



Wicklow Archers

Target and Field Archery

CODES OF PRACTICE

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Introduction

Wicklow Archers is a club whose main activity is the promotion of the sport of archery. The club is affiliated to Archery Ireland which is the national governing body for archery in Ireland. Archery Ireland is in turn affiliated to the international governing body for archery – World Archery.

Wicklow Archers is owned by its members and is run by a Management Committee of its members in accordance with the Club Constitution.

We are currently the largest archery club in Ireland, and we are proud of the range of services and activities that we offer to our members.

We are also proud of how inclusive our club is and how we all work together for the benefit of all our members. We believe in fair play, not just in our sport and training, but in how we conduct ourselves in all of our interactions internally (with each other) and externally (with anyone who is not a member of our club).

To protect and continuously develop this ethos, we require all members to be familiar with and to adhere to these Codes of Practice and to the "Code of Ethics and Good Practice for Children's Sport"

Tom Fox

President, Wicklow Archers

01st January 2023



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Policy Statement

Wicklow Archers is fully committed to safeguarding the wellbeing of its members. Every individual in the organisation should always show respect and understanding for members' rights, safety and welfare and conduct themselves in a way that reflects the principles of the club and our Codes of Practice.

These have been developed based upon the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland, and on Safeguarding Guidance for Children and Young People in Sport.

Where applicable, we apply these guidelines not just for the protection of Children and Young People, but also for the protection of Vulnerable People and all Adult members of the club.

The aim of this code is to promote good practice by our club members and by everyone involved in the sport of archery and to provide a safe, healthy and enjoyable environment for all members.

Core Values in Young People's Sport

Young people's experience of sport should be guided by what is best for them.

Their stages of development and ability determine the types of activity provided within the club and the distances they will be encouraged to shoot. All our programs, activities and competitions within the club are based on the guidance of Archery Ireland and World Archery and are implemented and overseen by our own team of qualified and approved coaches.

All archers are encouraged to shoot at target sizes and distances which are appropriate to their ability and experience. In this way they can experience the thrill of the shoot and develop their techniques, skills and confidence before they are encouraged to try the next step in their progression.



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Here in Wicklow Archers, our first priority is the welfare of young people and we are fully committed to providing an environment which will allow them to perform to the best of their ability, free from bullying and intimidation.

Integrity in Relationships & Safeguarding Children

Although competition in archery is conducted based on age and gender, it is one of those sports in which members train, participate in and compete alongside each other – irrespective of age, gender or any other factors.

It is a sport which allows members from different generations in the same family to participate together, and it facilitates an easy transfer of knowledge from the more experienced archers to those newer to the sport.

The club is acutely aware that wherever adults and children mix there is always a risk that this environment could be used to exploit, undermine, or harm children.

This is why we insist that all interaction within the club is done with integrity and respect. All our actions are guided by what is best for the child. Verbal, physical, emotional, or sexual abuse of any kind is unacceptable.

All our Coaches have undertaken specific coaching training from Archery Ireland, have all been vetted by The National Vetting Bureau, and have in addition completed the Safeguarding 1 – Child Welfare & Protection Basic Awareness Course.

We also have the following positions / officers: -

- Athlete Protection / Club Children's Officer
 - This Officer is child centered in focus and has the primary aim of establishing a child centered ethos within the club. They are the link between the children and adults within the club, and they also take responsibility for monitoring and reporting to the Club Committee on how club policy impacts on young people and on our sports leaders.
 - Our Athlete Protection / Club Children's Officer has also completed the Safeguarding 2 – Club Children's Officer Course.



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- Designated Liaison Person
 - Our DLP is responsible for dealing with any concerns about the protection of children and is responsible for reporting allegations or suspicions of child abuse to Tusla Child and Family Agency and/or An Garda Síochána.
 - Our Designated Liaison Person has completed the Safeguarding 3 – Designated Liaison Person Course.

Quality Atmosphere and Ethos

All sport, including children's sport should be conducted in a safe, positive and encouraging atmosphere. Our ethos helps to ensure that competition and specialisation are kept in their appropriate place. Our Committee and Coaches strive to create a positive environment for all our members, and especially for the children in our care. We do all that we can to ensure that positive and healthy experiences are provided for everyone.

Fair Play

All sport should be conducted in an atmosphere of fair play. Ireland has contributed, and is committed, to the European Code of Sports Ethics, which defines fair play as "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit.

Fair play is defined as a way of thinking, not just behaving, and is central to Wicklow Archers' approach to sport.

Competition

A balanced approach to competition can make a significant contribution to the development of all our members, while at the same time providing fun, enjoyment and satisfaction. Sometimes, competitive demands are placed on people – particularly on children – too early, which can result in excessive levels of pressure being put on them. This can contribute to a high level of drop out from sport.



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We aim to put athlete and child welfare first and competitive standards second, which helps to ensure that competition and specialisation are kept in their appropriate place.

Equality, Diversity & Inclusion

At Wicklow Archers we believe that archery is a sport for all.

As members, we have all experienced the benefits of this sport from physical, mental and emotional perspectives.

We have all been coached; we have practiced; we have survived the frustrations of the challenging training sessions and enjoyed the buzz of the good ones. We have seen our own self-esteem and confidence grow through our own continuous improvement. We have shared our experiences with others and enjoyed seeing them grow too.

We have all been supported in our efforts and we support one another wholeheartedly too.

