appropriate match between the individual child's ability and the activity in which involved

What is Bullying?

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

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people.

Combating Bullying

The anti-bullying policy of Malahide CC includes the following measures:

- Ensures that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Raises awareness of bullying as an unacceptable form of behaviour
- Complaints procedure used if bullying occurs
- Provides comprehensive supervision at all games and during the course of tours
- Provides a supportive environment for victims of bullying
- Obtains co-operation of parents / guardians to combat bullying

Child Abuse and Protection Procedures

Malahide CC 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 are the concern of all adults at all times, irrespective of their role within the organisation. Personnel appointed by Malahide CC to oversee child protection procedures are listed at the end of this document.

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 board 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 player / official /member of Malahide CC but should be passed on to the Designated Person or to the Children's Officer who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within Malahide CC, in a paid or voluntary capacity, or those working in affiliated organisations, 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.

Protection for Persons Reporting Child Abuse, 1998 (IRL)

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or the Gardai (See 5.13.1 – ISC. Code). 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 Boards 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.

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 Designated Person with responsibility for reporting abuse. If the Designated Person 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 health board/social services who 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 Designated Person 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 Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with the local health board/social services. S/he will be advised whether or not the matter requires a formal report.
- (e) A Designated Person 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**
- (f) In instances where Malahide CC finds that it does not have reasonable grounds for reporting a concern to the Statutory Authorities, the member who raised the concern should be given a clear statement by the Designated Person of the reasons why Malahide CC is not taking action. The member should be advised that if they remain concerned about the situation, they are free to consult with, or report to, the Statutory Authorities
- (g) It is best to report child abuse concerns by making personal contact with relevant personnel in the Statutory Authorities and then to follow up in writing

Response to a Child Disclosing Abuse

- (a) Advise the child that it is not possible that any information will be kept a secret
- (b) Deal with allegation of abuse in sensitive manner by listening to and facilitating the child to tell about the problem
- (c) Stay calm
- (d) Do not make any judgmental statement about the person against whom the allegation is being made
- (e) Use non-specific questions such as "Can you explain what you mean by that?"
Let the child tell the story in his/her own words
- (f) Give the child a general indication of what will happen next such as informing parents / guardians, health board or social services

Allegations against Sports Leaders

Malahide CC has agreed procedures to be followed in cases of alleged child abuse against Sports Leaders. If such an allegation is made against Sports Leader working within Malahide CC, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse
- The procedure for dealing with the Sports Leader

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be necessary to protect children in its care

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

Steps to be taken

- Advice to be sought from local duty social worker with regard to any action necessary to protect the child who may be at risk
- Matter report to local statutory authorities by Designated Person
- The Chairman should 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, and to be accompanied by another adult.

- The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- The Executive Committee should be informed by the Designated Person that the leader has been asked to stand aside
- The Executive will consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

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.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed in a sensitive manner to the parents / guardians of the child about whom there are concerns
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality

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 or the Designated Person. The information should be checked out and handled in a confidential manner.

Rumours

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

Disclosing Information to Others Republic of Ireland

The Irish Sports Council recommends that best practice is to disclose the information requested by a third party which is given in order to provide protection to a young person now or in the future

Appendix 1

Youth Registration Form 2010 (to be completed by parent/guardian)

It is vital that every player is registered and fully paid up members as they will not be allowed to participate in training or matches until they are paid up.

Family Name: _____

Address: _____

Email: _____

Youth Members Name	Date of Birth	Medical Conditions/Allergies *

***Please provide any special dietary requirements, and the type of pain medication which may be given**

Mother's First Name: _____ Father's First Name: _____

Guardian Name: _____

Mother's telephone information (H) _____ (W) _____ (M) _____

Father's telephone information (H) _____ (W) _____ (M) _____

Guardian's telephone information (H) _____ (W) _____ (M) _____

Emergency Contact Person: Name _____ Telephone _____

1. Permission for my child to be brought to Doctors/Hospital in the event I cannot be contacted if medical attention is needed.
2. Throughout the year we take photos of our teams, individuals and also some at random, some of these pictures are published in the local newspapers, and put on the Club Website.
3. We also use a pool text to contact Parents/Guardians regarding match times, cancellations, etc.

I give my permission for the 3 points above. I also as a Parent/Guardian agree to abide by the Code of Conduct for Parents/Guardians set by the Malahide Cricket Club and I am aware that Malahide Cricket Club operates a Child Protection Policy. I am aware that a serious or continued breach of the Code may result in my child being refused permission to continue his/her involvement in Malahide CC without refund of annual subscriptions.

