



Cambridge City Junior Hockey Club

Cambridge City Junior Hockey Club is fully committed to safeguarding and promoting the well being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club must, at all times, show respect and understanding for the safety and welfare of everybody. Therefore all members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with the Junior Development Officer or Child Protection Officer.

All junior members must abide by the following rules:

- All members must, as far as possible, be kept safe from harm while they are at, or representing the club.
- No member associated with the club must ask anyone to keep secrets of any kind.
- Members are not allowed to drink alcohol, smoke or take drugs of any kind whilst on the club premises and must not participate in any club activity whilst under the influence of alcohol or drugs. Members shall not promote, give or sell any drugs to another member whilst participating on the club premises or participating in any club activity.
- Members will respect the coaches, officials and administrators within the club and remember that they are giving their time and expertise freely.
- Members must try to be on time for sessions, matches, competitions so as not to disrupt the smooth running of the club.
- Members must pay any fees in relation to membership of the club or club activities on time unless another arrangement is reached with the club Treasurer.
- Members will take care of all property belonging to the club or any member, including all club facilities and equipment.
- Members are responsible for caring for their own equipment, clothing and property and they must ensure that it does not endanger any other members of the club.
- No jewellery or unsuitable clothing or footwear must be worn during practical sessions.
- Members must adopt the Fair Play Policy of the club which is set out below and act in the accordance with the Policy at all times.



Cambridge City Junior Hockey Club

Junior Club Disciplinary Procedures

Whilst discipline is important, junior organizers are aware that of the sparing use of discipline, as constant discipline can cause a child to turn away from hockey. The age and developmental stage of the child is also taken into account when considering discipline.

Any discipline will be used in a corrective way, intended to help the children improve now and in the future. A child will also be helped to understand why any discipline is imposed.

Also, a child will not be disciplined for any errors made when he is playing.

Recommended use of Disciplinary Procedures.

A verbal warning should be given if a rule is broken up to two occasions.

Discipline (e.g time away from the pitch) should be applied if a rule is broken a third time.

If a rule is broken more than three times, the child will be spoken to, and if necessary the parent/guardian will be informed either verbally or in writing.

If a rule continues to be broken the parents will be contacted in writing, and asked to speak to their child about his behaviour, or they may be informed their child should not return to the Junior Club.

Fair Play Policy

Within Cambridge City Junior Hockey Club:

- Players play for enjoyment and to improve performance, not just to please their parents or coach.
- Where rules apply, players try to understand them and stick to them.
- Players accept the decisions of coaches and officials.
- Players control their tempers at all times.
- Players will be 'good sports'. they will cheer all good play, whether it is our players/teams or an opponents.
- The aim of the game is to have fun, improve skills and to feel good.
- Players will work equally hard for themselves and the team.
- Players will treat all players as they themselves would like to be treated. They will not bully or take unfair advantage of any player.
- Players will co-operate with the coach, team mates and opponents - without them there is not a game.



Cambridge City Junior Hockey Club

Child Protection Policy

Cambridge City Junior Hockey Club is committed to good practice which protects young people from harm. Members, coaches, officials and voluntary helpers accept and recognize their responsibility under the Children (NI) Order 1995 to provide an environment which promotes the safety of young people at all times. In order to safeguard the young people in our care we will:

- Develop an awareness of the issues which may lead to young people being harmed.
- Adopt and consistently apply safe recruitment procedures for all coaches, leaders, volunteers and parents.
- Provide the opportunity for all coaches, leaders, volunteers and parents to attend all relevant training courses.
- Ensure all players, coaches, and adults working in the club are aware of our Code of Conduct for working with young players.
- Ensure all young people are aware of our Junior Club Membership Rules and Fair Play Policy.
- Ensure all parents are aware of our Code of Conduct for Parents.
- Create an open environment by appointing a Child Protection Officer, whom young people can turn to if they need to talk. The Child Protection Officer must have attended specific Children's Officer Training, as outlined in the Code of Ethics and Good Practice for Children's Sport
- Designate the Child Protection Officer to act as liaison with the statutory authorities in relation to the reporting of allegations or suspicions of child abuse.
- Ensure there are procedures in place for recording and dealing with complaints and accidents
- Ensure best practice throughout the club by disseminating our Codes of Conduct, including the complaints, disciplinary and appeals procedures in operation within the club, to all our members.
- Ensure that the Youth Convenor reports to the Club Committee on a regular basis.
- Ensure information is readily available to whom it may concern.
- Ensure that any unusual activity (high rate of drop out/transfers etc) is checked out and reported by the Chairman/Child Protection Officer to the governing body of hockey.
- Keep the Child Protection Policy under review.