We believe that all of this should be available to everybody, irrespective of age, ability, gender, race, ethnicity, religious belief, sexuality or sexual identity, social, economic, or family status.

We believe that a diverse club is a healthy club, and the greater the diversity the greater the benefits for all our members.

We are working continuously with our local Sports Partnerships and other agencies and stakeholders to ensure that Wicklow Archers is seen by all as an attractive, welcoming, and safe club.



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Competition and Archer Development

At Wicklow Archers our main objective is the promotion of the sport of archery. In doing so we focus on athlete and child welfare by ensuring that our activities are conducted in a safe, positive, and encouraging atmosphere, and that we provide fun, enjoyment and satisfaction for all members.

Archery is also a sport, in fact it is an Olympic sport, and some members will choose to engage at a higher level. This can involve a keen desire to improve, to win a club or local competition, or to compete at National or International level, including to represent Ireland in the Olympic Games.

Whatever their aims, the Committee and Coaches at Wicklow Archers will do all that we can to support our members' ambitions, while maintaining the ethos of fair play and mutual respect. Where necessary we will work with Archery Ireland in seeking to help those archers achieve their full potential.



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Guidelines for the use of photographic of filming equipment

This policy is to ensure that in circumstances where the Wicklow Archers used photography or video to promote the club or to celebrate the achievements of the club and its members, it is done with the consent of all involved and that the images or video are appropriate and positively reflect on the sport of archery and the sporting and social side of membership of Wicklow Archers. It is also to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport

These guidelines are not about preventing parents from taking pictures, but to ensure that only those who have a right to take photographs or video images do so.

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

The following guidelines apply for the club and its members: -

- Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs.
- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the child's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form must be used, and an announcement will be made at the start of any event we organise.
- To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Children's Officer, event organiser or leader of session. Permission forms will be available on site.



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- To ensure spectators and participants of any event we organise are informed of the policy, we will display the following information prior to the start of an event and make an announcement to the same effect.

“In line with the recommendation in Archery Irelands Code of Conduct, we request that any person wishing to engage in any video, zoom or close-range photography should register their details with us. It is not advisable that children are photographed or filmed without their permission and / or the permission of their parent or guardian”.

- Talk to Children’s Officer/Designated Person if you are worried about use of images

Photos of Competition Winners

In circumstances where our young members finish competitions as medal winners it can be good for that young member to have their success recognised publicly by the club, by Archery Ireland or by the event organisers.

In anticipation of this, Wicklow Archers will discuss this with the child and their parent(s) / guardian(s) in advance of the competition. The following guidelines should be observed in relation to these photos: -

- The photo with the child’s name should not tag the child’s own social media accounts or profiles. This of course does not prevent the child or their parent(s) / guardian(s) from doing so.
- The child should be photographed: -
 - on the podium or receiving their medal / award; and/or
 - at the venue with their medal / award
- The photograph can include other club / team members
- If the photo contains images of other children, whether members of Wicklow Archers or competitors, consent should also be obtained from that child and / or their parent(s) / guardian(s) where possible.



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Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to “groom” that child for abuse. Furthermore, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as they offer them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. We recognise the need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or the club Children’s Officer or Designated Person.
- Be careful about who you give your phone number to and do not respond to unfamiliar numbers.
- Change your phone number in cases of bullying or harassment.
- Do not use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms.
- Treat your phone as you would any other valuable item so that you guard against theft.

As an adult remember:

- Use group texts for communication among club members and teams and inform parents of this at the start of the season
- It is not appropriate to have constant communication for individual athletes.



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- Do not use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms.

Video as a coaching aid

Video equipment can be used as a legitimate coaching aid. However, permission must first be obtained from the child and the child's parent or guardian.

Consent and Permission Forms

Upon joining the club and at each renewal of membership, the Parent(s) / Guardian(s) of each child will be asked to complete – [Appendix 2: Activities Consent Form](#). This form also includes a section asking about medical conditions and parents are required to give their consent to any emergency medical, surgical or dental treatment that may be necessary in the event that their child is taken ill or is injured, and where the Club is unable to contact them for the purposes of giving consent at the time of treatment.

Upon joining the club and at each renewal of membership, the Parent(s) / Guardian(s) of each child will be asked to complete – [Appendix 3: Photo & Video Consent Form](#). This form is required so that the club has the express consent or express refusal of consent to use photos or video of their child in publications and promotional material, broadcast, print and electronic media. Any images taken will be in line with this policy and procedures and images will only be used as described with the express consent of the Child's Parent(s) / Guardian(s)/.

Any Club Member, including Committee Member, or Parent/Guardian, who wishes to take images at the Club will be required to complete – [Appendix 4: Photo & Video Permission Form](#). This is to ensure that such members or parents are familiar with this policy and procedure, and can be made aware of members for whom permission to take photos or videos has been expressly refused.

If any Adult Club Member does not wish to be included or identified in photographs or video used by the club, they should email the Athlete Protection Officer at AthleteProtection@WicklowArchery.org to expressly withdraw their consent.



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Anti-Bullying Policy & Procedures

Wicklow Archers adopts a zero-tolerance approach to bullying in any form.

What is Bullying?

We define bullying as repeated aggression which can be verbal, psychological or physical. It can be conducted by an individual or by a group against another individual or group.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments which could include Wicklow Archers. It includes behaviours such as teasing, taunting, threatening, hitting and / or extortion.

