

**Kilcock Canoe Polo Club**  
**Policies and Procedures Document**  
**26<sup>th</sup> March 2020**

**Table of Contents**

1	General Policies .....	3
1.1	Policy Statement .....	3
1.2	Sport Ireland & Canoeing Ireland.....	3
1.3	Fair Play .....	5
1.4	Quality Atmosphere and Ethos .....	5
1.5	Safety Statement.....	5
1.5.1	Safety of Members.....	5
1.6	Use of Photographic , Video Camera and Mobile Equipment .....	6
1.7	Code of Conduct for Players.....	7
1.8	Code for Parents/Guardians .....	8
1.9	Coach Education Policy .....	9
1.10	Recruitment Policy - .....	9
1.11	Supervision Policy.....	10
1.11.1	Transport.....	10
1.11.2	General Supervision .....	11
1.11.3	Overnight & Away trips.....	11
2	Child Protection .....	12
2.1	Child Protection Policy .....	12
2.2	Role of Club's Children's Officer (s).....	12
2.3	The Role of the Designated Liason Person (DLP) .....	13

3	Disciplinary Procedures .....	14
3.1	Disciplinary Procedure .....	14
3.2	Disciplinary Complaints Procedure .....	14
3.3	Appeals Procedures.....	15
3.4	Disciplinary Procedures: Coaches, Instructors, Leaders and Committee .....	16
	Members .....	16
4	Club Facilities .....	18
4.1	Boathouse .....	18
4.2	Access .....	18
4.3	Storage of Equipment .....	19
4.3.1	Safety in relation to accessing & locating equipment .....	19
4.3.2	Storage of Club Equipment .....	19
4.3.3	Storage of Members Equipment.....	20
4.4	First Aid.....	21
4.5	Fire Extinguishers & Fire Alarm.....	21
5	Emergency Procedures .....	22
5.1	Scope .....	22
5.2	Roles & Responsibilities .....	22
5.3	First Aid.....	23
5.4	Communication .....	23
5.5	Contacts.....	24
5.6	Reporting.....	25
5.7	Procedure .....	25
6	Membership .....	27
6.1	General .....	27

6.2 Application for access to Boathouse (under 18's) .....	28
7 Definitions Used in this Document.....	29

## 1 GENERAL POLICIES

### 1.1 Policy Statement

Our Club is fully committed to safeguarding the well being of all its members, particularly children. Every member of our Club should, at all times, show respect and understanding for the rights, and safety of others, and conduct themselves in a way that reflects the principles of the Kilcock CPC, and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport in Ireland*.

It is the policy of our club to ensure that every child or young person who takes part in any of our Club activities should be able to do so in a fun and safe environment, and be protected from neglect, bullying, and any form of physical, sexual or emotional abuse, while taking part in Club activities.

The Kilcock Canoe Polo Club agrees to adopt the Canoeing Ireland *Child Protection Policy*. All members are deemed to have assented to abide by the Canoeing Child Code of Conduct for the Protection of Children and as such agree to adhere to the principles and responsibilities embodied in that Code.

### 1.2 Sport Ireland & Canoeing Ireland

*To ensure that the best practice is followed by this club we shall work closely with our Governing Body (Canoeing Ireland). In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7 of the Code of Ethics (COE) which are:"*

- *adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club*
- *have its constitution approved and adopted by club's members at an AGM or EGM*
- *promote the voice of the child, in particular through meetings and the AGM. One parent/guardian should have one vote for all their children under 18 years of age, where relevant*

- *ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM*
- *adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders (See COE 3.5)*
- *clearly define the role of committee members, all Sports Leaders and parents/guardians*
- *appoint at least one Children's Officer as outlined at 2.8.1 in the COE. In the event that a club caters for both boys and girls, one Children's Officer of each gender would ideally be appointed*
- *have a Designated Person to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. (See COE 5.12) Any such reports should be made according to the procedures outlined in this Code*
- *ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be posted in all facilities used by the club*
- *have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or Sports Leader or other members of the club. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside, while the matter is being examined. s/he should be invited to resume full duties when and if appropriate internal disciplinary procedures are completed*
- *ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis*
- *encourage regular turnover of committee membership while ensuring continuity and experience*
- *develop effective procedures for responding to and recording accidents*
- *ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Club Chairperson to the Governing Body of Sport*
- *ensure that all club members are given adequate notice of AGMs and other meetings*
- *ensure that all minutes of all meetings (AGMs/EGMs/, Committee) are recorded and safely filed.*

### 1.3 Fair Play

Sport can have a very powerful and positive influence on young people. Not only can it provide opportunities for personal enjoyment and development, but it can also help to develop valuable qualities such as self-esteem, leadership and teamwork and hopefully a lifelong passion for their chosen sport.