Signed Parent/Guardian _____ Date: _____

I as a player agree to abide by the Code of Conduct for Players of Malahide Cricket Club and The Laws of Cricket : The Preamble - "The Spirit of Cricket"

Players Signature _____ Date _____

Players Signature _____ Date _____

Players Signature _____ Date _____

Adult help is essential for safe and effective running of the Club and if you are willing to help in any way please indicate here: **YES/NO**

Malahide CC : Accident Report Form

Coach /Manager in Attendance: _____

Injured Party

Name: _____

Date of Birth: _____

Address: _____

Phone No: _____

School / Club: _____

Accident Details

Date: _____ Time: _____

Location: _____

Nature of Injury: _____

How it happened:

First aid involved: YES / NO

Medical attention sought : YES /NO

Parents informed: YES /NO

By Whom: _____

Form completed by : _____

Referred to Designated Person: YES / NO

Signature of Designated Person: _____

Malahide CC
Incident Report Form: Child Protection

Club / Agency:
Your name:
Your position:
Child's name:
Child's address:
Parent(s) / Carer's Name and address:
School:
Child's date of birth:
Date and time of alleged incident:
Your observations:
What did the child say ?
What did you say to the child ?
Action taken so far:
Signed:
Print name:
Date:

Do not discuss this incident with anyone other than those who need to know. A copy of this form should be sent to the social services /Health Board after the telephone report and to Malahide CC's Children's Officer for monitoring purposes.

Report of Designated Person / Children's Officer re Incident

External agencies contacted (date and time): _____ _____
Police: Yes /No. If yes, name and contact number: _____ _____
Details of advice: _____ _____
Social services: Yes / no. If yes, name and contact number: _____ _____
Details of advice received: _____ _____ _____
Other: Yes / No. If yes, name and contact number: _____
Details of advice received: _____ _____ _____ _____
Signature: _____
Print name: _____
Date: _____

Application Form
Youth Coach/Manager

Position applied for: _____

Full Name:

Any previous surname:

Current Address:

Date of Birth:

Telephone No.(s):

National Insurance Number/PPS:

List previous *experience/involvement* with youth teams at club. Include any other *experience* of working with children (ie under-18s) in a voluntary or professional capacity.

Coaching and other relevant qualifications:

Child Protection training (source(s) and date(s)):

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport? Yes/No

Do you agree to abide by the rules of Malahide CC ? Yes/No

Have you ever been asked to leave a sporting organization? Yes/No
(If you have answered yes, we will contact you in confidence)

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes/No

References*:

Please supply the name and address of two people whom we can contact and who, on the basis of personal knowledge of your work, are willing to endorse your application. One of these names should, if possible, be that of a coach or team manager in your current club or provincial union.

Name and Address of Referee 1:

Name and Address of Referee 2:

Signed _____ Date: _____

Appendix 5

Confidential Reference Form

(This form can be used as a telephone reference or used as a written reference)

The following person: _____ (list name)
has expressed an interest in working with _____ (name club /
organization) as _____ (list position)

*If you are happy to complete this reference, any information will be treated
with due confidentiality and in accordance with relevant legislation and guidance.
We appreciate you being extremely candid, open and honest in your evaluation.*

How long have you known this person?

In what capacity?

What attributes does this person have that would make them suited to this
work?

Please rate this person on the following (tick one box for each statement)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people. As an organization
committed to the welfare and protection of young people, we are anxious to

**Declaration of Manager / Coach / Selector /
Volunteer**

I understand the nature of my role and responsibilities at Malahide CC. I confirm that I have received a copy of the Induction Booklet outlining the Code of Ethics. I have read and understood the Code of Ethics, and I accept my responsibility for the children and young people entrusted to my care.

Name: _____

Signature: _____

Date: _____

**Permission Form
Travelling with Underage Participants**

EVENT: _____

VENUE: _____

DATES: _____

Travelling Volunteer

I hereby agree to abide by the guidelines and regulations contained in Malahide CC's Code of Conduct

Name: _____ Role _____

Date: _____

Parent / Guardian of Participant

I have read and accept the conditions and rules set down by Malahide CC for children travelling to matches and events.

Parent(s) /Guardian(s) Name: _____ Date:

Emergency Contact Number(s): _____

Young Participant

I have read and accept the conditions and rules set down by Malahide CC for children travelling to matches and events. I agree to abide by the rules

Name _____

Date _____

Contact Details for Malahide CC's Designated Person / Children's Officer(s)

Designated Person in Malahide CC to whom incidents should be reported is :

Mr. Stephen MacDonagh
Ph: 086 061 2984

Children's Officer(s):

TBA

European Cricket Council Safety Regulations

These Directives are applicable to all competitions played under the ECC Regulations, and they apply to boys and girls. Any reference to he / his should be interpreted to include she / her. Age groups are based on the age of the player on 1 September in the year preceding the competition. It must be noted that the Directives are aimed at an individual's age as opposed to the age group of the Championship being played. For example, a player who because of his age, falls into the under 15 group, must abide by the restrictions laid down for that age group. This will apply even though he may be playing in an under 17 Championship. He cannot bowl / field using the under 17 restrictions, he is still bound by the under 15 restrictions.