How can we know if one of our club members is being bullied?

Obviously, a victim may come forward and discuss any bullying behaviour they feel they are or have been subjected to. They can come to the Club Athlete Protection / Children's Officer, to our Designated Liaison Person, or to any adult member of the club.

Unfortunately, very often a victim of bullying does not feel that it is safe for them to come forward and to talk to an adult about how they are being treated.

Here in Wicklow Archers, we do everything we can to reassure our members that it is always best for them to report bullying, and to empower them to do so, whether they are the victim or they feel another club member is a victim.

We recognise though that this will not always happen. This is why we have a list of indicators or warning signs that a club member might be getting bullied, and we encourage all club members to report any concerns they have to our Athlete Protection / Children's Officer, to our Designated Liaison Person or to any member of our Committee or Coaching Team. We also encourage all members to report suspected bullying of one of our members, even if they believe that this bullying may be taking place outside of the club and where the suspected bully is not a club member. These indicators are: -



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- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of money with vague explanations
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail biting, fearfulness, tics etc.)

It is important to note that although these could be indicators of bullying, they do not necessarily mean that a person is being bullied. There could be many possible reasons for these behaviours.

Who will deal with bullying?

Any concerns about bullying or other child welfare issues should be reported to the Athlete Protection / Children's Officer and / or Designated Liaison Person. If this person is not available then they should be reported to any Coach or member of the Committee, who will in turn notify the above office holders.

If the Designated Liaison Person has reasonable grounds to believe that a child could be exposed to harm, either at the club or elsewhere, they may report the matter to Tusla Child and Family Agency and / or An Garda Síochána.

What do we do to prevent bullying?

We can never guarantee that a member of our club will never experience bullying, but we do all we can to make sure that this bullying does not come from another Wicklow Archer, and we undertake to support any club member who is being bullied. We: -



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- Ensure all club members, and where applicable parents and guardians, adhere to our Codes of Practice
- Deal with any incidents as they arise
- We use the "No Blame Approach" in dealing with complaints or suspicions of bullying. This avoids 'bullying the bully' but instead works with bullies and the affected individuals or groups, helping them to understand the hurt they are causing, and so make a problem a shared concern of the group. See more below.
- Reinforce that there is a 'permission to tell' culture rather than a 'might is right'
- Encourage all members to negotiate, co-operate and help others, particularly new members or members who seem to find it more difficult to socially mix
- Offer the victim immediate support and put the "No Blame Approach" into immediate operation
- Never tell a person to ignore bullying. They can't – it hurts too much!
- Never encourage a member to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

Where the complaint of bullying involves a young member, or members, of the club, as bully or victim, we will contact the parent(s) / guardian(s) to advise them of the incident and how we propose to deal with it. We will seek, and we expect the support of parent(s) and guardian(s) as we all work together to achieve a lasting and positive outcome.

The "No Blame Approach"

Step 1 – Interview the victim

If we find that there has been an incident of bullying, we will first talk to the victim.

At this stage we will find out who was involved and what the victim is now feeling.

We will: -

- try asking the following questions:
 - Was it verbal or physical intimidation?
 - How hurt is the victim?
 - Was it within his or her own peer group?



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- Reassure the victim that his or her name will not come out in the investigation.
- Actively listen

Step 2 – Meet with all involved

We will arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying. We will: -

- Endeavour to have a maximum of six to eight in the group – to keep the number controllable.
- Make a point of calling a 'special' meeting.
- Ensure the severity of the topic is understood by all.
- Speak only of the hurt caused in general terms with no reference to the victim.
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered because of the bullying incident is explained. At this stage, the details of the incident or the allocation of the blame is not discussed. We will: -

- explain the feelings of loneliness, feeling left out, rejected, laughed at, and we will try asking questions:
 - Would they like it if it happened to them?
 - "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- listen and watch out for reactions and pick up on any without isolating anyone.

Stage 4 – Share the responsibility

We will explain what steps or controls may have to be introduced to prevent further incidents and how these steps or controls could impact on everyone.



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Step 5 – Ask the group for their ideas

At this stage, the group is encouraged to suggest ways that would make the victim feel happier. We will use phrases like “if it were you” to encourage a response. We will listen to all suggestions and note all positive responses.

Step 6 – Leave it to them

Now the problem has been identified and solutions suggested, the problem is now handed over to the group to solve. We will pass responsibility over to the group and give them a time frame within which something must be done.

We will arrange to meet again within a short timeframe – possibly one or two weeks’ time.

Step 7 – Meet them again

Each member of the group, including the bully, will be asked to discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and keeps all involved in the process.

We will again enforce the idea of the ‘team’ looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

Final Review

Best practice suggests that the “No Blame Approach” will successfully address and rectify most incidents of bullying, and we will all work to ensure that this approach is given every opportunity.

The incident will be monitored on an ongoing basis by the Athlete Protection / Club Children’s Officer and the Designated Liaison Person. If they are not satisfied that the bullying behaviour has been addressed, they may recommend to the Club Committee that the club’s disciplinary procedures are initiated.



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If the Designated Liaison Person has reasonably held concerns that a child is, has been, or may be exposed to harm, they may report the incident to Tusla Child and Family Agency and / or to An Garda Síochána.



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Young Archers & Parent(s) / Guardian(s)

Welcome

At Wicklow Archers we would like to offer you a warm welcome to our club. We are delighted that you have decided to take up the wonderful sport of archery, and we wish you many years of fun, enjoyment, and satisfaction.