All our sporting activities shall be conducted in an atmosphere of fair play. Ireland has contributed to and is committed to the European Code of Sports Ethics, which defines fair play as “much more than playing within the rules” . Fair Play incorporates concepts of friendship, respect for instructors / coaches and opponents, and playing with the right spirit, and recognising that winning is important but how you play the game is equally important. Fair Play is a way of thinking not just behaving. We shall endeavour at all times to promote “ Fair Play” within our organization.

### 1.4 Quality Atmosphere and Ethos

All children should be treated in an equitable and fair manner irrespective of age , gender, religion, race, ability, social or ethnic background , or political persuasion, and have the right to protection at all times from sexual , physical or emotional abuse.

A child-centred ethos will ensure that competition and specialisation are kept in their appropriate place. High levels of dropout from sport are mainly due to competitive demands, resulting in excessive pressure being placed on young people too early. Children with a disability shall be involved in an integrated way thus allowing them to participate to their potential alongside other children.

Every person under the age of 18 years should be considered as a child for the purpose of this document. While recognising that the protection of the good name of all members of our Club is of the utmost importance, the safety and welfare of the child is paramount.

### 1.5 Safety Statement

#### 1.5.1 Safety of Members

Kilcock Canoe Polo Club will ensure the following:

- A. Activities are suitable for age and stage of development of participants.
- B. Keep a record of any specific medical conditions of the participants.
- C. Keep a record of emergency contact numbers for parents/guardians.
- D. Ensure any necessary protective gear is used.

- E. Ensure First Aid kit is close at hand with access to a qualified first –aider.
- F. Know the contact numbers of emergency services.
- G. Keep first aid kit stocked up.
- H. Ensure easy access to medical personnel if needed and have an emergency plan.
- I. If an incident occurs, make a brief report of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant’s parents and keep them informed of all details.
- J. Participants should know and keep the rules of their sport, keeping in mind that many rules are there for safety. Full rules are available from the International Canoe Federation. [www.canoeicf.com/canoepolo/rules/htm](http://www.canoeicf.com/canoepolo/rules/htm)
- K. Leaders should hold appropriate qualifications required by the governing body
- L. Ensure there is adequate insurance cover for all activities
- M. Make every effort to ensure that parents / guardians are present at finishing time of sessions or events.

## 1.6 Use of Photographic , Video Camera and Mobile Equipment

From time to time Kilcock Canoe Polo Club may take photographs and use video camera equipment (for coaching purposes) of members of the club during training and competitions .

Permission will be sought from parents & guardians of members who are under 18 years of age in relation to the above.

If images are placed on the club's website , club members will not be identified by name or any other personnel details.

The use of camera mobile phones are not allowed in dressing rooms or any other areas where members are changing. This is further addressed under section 1.6 of this policy document.

Amateur photographers/film/video operators wishing to record an event or training session should seek accreditation with the Club's children's officer, sports leader. The Club will display the following information prior to the start of an event to inform spectators of the policy:-

"in line with the recommendation in the Kilcock Canoe Polo Club 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. Children and young people should only be photographed or filmed with their permission and /or the permission of their parents/guardian".

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

The club will give a clear brief of what is considered appropriate in terms of content and behaviour. They will inform parents players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.

## 1.7 Code of Conduct for Players

- A. Do not canoe alone. Players should abide the guidelines of the Irish Canoe Union who recommend paddling in groups of three or more. Junior paddlers should paddle in groups of three or more with at least one senior paddler.
- B. Train for your own enjoyment, not to please parents, instructors or coaches.
- C. Learn the rules of our sport and abide by them.
- D. Respect your opponents. Treat them, as you would like to be treated.
- E. Do not use foul/vulgar language, or use unfair or bullying tactics to gain advantage of another opponent.
- F. Always compete to win but recognize that it is not the only aim. Participation is equally important.
- G. Behave in a manner that reflects the quality atmosphere and ethos of the club.
- H. You are responsible for your own gear. Please ensure that it is of a correct size and specification. Please make sure your name is on it.
- I. Buoyancy aids must be worn at all times while canoeing.
- J. Helmets with face guards must be worn at all times while playing polo.
- K. Remember to always bring a drink of water with you. You need 1 litre of fluid per one hour of exercise.

- L. Cameras, camera mobile phones and other visual recording devices will not be allowed in changing rooms/ areas.
- M. Respect the Club's equipment.
- N. Respect and accept the decision of the referees, coaches, leaders, and instructors.
- O. In order to play canoe polo, you must be able to swim ( at least 10 m).

It is understood that by applying for membership to the Kilcock Canoe Polo Club, all members will support and abide by the Irish Canoe Union Child Protection Policy.