Fielding Restrictions

Fielders

- No young player in the under 15 age group or younger shall be allowed to field closer than 8 yards (7.3m) from the middle stump, except behind the wicket on the off side, until the batsman has played at the ball
- For those in the under 13 age group and below, the distance is 11 yards (10m)
- These minimum distances apply even if the player is wearing a helmet
- Should a player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back
- Any player in the under 16 to under 18 age groups who has not reached the age of 18, must wear a helmet, and for boys, an abdominal protector (box) when fielding within 6 yards (5.5m) of the bat, except behind the wicket on the off side.

Wicket-keepers

- Any wicket-keeper under the age of 18 (on the day of the match) must wear a helmet when standing up to the stumps
- This applies to all speeds of bowling.

Non-compliance with this Directive will result in the umpires stopping the game and instructing the wicket-keeper to put on a helmet, or stand back from the stumps.

Bowling Restrictions – amended for 2010

For the purpose of these Directives, a fast bowler is defined as a bowler to whom a wicket-keeper in the same age group would in normal circumstances stand back to take the ball. This does not preclude the umpires from insisting that these Directives apply even though the ability of the wicket-keeper means that he is capable of standing up to what they consider to be a fast bowler.

Directives for matches

Age	Max overs per spell	Max overs per day
Up to 13	5 overs per spell	10 overs per day
U14, U15	6 overs per spell	12 overs per day
U16, U17	7 overs per spell	18 overs per day
U18, U19	7 overs per spell	18 overs per day

Having completed a spell, a bowler cannot bowl again, from either end, until an equivalent number of overs to the length of his spell has been bowled from the same end. If a bowler only completes part of his permitted spell, the above restriction still applies. For example, if he is allowed 7 overs, but only bowls 4, he cannot bowl again, until 4 overs have been bowled from the same end. He cannot resume his `spell' after 2 overs from the same end, claiming that he is allowed another 3 overs to make up his 7. However, a bowler is allowed to change ends during a spell without taking a rest. This can only be done provided that he bowls the next permissible over from the other end. If there is an interruption in play, whether scheduled or not, he will be allowed to count time off the field as part of his `rest time'. During this interruption, the bowler may count every 7 minutes of the interruption as being equivalent to 1 over at each end.

If play is interrupted for any reason for less than 40 minutes, any spell in progress at the time of the interruption can be continued after the interruption up to the maximum number of overs per spell for the appropriate age group. In this case, the bowler cannot claim any time off the field as rest time and his spell will still be in progress even though play is suspended. If the spell is not continued after the interruption, the bowler cannot bowl again, from either end, until the equivalent number of overs to the length of his spell before the interruption has been bowled from the same end. If the interruption is of 40 minutes duration or more, whether scheduled or not, the bowler can commence a new spell immediately.

Once a bowler covered by these Directives has bowled in a match, he cannot exceed the maximum overs per day for his age group even if he subsequently bowls spin. He can exceed the maximum of overs per spell if bowling spin only, but cannot then revert to bowling fast until an equivalent number of overs to the length of his spell has been bowled from the same end. Any spell that includes fast bowling must not exceed the maximum number of overs per spell even if some of the spell is of spin.

In addition to these, the ECB also "recommend that in any 7 day period a fast bowler should not bowl more than 4 days in that period and for a maximum of 2 days in a row."

For example: in a tournament lasting 5 days, a fast bowler would bowl on days 1 and 2: not bowl on day 3: bowl on days 4 and 5.

Umpires' responsibility

The umpires are expected to monitor these players and keep records of the overs such players bowl. Once the maximum allowance for any one spell has been reached, they will inform the player and the captain accordingly, and will not allow the player to bowl again until the requisite rest period has been fulfilled.

Prior to the game, the manager /coach / captain will inform the umpires in writing, of any player who comes under this Directive. If during the game, the umpires consider that any other players come under this Directive, they shall inform the Tournament Director and manager / coach / captain as soon as is practical, that these players shall be subject to the above Directives.

Batting Directive

- Any batsman under the age of 18 (on the day of the match) must wear a helmet when batting
- Non-compliance with this Directive will result in the umpires stopping the game immediately and instructing the batsman to put on a helmet

Fast Bowling Directives for Practice Sessions

Age	Maximum Balls per session	Maximum sessions per week
Up to 13	30 balls per session	2 sessions per week
U14, U15	36 balls per session	2 sessions per week
U16, U17	36 balls per session	3 sessions per week
U18, U19	42 balls per session	3 sessions per week

The figures for the match and practice sessions are based on players bowling in no more than 3 matches or practice sessions per week for age groups up to and including U15, and 4 matches or practice sessions per week for age groups up to and including U19. Players can play in other matches provided that they do not bowl.

Nets

Outdoor

The emphasis should be on quality rather than quantity. These Directives encourage young fast bowlers to focus their efforts on shorter, more intensive spells. Consequently, young fast bowlers should be made aware of the importance of warming up and warming down as part of their preparation.

Indoor

In the period between the end of the season and Christmas, indoor practice for fast bowlers should be kept to a minimum.