We encourage you to try out the different styles of archery and different bow types while you are in the club – See Archery Styles and Bow Types.

We also encourage you participate in as many of the club and inter club activities as you can, as this is the best way to meet other archers from around the country and really get the most from your membership.

During your Introduction to Archery course you learned all about safety in archery, and the basic do's and don'ts to help you get the arrow into the target, and especially not into somebody else.

As a club member you will be part of a collective whose responsibility is towards the safety and welfare of each other. We have certain responsibilities towards you, which we take very seriously. You have certain rights, which we fully respect. You and your parent(s) or guardian(s) also have responsibilities which we expect you all to take seriously. We will outline some of these now so that you can all understand these shared responsibilities, and in particular the additional steps we take to make sure that we provide you with a safe, respectful and enjoyable experience as a Wicklow Archer.

Guidelines for Young Archers

It is important that as a member of Wicklow Archers you understand and accept that you have a responsibility to treat all other members of our club, our Coaches and Committee, with fairness and respect. This responsibility also extends to members of other Clubs, and of competition and event organisers, judges, employees and



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users of facilities we are using (e.g. St Gerards School), and any members of the public with whom we interact as a club.

You are entitled to: -

- Be listened to
- Be believed
- Be safe and to feel safe
- Be treated with dignity, sensitivity and respect
- Have a voice in Wicklow Archers
- Participate on an equal basis
- Be happy, have fun, and enjoy archery
- Experience competition at a level at which you feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- To protect your own body
- Confidentiality

You should always: -

- Treat sports leaders with respect. For example, coaches, managers, committee members etc.
- Always play fairly and do your best
- Respect team and club members, even when things go wrong
- Respect opponents and be gracious in defeat
- Abide by the rules set down by the team managers, committee or coaches when travelling to away events
- Behave in a manner that avoids bringing Wicklow Archers or the sport of archery into disrepute
- Talk to the Designated Person or Children's Officer if you have any problems.

You should never: -

- Cheat
- Use violence or physical contact
- Shout or argue with team or club mates, officials or opponents
- Harm team or club members, opponents or their property
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances



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- Advise others to take banned substances
- Keep secrets, especially if you have been caused harm
- Tell lies about adults or other young people
- Spread rumours

Guidelines for Parent(s) / Guardian(s)

Wicklow Archers is fully committed to providing a safe and fair environment for all our young members, and their welfare is our priority. We are fully committed to providing an environment which allows them to perform to the best of their ability, free from bullying and intimidation. We also have a duty of care volunteers working with children and young members on our behalf.

We believe that Parent(s) / Guardian(s) should: -

- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, our coaches and committee, and other club or Archery Ireland officials or organisers we work with an alongside.
- 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 sporting behaviour
- Always behave responsibly and do not seek to unfairly affect the outcome
- Take care not to expose any archer, junior or adult, intentionally or unintentionally, to embarrassment or disparagement using flippant or sarcastic remarks
- Always recognise the importance of and value of the volunteers who are providing these sporting and recreational opportunities for your child
- Respect referees, coaches, organisers and other participants
- Not publicly question the judgement or honesty of referees, coaches, organisers, or other archers
- Set a good example by applauding good play and achievement on all sides
- Encourage mutual respect for team and club mates, and for opponents
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms:
 - Child to Child includes physical aggression, verbal bullying, intimidation, or isolation



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- Adult to Child includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child
- Adult to Adult includes verbal aggression towards other adults to achieve a beneficial outcome for own self or own child
- Child to Adult includes repeated gestures or expressions or intimidatory nature by an individual child or a group of children.

We also recommend that you read the section below for Adult Archers so that you are fully aware of our Child Protection policies and the additional standards we require of the adult members of Wicklow Archers who will train and compete alongside your child.

Parent(s) / Guardian(s)' Declaration

- I will respect the rules and procedures set down in Wicklow Archers' Code of Practice
- I will respect my child's team and club mates, their parents, leaders, coaches, officials and judges as well as players, parents and coaches from opposing teams and clubs.
- I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
- I will give encouragement and applaud only positive accomplishments whether from my child, his or her team or club mates, their opponents or the officials.
- I will support my child's coach in his or her efforts.
- I will never demonstrate threatening or abusive behaviour or use foul language.

Each Child Member of Wicklow Archers and their Parent(s) / Guardian(s) are required to complete [Appendix 5: Code of Conduct for Children](#).

In addition, the Parent(s) / Guardian(s) of each child member are required to complete [Appendix 6: Code of Conduct for Parents](#).



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Adult Members

Welcome

At Wicklow Archers we would like to offer you a warm welcome to our club. We are delighted that you have decided to take up the wonderful sport of archery, and we wish you many years of fun, enjoyment, and satisfaction.

We encourage you to try out the different styles of archery and different bow types while you are in the club – See Archery Styles and Bow Types.

We also encourage you participate in as many of the club and inter club activities as you can, as this is the best way to meet other archers from around the country and really get the most from your membership.

During your Introduction to Archery course you learned all about safety in archery, and the basic do's and don'ts to help you get the arrow into the target, and especially not into somebody else.

As a club member you will be part of a collective whose responsibility is towards the safety and welfare of each other. We have certain responsibilities towards you, which we take very seriously. You have certain rights, which we fully respect.