### 1.8 Code for Parents/Guardians

Kilcock Canoe Polo Club is committed to providing a safe and fair environment for all juvenile players. Our first priority is the welfare of young players and we are committed to providing an environment, which will allow participants to perform to their best ability, free from bullying and intimidation. Kilcock Canoe Polo Club believes that parents should:

- A. Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organizers.
- B. Encourage your child to play by the rules.
- C. Always behave responsibly on the sidelines and do not seek to unfairly affect the game on the pitch or the player on the pitch.
- D. Take care not to expose any junior player, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- E. Always recognize the value and importance of the volunteers who provide sporting/recreational opportunities for your child.
- F. Respect referees, coaches, organisers and other players.
- G. Do not publicly question the judgement or honesty of referees, coaches or organizers.
- H. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- I. Set a good example by applauding good play on both sides
- J. Encourage mutual respect for team mates and opponents.

Parents should support all efforts to remove all abusive and bullying behaviour in all its forms. It is expected that all parents will support and abide by the Irish Canoe Union Child Protection Policy.

## 1.9 Coach Education Policy

The following will apply to the Education and Training Coaches and Supervisors

Working with children and young people should be suitably qualified for the position they hold. Instructors and coaches must hold the appropriate qualification recognised by the Canoeing Irelands Training and Development Unit for their position. Any other training/educational qualification required by CI for a specific role must be adhered to.

All adults working with children and young people are also required undertake a suitable child protection course this raises awareness of sport policy to protect and safeguard young people and children who are involved in our sport.

The following child protection training/awareness workshops are accepted by CI:

1. Basic awareness workshops Children in Sport Awareness Workshop (Code of Ethics) –
2. Irish Sports Council Safeguarding Young People in Sport – 3. Sport NI Advanced workshops Club Children’s Officer Workshop – 4. Irish Sports Council Designated Safeguarding Children Officer course –
5. Sport NI The Irish Sports Council training/awareness workshops are available locally through the Local Sports Partnership network.

It is important for adults with responsibility for children and young people to have a basic understanding of how to ensure the safety and well-being of all participants in sport.

Kilcock Canoe club will assist coaches in their training by allowing coaches to assist senior coaches. The committee will also encouraging new and established coaches to do official coach training courses.

## 1.10 Recruitment Policy -

The following procedure will apply to Recruiting/Appointing: Volunteers/Sports Leaders

There will be a “sign up” procedure, whereby the newly recruited volunteer agrees to abide by Kilcock Canoe Polo Clubs Code of Conduct and Code of Ethics in Children’s Sport.

All adults taking responsibility for children in KCPC will undergo a recruitment process as follows

1. Potential Sports Leaders must complete an Application/Assessment form.
2. Formal Garda Vetting procedures should be availed of.
3. Must attend Code of Ethics Course which is run through Kildare sports partnership.

A decision to appoint a sports leader is the responsibility of KCPC. The KCPC committee should ratify all recommendations for appointments. Every effort will be made to manage and support appointed Sports Leaders. Good management of volunteers will contribute to safe activities for children. Good management will also create an atmosphere where volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place.

KCPC will make Volunteers aware of how to access training. All volunteers will be informed of policies and procedures.

## 1.11 Supervision Policy

### 1.11.1 Transport

There is an extra responsibility on adults and leaders when they transport young people to events. Adults should

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts
- Ensure they do not carry more than the permitted number of passengers
- Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis.

Parents should check with young people about the plans, listen to what the young people are saying, be sure they are happy with the transport arrangements.

### 1.11.2 General Supervision

- Ensure adequate Adult: Child ratios. Good practice dictates that a leader should try to ensure that more than one adult is present. This will help to ensure the safety of the children as well as protect adults
- Adult: Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group.
- There should be at least one adult of each gender with mixed groups.
- Away trips will need higher rates of supervision children and young people should be supervised at all times.
- Avoid adults being left alone with young participants, if a leader needs to talk separately to a participant this should be done in an open environment, in view of others
- Respect the privacy of young people while changing, leaders may only need to enter changing rooms where the participants are very young or require special assistance. When necessary, leaders should supervise in pairs or seek assistance, it is the safety and welfare of the participants that is of paramount importance
- Leaders should not be left alone with young people at the end of a training session.
- Clearly state times for start and finish of training and/or competitions. If late collections occur leaders should remain in pairs until participants have left.

It is the responsibility of parents/guardians to make arrangements for collection of young people; it should be made clear that the club is responsible for only club activities

- If a child suffers an injury or accident the parents/guardians should be informed.

### 1.11.3 Overnight & Away trips

- Written permission of parents/guardians should be obtained for all overnight away trips.

