

Athlone Hockey Club Compliance and Disciplinary Policy

Compliance Committee:

Terri-Ann Stuart Trainor, Designated Liaison Person (DLP)
Eithne Gallagher Club Children's Officer (CCO), (Relevant Person)
Richie Paul (GDPR)
Fiona Corry (Committee Member)

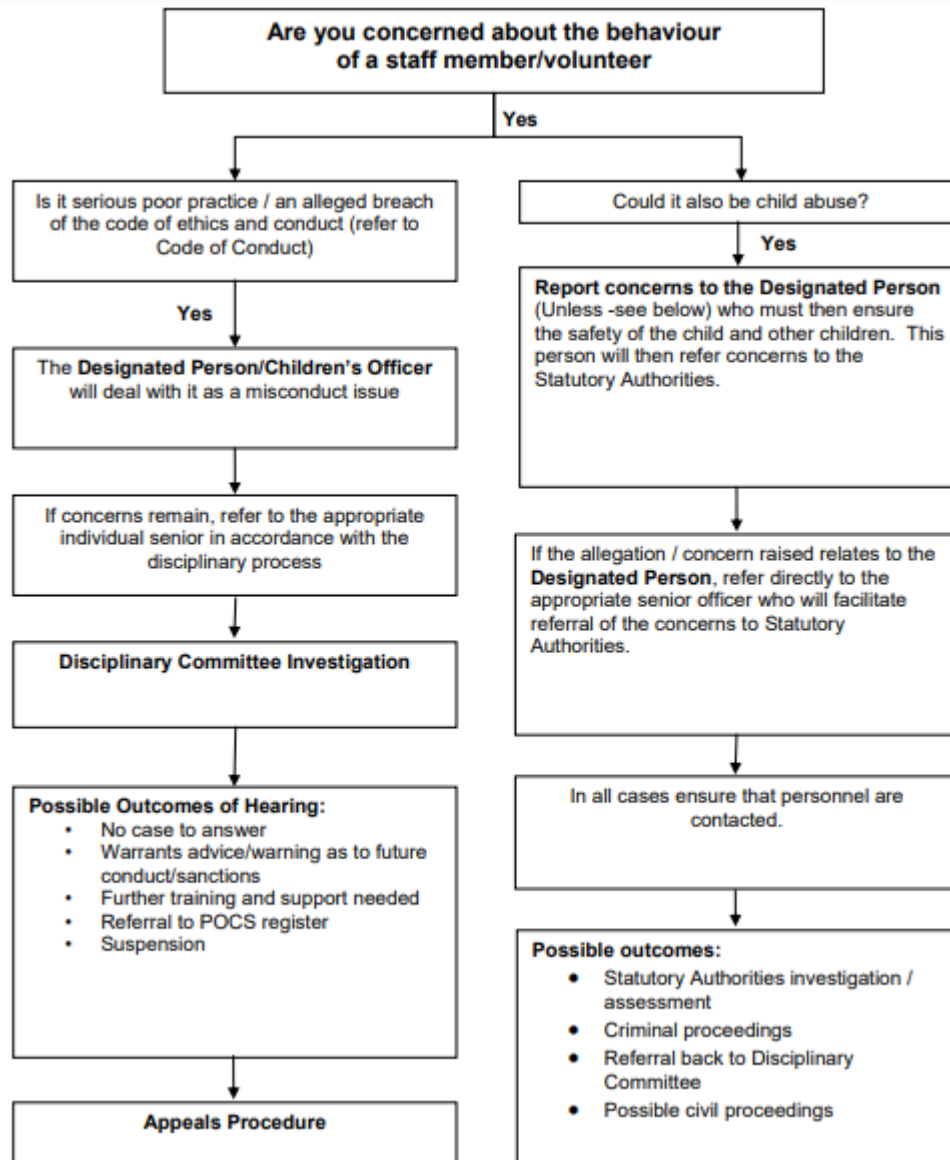
The above committee will deal with any concerns about behavior of a member/volunteer or player that is brought to them by any persons in relation to issues that may arise within the club. They will ensure that the AHC Risk Assessment form is completed at the beginning of each season and passed at committee

Procedures to be followed:

- The code of conduct is available on our website and is brought to the attention of new members.
- Complaints should be made in writing to the secretary or Club Children's Officer (CCO) and will be responded to within 5 working days
- The Compliance Committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days.
- The Compliance Committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the Compliance Committee
- All written records should be stored safely and confidentially
- Where it is established that an incident of misconduct has taken place, the Compliance Committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents /carers.

- If the member against whom the complaint was made is unhappy with the decision of the Compliance Committee s/he should have the right to appeal the decision to an Appeals Committee. Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee
- The chairperson of the Appeals Committee should be a member of the Management Committee. The Appeals Committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.
- The Appeals Committee should have the power to confirm, set aside or change any sanction imposed by the Compliance Committee.
- If any party is not satisfied with the outcome the matter can be referred to the Governing Body.
- However, efforts to resolve the issue at local level should be exhausted before the National Governing Body is engaged in attempts to resolve the matter.

Procedure for dealing with a concern about Behaviour of a Staff Member/Volunteer in Athlone Hockey Club



The Designated Liaison Person (DLP) must have completed the Level 3 Child Welfare and Safeguarding course. They are responsible for dealing with any concerns about the protection of children. The DLP is responsible for reporting allegations or suspicions of child abuse to Tusla (The Child and Family Agency) and an Garda Síochána. They must ensure that all the club procedures are followed correctly.

The Club Children's Officer (CCO) must have completed the Level 2 Child Welfare and Safeguarding course. The role of the CCO should be child centric in focus and have as the primary aim the establishment of a child centric ethos within Athlone Hockey Club. She/he is the link between the children and the adults in the club. The CCO also takes responsibility for monitoring and reporting to the Management Committee on how club policy impacts on young people and sports leaders.

The Relevant person, as defined in the Children's First Act 2015, means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safety Statement.

All volunteers within AHC will complete Garda vetting and a Safeguarding course Level 1.

New volunteers will complete the recruitment process and be fully informed of club procedures and policies. They will be aware of all committee members and child protection officers.

Risk Assessment Form

Points to consider	Hazards (list all below)	Who might be harmed?	Existing controls What is already in place to minimise the risk?	Action What needs to happen to minimise the risk?	Date achieved
Playing and Training Area Is the area and surroundings safe and free from hazards and obstacles?					
Equipment Is the equipment fit and sound for activity and suitable for age group/ability? Are face masks supplied for short corners, are they fit for purpose and without damage Are the goals safe and secure Is the fencing safe Is there adequate lighting for training in darkness					

Hockey Ireland Clubmark Resources



Participants Is/are the register(s) up to date? Are performers appropriately attired? Is the area safe for activity?					
Spectators Is there an adequate barrier between hockey pitch and spectators to prevent accidents and near misses					
Emergency Points Can emergency vehicles access facilities? Is there access to a defibrillator? First Aid Box – is the first aid box available, stocked and up to date – who has access?					
Safety Information Are there visible evacuation procedures?					

Access and Egress Does the venue have safe access and egress for members, parents and spectators					

SIGNED: DATE:

NAME:

N.B. A new risk assessment form should be completed at the start of each season, to ensure the club is covered should an incident happen again and as a result of changes made to the club's code of practice.

Athlone Hockey Club also uses the risk assessment form found on the Hockey Ireland website (appendix 2 page 20) in relation to the child safeguarding statement.