You also have responsibilities which we expect you to take seriously. We will outline some of these now so that you can understand these shared responsibilities.

Child Welfare and Protection

Although competition in archery is conducted based on age and gender, it is one of those sports in which members train, participate in and compete alongside each other – irrespective of age, gender or any other factors.

It is a sport which allows members from different generations in the same family to participate together, and it facilitates an easy transfer of knowledge from the more experienced archers to those newer to the sport.



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The club is acutely aware that wherever adults and children mix there is always a risk that this environment could be used to exploit, undermine or harm children.

This is why we insist that all interaction within the club is done with integrity and respect. All our actions are guided by what is best for the child. Verbal, physical, emotional or sexual abuse of any kind is unacceptable.

Child Protection Training and Certification

There are certain levels of Vetting and Child Protection training that are required of clubs and coaches and we strictly adhere to all of these.

Coaches

All Wicklow Archers coaches have completed archery coaching courses provided by Archery Ireland – the National Governing Body for archery in Ireland.

All Wicklow Archers coaches have been vetted by the National Vetting Bureau (Garda vetting)

All Wicklow Archers coaches have completed Safeguarding 1 - Child Welfare & Protection Basic Awareness Course

All Wicklow Archers coaches are members of our club, have agreed to undertake all the above, and provide club coaching on a completely voluntary basis. We are incredibly grateful to all those members who become coaches – without them we would not have a club.

Committee

Any Committee Member, who is not a Coach, has also completed Safeguarding 1 - Child Welfare & Protection Basic Awareness Course

The Committee is also made up of club members who volunteer at the AGM and are elected to manage of the club. This is done on a completely voluntary basis.

We encourage all adult members of the club to assist the Committee in any way that they can with the running of the club as this is done for the benefit of all our



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members. Many of our members help out with tasks such as equipment maintenance, seeking new members, assisting with coaching programmes, competition organisation or set-up, and the maintenance of our outdoor target and field archery facilities.

We also encourage members with two years' or more experience in the club to consider volunteering for a role in the Committee at some stage. This is important as it provides those members who have served the club so well with an opportunity to step back again, and ensures the club gets a continuous supply of new ideas and energy to see it into the future.

Athlete Protection / Club Children's Officer

This Officer is child centred in focus and has the primary aim of establishing a child centred ethos within the club. They are the link between the children and adults within the club, and they also take responsibility for monitoring and reporting to the Club Committee on how club policy impacts on young people and on our sports leaders.

Our Athlete Protection / Club Children's Officer has also completed the Safeguarding 2 – Club Children's Officer Course.

Designated Liaison Person

Our DLP is responsible for dealing with any concerns about the protection of children and is responsible for reporting allegations or suspicions of child abuse to Tusla Child and Family Agency and/or An Garda Síochána.

Our Designated Liaison Person has completed the Safeguarding 3 – Designated Liaison Person Course.

Further Training

If any adult member wishes to participate in any of the Safeguarding Children courses – Levels 1 to 3, we will fully support them and assist in any way that we can.



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Standards of Behaviour and Child Accompaniment Procedures

Accompaniment

We do not permit any adult member to be alone with a child member unless they are that child's parent or guardian.

In the event of a medical or similar emergency, we will always endeavour to have two adults accompany a child. However, we recognise that this may not always be possible, and the immediate and more urgent welfare needs of the child will be prioritised.

Travelling with Children

Where a child or young member of the club is travelling to an away event or competition, we strongly encourage a parent or guardian to bring them and to accompany them at all times.

Where this is not possible, and rather than deny the child the opportunity to participate, we may agree to that child being brought to the event or competition by another adult. This can only occur with the express, written consent of: -

- The child or young person; and
- Their parent or guardian; and
- The adult club member(s) who is/are to bring them

Where the club agrees to this there should still not be a situation where a non-family adult member is left alone with a child.

If an adult club member finds themselves alone with a child for some unforeseen and unavoidable reason (e.g. travelling to a venue, or consulting, training or advising in a closed off room) they should: -

- If necessary, leave the door open and be in earshot of others
- Avoid unnecessary physical contact
- Remember that casual comment can be open to misconstruction



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The club is also not under any obligation to bring a child or young member to an away event and may refuse to do so.

Physical Contact (of any person – Child or Adult)

If at all possible, physical contact should be avoided. An adult should only use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

In general, contact 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 such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause distress or embarrassment to any child or adult.



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Guidelines for Adult Archers

It is important that as a member of Wicklow Archers you understand and accept that you have a responsibility to treat all other members of our club, our Coaches and Committee, with fairness and respect. This responsibility also extends to members of other Clubs, and of competition and event organisers, judges, employees and users of facilities we are using (e.g. Shoreline Leisure), and any members of the public with whom we interact as a club.

You should also understand that Wicklow Archers is a multi-generational club and our young archers train and compete alongside our adult archers. Male and Female members also train and compete alongside each other, as do archers with a wide range of experience and ability. You should ensure that your language, behaviour and demeanour, especially when in proximity to children, is appropriate and in no way makes any other member feel inadequate, uncomfortable or unsafe.