## 2 CHILD PROTECTION

### 2.1 Child Protection Policy

Kilcock Canoe Polo Club agrees to adopt the *Irish Canoeing Ireland Child Protection Policy*. All members are deemed to have assented to abide by the Canoeing Ireland Child Code of Conduct for the Protection of Children and as such agree to adhere to the principles and responsibilities embodied in that Code.

Copies of the *Canoeing Ireland Child Protection Policy* are available upon request or can be down loaded from the Canoe.ie website.

### 2.2 Role of Club's Children's Officer (s)

Kilcock Canoe Polo Club will appoint one or more Children's Officers. These officers are an essential element in the creation of a quality atmosphere in any club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can freely talk of their experiences.

Government guidelines advise that all clubs should appoint a children's officer and this should be done in accordance with recommended selection and recruitment procedures.

The Children's Officer within Kilcock Canoe Polo Club has direct access to the Executive Committee has the following functions:

- A. To promote the ICU Child Protection Policy and to ensure compliance with its codes and procedures.
- B. To influence policy and practice and to prioritise children's needs.
- C. To ensure that children know how and whom they can report their concerns to within the club.
- D. To ensure that the children have a voice in the running of their club and that there is a mechanism / forum for dealing with their concerns about their sports experience .
- E. To encourage the participation of parents/guardians in club activities.
- F. To co-operate with parents to ensure that each child enjoys his/her participation in canoe polo.
- G. To act as a resource with regard to best practice in children's sport.

- H. To report regularly to the Executive Committee.
- I. To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or coach, instructors or other sports leaders.

Children's Officers *do not* have the responsibility of investigating or validating child protection concerns within the club and have *no counselling or therapeutic role*. This responsibility lies with the HSE (Health Boards) and An Garda Síochána.

### 2.3 The Role of the Designated Liason Person (DLP)

Kilcock Canoe Polo Club has designated a person who is responsible for dealing with any concerns about the protection of children. The designated person is responsible for reporting allegations or suspicions of child abuse to the HSE and /or An Garda Síochána..

The designated person has the following functions

- Communicate with the HSE and /or An Garda Síochána. ☐
- Be familiar with the Clubs reporting procedures ☐
- Communicate with parents and /or agencies as appropriate ☐
- Assist with ongoing development and implementation of the club's child protection training needs. ☐
- Liaise with the National Children's officer in relation to child protection training needs. ☐
- Report persistent poor practice to the National Designated officer ☐
- Advise the club administrators on issues of confidentiality, record keeping and data protection ☐

DLP Officers *do not* have the responsibility of investigating or validating child protection concerns within the club and have *no counseling or therapeutic role*. This responsibility lies with the HSE (Health Boards) and An Garda Síochána.

### 3 DISCIPLINARY PROCEDURES

#### 3.1 Disciplinary Procedure

When an infraction of the rules of the Kilcock Canoe Polo Club occurs, the following procedure shall apply:

*st*

1 *Offence:* A verbal warning is given by a committee member, coach or instructor, whichever is appropriate. A verbal warning will be recorded by the Club. *nd*

2 *Offence:* In the case of a child, the parent/guardian is informed in writing. In the case of a member over 18 years of age, the member is informed in writing that they are in breach of the Club's rules/code. The written warning will be sent by a committee member, coach or instructor, whichever is appropriate. *rd*

3 *Offence:* A sanction, appropriate to the nature, frequency, and consequences of the infringement will be decided by the Executive Committee, in consultation with any coach, instructor or other leader who might be involved.

In the case of a particularly serious infraction of the rules, the Committee may decide to impose a sanction for a first offence.

In the case of an infraction of the rules that falls under the definition of serious abuse, as defined by the ICU Child Protection Policy, the procedures laid out in that document shall apply, and shall take precedence over the procedures set out here.

#### 3.2 Disciplinary Complaints Procedure

It is part of the ethos of Kilcock Canoe Polo Club that infractions of the rules are dealt with, in the first instance, through the disciplinary procedures laid out in 3.1, above. However, where this fails, or where the infractions of the rules are persistent, of a serious nature, or likely to cause injury, damage or offence, the Committee has in place a complaints procedure that allows all members with dissatisfaction to register their complaint in a formal way and put an open process of investigation into action as follows:

- A. Complaints may be lodged by all members of the club.
- B. The secretary of the club should receive them in writing within 7 days of the alleged incident.
- C. The complaint should outline all relevant details about other parties involved.

- D. The complaint will be brought to the attention of the Chairperson by the secretary, who will convene the disciplinary committee, consisting of the chair and 2 other ordinary members.
- E. If the complaint involves a criminal offence the Chairperson should inform the statutory authorities and disband the disciplinary committee.
- F. The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation has been infringed.
- G. They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member .
- H. Keep all records on file. The Secretary will be responsible for storing all records. Allegations that prove to have been unfounded will be kept on file for a maximum of 12 months of being received.
- I. If any party does not agree with the disciplinary committee , an appeal can be lodged. (See Section 3.3 of this document, “Appeals Procedures”).
- J. For disciplinary procedures involving coaches, sports leaders, or members of the executive committee, see Section 3.4 of this document.
- K. In the case of an infraction of the rules that falls under the definition of serious abuse, as defined by the ICU Child Protection Policy, the procedures laid out in that document shall apply, and shall take precedence over the procedures set out here.

### 3.3 Appeals Procedures

- A. If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period.
- B. The appeals committee is convened, whose chairperson should be taken from the executive committee (not the original chair) and 2 other ordinary members (not the original members).
- C. The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee

### 3.4 Disciplinary Procedures: Coaches, Instructors, Leaders and Committee Members

- A. An allegation of misconduct involving Executive Committee members, instructors, or any other person involved in the running of the Kilcock Canoe Polo Club is a serious matter, with implications for the well-being of the alleged victim, the good name of the alleged perpetrator, and a potentially detrimental effect on the proper conduct of the organisation. In instances in which the misconduct is not serious, or arises from a misunderstanding, Kilcock Canoe Polo Club prefer to deal with such allegations by means of informal reconciliation. However, (a) when, in the opinion of the Executive Committee such informal means have been exhausted; (b) when the accusations are of a serious nature; or (c) when either the accused or the accuser requests, the following process will be applied:
- B. Within a period not exceeding two weeks of the first verbal statement of allegations of misconduct, the accuser shall furnish, in writing, a signed and dated statement containing the following:
- General substance of the allegations of misconduct
  - Details of individual instances of misconduct, including the location, date, approximate time, as well as names and contact details of witnesses who were present, as well as their relationship to the accuser and accused.
  - Good cause as to why the alleged instances of misconduct outlined in the statement constitute a matter that falls within the jurisdiction of the Club.
- C. Upon receipt of such an allegation of misconduct, the Chairperson of the Executive Committee shall appoint a Sub-Committee of Enquiry, who shall be authorised to investigate the allegations.
- D. The Sub-Committee of Enquiry shall be composed of four members, at least one of whom shall be external to the Executive, and who will have relevant experience. Every effort will be made to achieve gender balance in the composition of the Sub-Committee. If it deems necessary, the Sub-Committee may request that the Executive Committee provide resources to obtain specialised professional advice.
- E. As a part of their investigations, the Sub-Committee of Enquiry shall discuss the allegations with the person or persons accused of misconduct. The SubCommittee will offer the accused the opportunity to supply the names and contact details of witnesses who were present at the time of the alleged instances of misconduct. The Sub-Committee will also discuss the allegations with the accuser.

- F. The Sub-Committee will be asked to report under three headings:
- The Sub-Committee will report on the truthfulness of the allegations of misconduct.
  - If the Sub-Committee determines that misconduct has occurred, it will report on the seriousness of such misconduct.
  - The Sub-Committee will report on whether or not such misconduct falls within the jurisdiction of the Club and its activities.

The Sub-Committee will present its major findings under these three headings in writing.

- G. All Sub-Committee decisions will be decided by a majority vote within the SubCommittee. In the case of an evenly balanced vote, the Chairperson shall be co-opted to the Sub-Committee to cast the deciding vote.
- H. The report of the Sub-Committee of Enquiry will be presented to a meeting of the whole Executive, convened solely for that purpose, excluding the accuser, the accused, and any other Executive member who may feel the need to declare a conflict of interest.
- I. The Executive Committee thus composed will adjudicate on the truthfulness of the allegations of misconduct, based on the report of the Sub-Committee. If it finds that the allegations are truthful, it will further rule on whether or not the misconduct falls within the jurisdiction of the Club. It will then rule on the seriousness of the misconduct. All decisions of the Executive Committee on these matters will be determined by a majority vote.
- J. If the Club decides, based on the report of the Sub-Committee, that the allegations are truthful, within the jurisdiction of the Club, and of a serious nature, it will decide whether or not disciplinary action is warranted, and if so, what form such disciplinary action will take. Should the Executive Committee determine that the allegations are unfounded and malicious, it may decide to implement disciplinary procedures against the accuser.
- K. All decisions of the Sub-Committee, and actions arising from such decisions, may be appealed by any party to the original allegation. The composition of the Appeals Sub-Committee will be determined by the Chairperson, who shall take cognisance of the nature of the original allegation in convening such a Sub-Committee. The Appeals Sub-Committee will either uphold, uphold with modifications, or reject the decision of the original Sub-Committee.
- L. In the case of an infraction of the rules that falls under the definition of serious abuse, as defined by the ICU Child Protection Policy, the procedures laid out in

that document shall apply, and shall take precedence over the procedures set out here.