You are entitled to: -

- Be listened to
- Be believed
- Be safe and to feel safe
- Be treated with dignity, sensitivity and respect
- Have a voice in Wicklow Archers
- Participate on an equal basis
- Be happy, have fun, and enjoy archery
- Experience competition at a level at which you feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- To protect your own body
- Confidentiality

You should always: -

- Treat sports leaders with respect. For example, coaches, managers, committee members etc.
- Always play fairly and do your best
- Respect team and club members, even when things go wrong



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- Respect opponents and be gracious in defeat
- Respect referees, coaches, organisers and other participants
- Always behave responsibly and never seek to unfairly affect the outcome
- Set a good example by applauding good play and achievement on all sides
- Encourage mutual respect for team and club mates, and for opponents
- Abide by the rules set down by the team managers, committee or coaches when travelling to away events
- Take care not to expose any archer, junior or adult, intentionally or unintentionally, to embarrassment or disparagement using flippant or sarcastic remarks
- Behave in a manner that avoids bringing Wicklow Archers or the sport of archery into disrepute
- Talk to the Designated Person, a member of the Committee or a Coach if you have any problems.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms:
 - Child to Child includes physical aggression, verbal bullying, intimidation, or isolation
 - Adult to Child includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child
 - Adult to Adult includes verbal aggression towards other adults to achieve a beneficial outcome for own self or own child
 - Child to Adult includes repeated gestures or expressions or intimidatory nature by an individual child or a group of children.

You should never: -

- Cheat
- Use violence or physical contact
- Shout or argue with team or club mates, officials or opponents
- Harm team or club members, opponents or their property
- Publicly question the judgement or honesty of referees, coaches, organisers, or other archers
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Advise others to take banned substances



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- Consume alcohol or take drugs before or during club activities or events
- Keep secrets, especially if you have been caused harm
- Encourage others to keep secrets
- Tell lies
- Spread rumours

Adult Member's Declaration

- I will respect the rules and procedures set down in Wicklow Archers' Code of Practice
- I will respect my team and club mates, their parents, leaders, coaches, officials and judges as well as players, parents and coaches from opposing teams and clubs.
- I will treat other participants, coaches, selectors, and managers with respect.
- I will give encouragement and applaud only positive accomplishments whether from my team or club mates, their opponents or the officials.
- I will support my team or club mates in their efforts.
- I will never demonstrate threatening or abusive behaviour or use foul language.



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Child Safety Policy & Procedures

Introduction

Wicklow Archers accept that any organisation which includes young people among its members is vulnerable to the occurrence of child abuse.

We have our own Child Safety Statement and have conducted a Child Safety Risk Assessment in relation to all of our activities, and we have implemented policies and procedures to mitigate against these risks. These policies and procedures apply to every member of Wicklow Archers.

Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a young person, we all have an obligation to react to the concern. If anyone is unsure about whether or not certain behaviours are abusive and therefore reportable, they can contact the duty social worker in the local Health Service Executive, Tusla Child and Family Agency or An Garda Síochána where they will receive advice.

Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member of the club but should be passed on to our Designated Person, who may in turn have to pass the concern to the local Statutory Authorities.

It is not the responsibility of anyone within Wicklow Archers, in a paid or voluntary capacity, to take responsibility or to 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.



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Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a child disclosing abuse

When a young person discloses information of suspected abuse you should:

- Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.
- Stay calm and not show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.
- Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation.
- Be honest with the child and tell them that it is not possible to keep information a secret.
- Make no judgmental statements against the person whom the allegation is made.
- Not question the child unless the nature of what he or she is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that".
- Check out the concerns with the parent(s) or guardian(s) before making a report unless doing so would endanger the child or compromise an investigation.
- Give the child some indication of what would happen next, such as informing parent(s) or guardian(s), the Health Service Executive, Tusla or the Gardaí. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Carefully record the details.
- Pass on this information to the Designated Officer of Archery Ireland.
- Reassure the child that they have done the right thing in telling you.



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Reporting suspected or disclosed child abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- Observe and note dates, times, locations and contexts in which the incident occurred, or suspicion was aroused, together with any other relevant information.
- Report the matter as soon as possible to the Designated Person. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, he or she will make a report to the Health Service Executive, Tusla or an Garda Síochána who have statutory responsibility to investigate and assess suspected or actual child abuse.
- 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 Gardai should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities

If the Designated Person is unsure whether reasonable grounds for concern exist, he or she can informally consult with the local health board or Tusla.

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.

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 Service Executive or the Gardai. The act also covers the offence of 'false reporting'.

The Protection for Persons Reporting Child Abuse Act 1988

The main provisions of the Act are:

- The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochána.



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- 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.
- 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

Allegations against club members

Wicklow Archers has agreed procedures to be followed in cases of alleged child abuse against club members or coaches. If such an allegation is made against a person working within the club, two procedures should be followed:

- Reporting Suspected or Disclosed Child Abuse (reported by the Designated Person), see above
- Disciplinary, Complaints and Appeals Procedure, see below. This is the procedure for dealing with the club member (carried by out by the club President or senior officer, or a person not already involved with the child protection concern)

The safety of the child making the allegation and any others who are or may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the club should take any steps which may be immediately necessary to protect the child.

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



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The Reporting Procedure

If the Designated Person has reasonable grounds for concern, the matter should be reported to the HSE, Tusla Child and Family Agency or An Garda Síochána, following standard reporting procedures.

The Club Member

While the Designated Person makes their formal report, the Club President should deal with the Club Member in question.