## 4 CLUB FACILITIES

### 4.1 Boathouse

The club facilities include changing rooms, toilets ( a disability toilet ) and storage areas for club equipment and members equipment. The Boathouse comprises four units as follows : - Unit a (changing rooms), Unit b – d (storage of equipment).

Access to the Boathouse is by electronic access. Access can be gained manually by the designated key holders. All access is monitored electronically.

The club uses security camera's both externally and in public areas within the boathouse for the security and safety of their members.

Annually members, parents and guardians are asked to give some time to assist with the upkeep of the Boathouse in relation to the following :

- Taking out & returning equipment before and after class times ☐
- Cleaning of Changing Rooms, Showers & Toilets etc ☐
- Cleaning of Equipment Storage areas ☐

Rota's/schedules are set out to ensure that everyone takes responsibility for the upkeep of the boathouse.

In the event that there is a shortfall between available persons to volunteer for cleaning of the boathouse , the Executive Committee will contract the services of a Cleaner . This cost will be absorbed through the membership fees.

### 4.2 Access

Access to the boathouse is restricted for members in relation to the units and times as follows:.

- The Executive Committee and coaches/instructors have access to all units of the Boathouse ☐
- Members who do not have their own equipment and are over 18 years of age have access to Unit A ☐

- Members who have their own equipment and are over 18 years of age have access to Unit A and their equipment storage unit. □
- Members who have their own equipment and are under 18 years of age do not have access to their equipment except during club training or club opening times □
- Members who have their own equipment and are under 18 years of age n make application to the Executive committee for access to the Boathouse outside club training or club opening times. This access will be restricted to the unit where their equipment is stored. □
- Members are not allowed to give other members or non members use of your Electronic Fob to gain access to the Boathouse. □
- Members who are under 18 years of age are not to be given the use of their Parents/Guardians Fob . □

## 4.3 Storage of Equipment

### 4.3.1 Safety in relation to accessing & locating equipment

All equipment in the boatspace storage areas should be stored correctly and safely.

Access is restricted to members and team leaders/helpers.

In locating canoes consideration should be given to the risk of manual handling injury. Members/team leaders/helpers are recommended to follow these guidelines in relation to handling canoes

- Ensure that the canoe has been emptied of excess water □
- Stand close to the canoe □
- Bend your knees and keep your back straight □
- Grasp the canoe firmly □
- Lift with your legs and not with your back □
- Do not lift a canoe that is too heavy , get help □

### 4.3.2 Storage of Club Equipment

- All boats should be located upright in the racking provided . □

- Helmets should be located in the cage provided ☐
- Paddles should be located in racks provides ☐
- Buoyancies , spray decks and bids should be located on the trolley rack provided ☐
- All equipment should be washed and rinsed after use in containers provided ☐
- Water with disinfectant should be disposed correctly and should not be disposed of in the canal. ☐

Club equipment is located in a separate unit to club members equipment. Access to this unit is restricted to the Executive Committee and Coaches/Instructors and leaders.

#### 4.3.3 Storage of Members Equipment

- Subject to payment of an annual fee set by the Committee, members can get a designated storage unit in the Boathouse for storage of their personal Equipment (Boat, Paddle, Buoyancy and Helmet). Failure of payment will result in removal of equipment
- Members will be provided with a chain and must lock their equipment with their own combination lock. Members are required to keep the number of the combination lock confidential.
- All equipment is to be locked in a safe manner using the provided chain and their personal lock.
- No equipment is to be stored on the ground or will be removed from the club house.
- The club will not be responsible for lost or stolen equipment. Failure to lock away your equipment may result in a fine or removal of your equipment from the boathouse and redesignation of your space to another member.
- Placing personal equipment in another members designated space or in an area of the clubhouse not designated for Members equipment may result in removal from the boathouse.
- Kilcock Canoe Polo Club will not guarantee the security of your equipment if you fail to lock away your equipment .Please note that unlocked equipment will not be insured.

#### 4.4 First Aid

A first aid box is located in Unit A of the Boathouse and is assessable at all times during club training and club opening times.

A list of Qualified First Aider's is posted in the public area/hallway of Unit A of the Boathouse

#### 4.5 Fire Extinguishers & Fire Alarm

The Boathouse is fitted with a Fire Alarm which is maintained annually. Each unit is fitted with an emergency panel.

There are two fire extinguishers which are located in the public area/ hallway of Unit A.