- The Club President should privately inform the leader that (a) an allegation has been made against him or her and (b) the nature of the allegation. He or she should be afforded an opportunity to respond. His or her response should be noted and passed on to the Statutory Authorities.
- The Club Member 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

The Club Committee should be informed by the Designated Person / Club President that the Club Member has been asked to stand aside.

Wicklow Archers may consider disciplinary action on the Club Member but should ensure that this does not interfere with the investigation of the Statutory Authorities. It is important that consideration be taken of 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 or alongside young people in the future.



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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 will be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parent(s) or guardian(s) of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his or her parent(s) or guardian(s), the alleged offender, his or her family and any other Wicklow Archers or Archery Ireland members) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access only to designated people
- The requirements of the current Data Protection laws should be adhered to
- Breach of confidentiality is a serious manner

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 or children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Designated Person. The information should be checked 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 and checked out without delay.



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Disciplinary, Complaints & Appeals Procedure

Introduction

Wicklow Archers is a club belonging to its members and is run on behalf of its members in accordance with the Club Constitution. From time to time complaints may be made alleging misconduct on the part of a club member. Both the complainant and the person about whom a complaint has been made are entitled to be heard and all members are entitled to be treated fairly and to appeal any decision made by the Disciplinary Committee.

Complaints should be made in the first instance to the Club Secretary. If the complaint is about the Club Secretary, then the complaint should instead be made to the Club President.

If a complaint involves suspected abuse or criminal activity it should be made to the Club Designated Person. If the Club Secretary, President or Disciplinary Committee are of the opinion that the complaint involves any of these behaviours then they will pass the complaint to the Club Designated Person and they will have no further involvement.

The procedure below has been written to support the Article 12 "DISCIPLINE AND APPEALS" of the Club Constitution.

Formulation of a Disciplinary Committee

If a complaint is received by the Club Secretary or Club President and does not involve suspected abuse or criminal activity, the Committee will appoint a Disciplinary Committee to investigate and resolve problems relating to the conduct of its members.



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This Disciplinary Committee will involve a representative of the Club Committee, the Children's Officer or Designated Person, and member(s) of the ordinary membership of the club.

The complaint must be made in writing and the Disciplinary Committee will commence its response within 5 working days.

Notification of Relevant Parties

The Disciplinary Committee will furnish the individual about whom the complaint has been made full details of the complaint. They should afford him or her the opportunity of providing a response either verbally or in writing. Where possible this should be done at a meeting with the Disciplinary Committee. Only Club Members aged 18 years or older can be members of the Disciplinary Committee.

If the person about whom the complaint has been made is under 18 years of age, then their parent(s) / guardian(s) must be informed and the person should be accompanied and / or represented by them at all times.

Review of Complaint

The Disciplinary Committee will review any paperwork and hold necessary meetings with all parties, including potential witnesses, where the complaint is of misconduct that does not relate to criminal activities or child abuse.

The Disciplinary Committee will inform the Club Committee of its progress within 10 working days.

Outcome of Complaint / Possible Sanctions

Where it has been established that an incident of misconduct has taken place, the Disciplinary Committee will need to determine whether or not a formal sanction is required. Any such sanction should be fair and proportionate taking account of all known circumstances surrounding the misconduct.



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The Disciplinary Committee must then, without delay, notify the member in writing, setting out the reasons for the sanction.

If the person about whom the complaint has been made is under 18 years of age, then this correspondence must be addressed to their parent(s) / guardian(s).

This correspondence must provide the member with the details of how they can make an appeal if they feel they have been treated unfairly or are unhappy with the decision of the Disciplinary Committee or the nature of the sanctions imposed. This should include a timeframe within which an appeal can be made – usually within 10 days of the date on the correspondence from the Disciplinary Committee.

Appeal Process

In the event of an appeal being made against a decision by the Disciplinary Committee, the Club Committee will appoint an Appeals Committee which must be fully independent of the Disciplinary Committee which dealt with the original complaint. The Chairperson of this Committee must be a member of the Club Committee. Only Club Members aged 18 years or older can be members of the Appeals Committee.

If the Complaint involves a child, then the Appeals Committee should include the Children's Officer or Designated Person.

The Appeals Committee will review all information provided to the Disciplinary Committee, and has the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee. The Appeals Committee will write to the member without delay confirming the outcome of the Appeal.

This correspondence should confirm to the member when the sanction will take effect. It should also advise them that if they are dissatisfied with the decision of the Appeals Committee, they will need to refer the matter to the National Executive of Archery Ireland. They should be provided with the necessary details to enable them to do this.



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Appendix 1 – Child Safeguarding Statement



Child Safeguarding Statement

Archery Ireland provides various sporting activities and opportunities for young people through participation in clubs, competitions and through our national events.

Archery Ireland is committed to safeguarding children and by working under the guidance of Archery Ireland Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop.

Archery Ireland's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Communications; and General Risk of Harm.

The Risk Assessment was undertaken on *1st March 2021*

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (*the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Archery Ireland has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

The Mandated Person for *Archery Ireland* is *Mike Hayes National APO*.

We recognise that implementation is an ongoing process. Our Club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

This Child Safeguarding Statement will be reviewed on 28th Feb 2022.