## 5 EMERGENCY PROCEDURES

### 5.1 Scope

This emergency plan addresses the following (but is not limited to) an injury, a medical emergency/incident, fire, vehicle collision in the harbour area, medical emergency due to contact with a boat on the canal waterways.

### 5.2 Roles & Responsibilities

In the event of a medical emergency/serious injury occurring in / or around the Boathouse , on the playing area (defined as the pitch area and surrounds on the water), the assigned people will assume the following roles:□

□

<b>Emergency Coordinator/Safety Officer</b>
<b>Deputy Emergency Coordinator</b>
<b>First Aider</b>
<b>Deputy First Aid</b>
<b>Crowd Controller</b>
<b>Deputy Crowd Controller Communication-Coordinator</b>
<b>Deputy Communication Coordinator</b>

In instances where any of the assigned people are not available, the identified deputy will fill the role.

- The Emergency -Coordinator, will be responsible for ensuring that all aspects of this plan are fulfilled before and after the incident. This will include the following:
- During training sessions the emergency coordinator will liaise with a first aider and communication resources on any medical emergency . □
- The emergency coordinator will direct relevant personnel in the event of a medical emergency. □

- The emergency coordinator is responsible for ensuring that a report is completed following the medical emergency ☐
- At Events/Competitions an Ambulance with qualified staff are contracted to provide medical aid. The Emergency Coordinator will liaise with them during the event. ☐
- In the event that all 4 pitches are used during a competition ,suitable communication systems will be made available for relevant personnel. ☐

### 5.3 First Aid

It is the responsibility of the First Aider to keep the first aid kits stocked. The first aid kit will be checked on a monthly basis.. Records of these checks will be maintained. Missing supplies will be ordered on an as needs basis. ☐

Following a medical emergency the First Aider will liaise with the Emergency coordinator in relation to completing a report ☐

### 5.4 Communication

The Communications coordinator is responsible for contacting the emergency services (ambulance ) if required. ☐

**Dial 112 or direct someone to do so. -Give the location of the accident ☐**

**The person name that is calling and their phone number -Nature of the Emergency ☐**

**Notify the Emergency Coordinator that the appropriate emergency - services have been called. ☐**

The nearest landline telephone is located in O'Keeffe Pub or Cleary's Hardware . ☐

Mobile Phone should be used to make emergency calls if possible. ☐

A list of relevant emergency numbers are posted at the following locations: ☐

☐

- Notice Board (Boathouse)
- In the First Aid Kit
- a copy is maintained by the Communications Coordinator

The Crowd Controller will be responsible for ensuring that access for Emergency services is kept clear. □

### EMERGENCY TELEPHONE NUMBERS

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Emergency	Dial 112/ 999
Doctor	Kilcock 01- 6287270 (9am – 5.30pm Mon – Fri)
Doctor on Call – 24 hour Emergency	1890 599 362 (KDoc)
<b>Hospital:</b> Naas	045 897221
Newbridge	045 432464
Crumlin	01 4096100
Blanchardstown	01 8213844

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## 5.5 Contacts

All club members must supply the name and contact details of a parent/guardian on becoming a member of Kilcock Canoe Polo Club. □

Contact names of parent/guardian are kept on file and are accessible during training and events. □

It is the responsibility of the Communications Coordinator to contact the parent/guardian in the advent of a serious injury to a player □

The following information is a guideline in relation to what information is conveyed to the parent/guardian:

- A. Description of the incident
- B. Transport arrangements for the injured player I(if required)
- C. Current location and any immediate future location (e.g. Hospital name) of the injured player.
- D. Condition of the injured player (if known)

## 5.6 Reporting

- A full injury report shall be completed immediately following the treatment of the injured player. □
- The completed report form will be filed with the Secretary of the Club for a minimum of 4 years or longer if stipulated by the Club's Insurance company. □
- A copy of the injury report form will be provided to relevant parties (e.g. Insurance company). □

## 5.7 Procedure

- In the event of an injury to a member of the club whilst playing a game, the injured party or the instructor/leader should report the injury to the First Aider. □
- The First Aider will assess the injury and determine if further medical attention is required. Sports First aider will liaise with the Communication Coordinator if parents/guardians need to be contacted. They will also liaise with the Safety Officer or Emergency Coordinator if necessary.
- The First aider will complete an Injury Report Form and file with the Secretary of the Club. □
- In the event of a fire in /or around the Boathouse, the fire alarm will be activated and all persons located in Units A – Unit D should leave the area immediately and go to the staging designated area ( located beside the ramp at Shaw's Bridge) □
- In the event of a fire, the Emergency Coordinator along with the Crowd Controller will ensure that the area is cleared of all personnel including players on and off the water if necessary . Spectators will be moved to an area deemed safe away from the fire. The Crowd controller will ensure that the area is sealed off and access is made available to the Emergency Services. □
- In the event of a vehicle crashing or colliding in the Harbour area, the Emergency Coordinator along with the Crowd Controller will ensure that the □
- area is cleared of all personnel including players off the water and if necessary move the players that are on the water to a safe area. Spectators will be moved to an area deemed safe away from the vehicle collision. The Crowd Controller will ensure that the area is sealed off and access is made available to the Emergency Services.

- In the event of a barge or other boat crashing or colliding in the Harbour water, the Emergency Coordinator along with the Crowd Controller will ensure that the area is cleared of all players on the water and if necessary personnel on the canal bank/deck area. Spectators will be moved to an area deemed safe away from the collision. The Crowd Controller will ensure that the area is sealed off and access is made available to the Emergency Services. □
- The Communication Coordinator will liaise with the Emergency Coordinator and will telephone the necessary Emergency Services. □
- The First Aider will assess the situation and will provide first aid to minor injuries such as cuts, grazing and minor burns. The First Aider will ensure that any injured personnel are comfortable in so far as not to cause any further injuries. They will await emergency services where they will brief them on the situation. □
- Trends in injuries are brought to the attention of the Development/Coaching Officer by the First Aider on an as needs basis or through the Coaching and Executive Committee Meetings. □
- Emergency situations and injuries are discussed at all Executive Committee Meetings which are generally held once a month. □

## 6 MEMBERSHIP

### 6.1 General

Membership of the club is from May 1<sup>st</sup> to April 30<sup>th</sup> yearly . Registration nights are normally held in the month prior to registration.

Existing members are issued with a pack prior to registration night which will include all appropriate documentation and information in relation to membership. These typically include but are not limited to :-

- Membership Form
- Permission to travel form
- Code of Conduct form
- Parents Declaration
- Application for boatspace storage
- Boathouse Access U 18's
- Terms & Conditions for Boathouse Access

New members or those on a waiting list are notified in relation to registration night by post or telephone.

All applications for membership are reviewed and are subject to ratification by the Executive Committee.

Memberships fees entitles the member to have access to the boathouse, use of changing room facilities, use of club equipment during scheduled classes, events and competitions, and participation in club training.

All members who are issued with Access Fobs (keys) will be required to complete a "Terms and Conditions for Boathouse Access " form.

There is an initial fee for a "FOB" for first time members . Replacement FOB's incur a cost .

Boathouse storage fees entitle the member to store their boat and other items listed in 4.1.2.

## 6.2 Application for access to Boathouse (under 18's)

U18's can make application to the Executive Committee to have access to the Boathouse outside of club training or opening times.

Following completion of the application which must be signed by a parent/guardian, it should be returned to the Secretary of the Executive Committee along with the appropriate fee.

Each application will be reviewed by the Executive committee along with the following : Safety Officer, Coach(es) and Children's Officer .

The following criteria will be used as a basis (but not limited to) for accessing the application.

- Age of the member
- Canoeing Competency of the member
- Need for access
- Previous records of behaviour
- Compliance with Safety Requirements (use of Buoyancy / Helmet)
- Compliance with Club Rules and ICU guidelines (Paddle in groups of 3 or more with at least 1 senior paddler)
- Coaches Comments
- Children's Officer comment
- Safety Officer comments

Following review of the application ,the member will be notified as to whether they will be given access outside club times.

If the application is rejected the member will be notified as to why their application was not successful. Their fee will be refunded.

If their application is successful , the member and their parent/guardian will be required to read and sign the "Terms and Conditions for Access " document (2 are issued to the member ( 1 to be retained by the member and the other retained by KCPC Admin)

## 7 DEFINITIONS USED IN THIS DOCUMENT

**Child:** For the purpose of this document, Kilcock Canoe Polo Club follows the practice established by the UN, and defines a child as any person 18 years of age, or under.

**Coach:** Any person training canoeists to play the sport of canoe polo.

**Committee Member:** Any member of the Executive Committee of Kilcock Canoe Polo Club. This includes both those positions defined by the Constitution (see Appendix A), as well as any additional positions that the Committee may chose to bring into being at its ordinary meetings.

**Instructor:** Any person teaching the sport of canoe polo or its related skills in organised classes.

**Leader:** All adult volunteers in the club. This includes coaches, instructors, Committee members, and others.

**Member:** Any person, whether adult or child, who is a fully paid-up member of Kilcock Canoe Polo Club.

**Parent/Guardian:** Even when it is not explicitly stated, the word “parent” in this document refers to any adult who has a duty of care towards a child.

**Player:** Any person, whether child or adult, who is either (a) learning the sport of canoe polo, or (b) who is playing the sport of canoe polo under the auspices of Kilcock Canoe Polo Club.