Signed: Mike Hayes

Date: 28/02/2021

On behalf of the *Archery Ireland*

Name: Michael Hayes

Phone no: 087 6833436

For queries on this Child Safeguarding Statement, please contact *Mike Hayes 087 6833436*


Archery Ireland /Sport Ireland 2021



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Appendix 2 – Activities Consent Form


www.archery.ie

Activity Consent Form

<p>CONSENT</p> <p>I / We the parent(s) / guardian(s) of _____</p> <p>_____</p> <p>who was born on _____ / _____ / _____</p> <p>hereby give permission for my / our child to partake in _____</p> <p>_____</p> <p>from _____ / _____ / _____</p> <p>to _____ / _____ / _____</p> <p>I / We authorise, confirm and agree that the Coaches specified in the schedule hereto or their nominee shall have authority over our child and the right to give lawful instructions to our child to the same extent as we ourselves, would be able to do so.</p> <p style="text-align: right;">YES NO</p> <p>Do you give permission and consent that photographs may be taken for promotional and record purposes during activities which may include your child?</p>	<p>MEDICAL DETAILS</p> <p>Family GP: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Telephone: _____</p> <p>Date of last check up: _____ / _____ / _____</p> <p>These are the medical details of my / our child. If you answer YES to any question please provide details in the space provided below.</p> <p>Has your child any serious illnesses? YES NO</p> <p>Does your child take any regular Medications? YES NO</p> <p>Are there any medications that your child is allergic to and/or must not be prescribed? YES NO</p> <p>Does your child have any allergies? YES NO</p> <p>Has your child any special dietary requirements? YES NO</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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MEDICAL CONSENT

I / We understand that in the event of my / our child requiring medical attention all reasonable efforts will be made to contact me / us (or the Alternative Emergency Contact if I / we are uncontactable) at the contact numbers provided on this consent.

In the event of my / our child being taken ill or injured during the period of this consent, I / we hereby consent to any emergency medical, surgical or dental treatment that may be necessary in a situation where I / we cannot be contacted for the purposes of giving consent at the time of treatment. I / We hereby authorise the Coaches specified to communicate our consent to any treating medical or dental practitioner.

I / We confirm that the medical details in relation to my / our child are correct.



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Activities Consent Form (continued)

Parent(s) / Guardian(s) Contact Details

Names _____

Phone Numbers: (Home) _____

Phone Numbers: (Work) _____ Ext _____ Ext _____

Phone Numbers: (Mobile) _____

Home Address: _____

Email: _____

Alternative Emergency Contact

Name: _____

Phone Number: _____

Additional Information

Please include any additional information including any special needs or conditions (e.g. travel sickness, sleep walking).

Schedule of Coaches authorised as above

Signature of Parent(s) / Guardian(s)

Signature: _____

Date: ____ / ____ / ____



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Appendix 4 – Photo & Video Permission Form




Photo and Video Permission Form

I hereby apply for permission to take photographs at an Archery Ireland event. The photos are purely for publicity / press / club / family use.

Event _____

Publication or Club Name _____

Address _____

Purpose of Photography/Videoining:
 Please state reason for recording photographic images as well as any promotions, publications, website pages etc...that these images may be displayed.

Photographic/Video images will be used as stated above. I accept the right to privacy of every person. The Images/Video taken will be relevant to the sport or activity. The Images/Video will not be manipulated in an inappropriate manner. I will Exercise particular care for the welfare of children in photographs or Videos involving them.

Signed _____

Full Name (printed) _____

Date: ____/____/____

For official Use

Identification checked: _____


Date: ____/____/____



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Appendix 5 – Code of Conduct for Children



www.archery.ie

Code of Conduct for Juniors & Cadets, _____ Archery Club

_____ **Archery Club** is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Juniors & Cadets are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the **Children's Officer** _____. Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of _____ **Archery Club**, you are expected to abide by the following Junior code of practice:

CHILDREN/YOUNG PEOPLE ARE EXPECTED TO:

- Be friendly and particularly welcoming to new members.
- Keep within the defined boundaries of the shooting / waiting area.
- Behave and listen to all instructions from the coach.
- Play within the rules and respect club officials and their decisions.
- Take care of equipment owned by the club or other members.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or club official if they are going to be late or leave early.
- Wear suitable kit for training and archery sessions, as outlined by the club.
- Pay any fees for training or events promptly.
- Keep themselves and others safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Show appropriate loyalty and be gracious in victory or defeat.
- Respect opponents.
- Make your club a **fun** place to be.

CHILDREN/YOUNG PEOPLE HAVE THE RIGHT TO:

- Be listened to.
- Be respected and treated fairly.
- Enjoy your sport in a protective environment.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Ask for help.



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Any misdemeanors and general misbehavior will be addressed immediately by a coach or club official and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club.

Parents will be informed at all stages. Dismissals can be appealed with final decisions taken by the club committee.

Name of Junior/Cadet: _____

Signature: _____

Name of Parent/Guardian: _____

Signature: _____

Name of Club Official: _____

Signature: _____


Date: _____



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Appendix 6 – Code of Conduct for Parents



Code of Conduct for Parents: _____ Archery Club

Parents are expected to:

- Deliver and collect the child punctually to and from club events / training
- Ensure their child is properly and adequately provisioned with equipment and clothing suitable for the pursuit of archery
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the children's officer prior to club sessions
- To inform the club officials prior to departure from the club if child is to be collected early from an archery session
- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance
- Ensure their child is punctual
- Observe all safety rules and encourage children to do so also
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun
- Not treat the club as a minding service.

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Complain if they have concerns

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Club official.

Name of player/s _____

Signature of parent/ guardian* _____

Signature of Club Official _____