Cambridge City Junior Hockey Club



Coaches Code of Conduct

Cambridge City Junior Hockey Club (hereby referred to as 'the club') recognises the right of every individual to participate in the sport of hockey regardless of race, gender, ability, religious belief, cultural identity, sexual orientation or political opinion.

The aim of this Code of Conduct is to ensure that those working with young people in the club at all times provide a quality sporting and social programme for the junior members by working to an agreed philosophy and set of standards. Enforcement of this Code of Conduct is the responsibility of every member and official of the club. Any queries about the Code should be referred to any member of the club's General Committee, the Youth Convenor, or the Child Protection Officer.

All members of the club must:

- respect the rights, dignity and worth of all and treat everyone equitably;
- not exert undue influence to obtain personal benefit or award.

The club has the right to:

- Expect all members to comply with this Code of Conduct
- Take appropriate action if members breach the Code of Conduct or Child Protection Policy.
- Expect all members to undertake appropriate training when advised to.
- Acquire pre-employment checks on all coaches.
- Maintain records on individuals in line with advice from the Data Protection Agency. i.e. only hold records on individuals that they have a justifiable reason for holding.

Coaches within the club must:

- Ensure the safety of the young person is placed above the development of performance and follow all guidelines laid down by the Governing Body of the sport. Coaches must ensure they are working at a level commensurate with their coaching qualifications and are insured.
- Ensure that training is kept up to date and undertake relevant training courses which are organised by Youth Sport, the N.I Institute of Coaching, the National Governing Body etc.
- Ensure that the activities which they are directing and advocating are appropriate to the age, maturity and ability of the young people.
- Always promote the positive aspects of sport and never condone or participate in rules violation, bad sportsmanship, the use of bad language, the use of sectarian language and banter, the use of prohibited substances, the use of gestures, emblems, flags or salutes which could be interpreted as provocative.



Cambridge City Junior Hockey Club

- Display high standards of personal behaviour and appearance and respect the club facilities and equipment.
- Never overtly criticise other players or officials judgement or use language or gestures which may cause a young person to lose self esteem or confidence.
- Arrive on time for all coaching sessions, matches, competitions, social occasions and inform an appropriate person if ill or unable to attend.
- Ensure that car insurance is appropriate for transporting young people to and from events if necessary. Please note, normal car insurance may not be sufficient.
- Ensure that all sports programmes will be safe, enjoyable and progressive and will cater for all young people who wish to take part.
- Encourage and guide young people to accept responsibility for their own behaviour and performance and encourage young people to feel confident and comfortable in making personal choices.
- Ensure that attendance records are kept of all recognised club sessions and social activities with the attendance of each participant noted appropriately.
- A club incident form must be used to record accidents, injuries or an untoward event. Also ensure confidentiality about sensitive information.
- Ensure that all those working with young people hold appropriate qualifications in coaching, leadership, officiating. Any helpers, during coaching sessions, or competitions, must work under the guidance and supervision of a qualified coach.



Cambridge City Junior Hockey Club

Appropriate and Inappropriate Behaviour when working with Children.

As a general rule, coaches, helpers, and other members involved in the club must not:

- Spend amount of time alone with young people away from others
- Take young people alone on car journeys, however short or Take young people to their home.

If it should arise that such situations are unavoidable, they should take place with the full knowledge of someone in charge in the club and/or a person with parental responsibility or the young person.

If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions if the young person is constantly moving. Some parents are becoming increasingly sensitive about touching young people and their views should always be carefully considered. In addition, the young person's permission should always be sought.

Where possible, parents must take responsibility for their children in changing rooms. If groups are to be supervised in changing rooms, those responsible should always ensure that adults work in pairs and that gender is appropriate. If travelling to an event is necessary, make sure that verbal (preferably written) permission is given by the parents. Parents have a responsibility to ensure children are collected on time.

Coaches, and Other members involved in Working With Young Children in Cambridge City Junior Hockey Club must never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a young person or permit or engage in any form of inappropriate touching.
- Permit young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person, even in fun
- Allow allegations made by a young person to go unchallenged , unrecorded or not acted upon.
- Do things of a personal nature that a young person can do themselves or agree to meet a young person on your own.

If a young person is accidentally hurt or distressed in any manner, or the young person appears to respond in a sexual manner to a coach's/helper's actions, or misunderstands, or misinterprets something a coach has done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents should be informed of the incident.

Cambridge City Junior Hockey Club



Emergency Action/First Aid.

All coaches and helpers must be fully aware of the club's emergency procedure and reporting procedures and follow these at all times. In particular:

- Ensure that there is access to first aid equipment.
- Alert the first aider on site who should assess the situation and take appropriate action.
- Make telephone contact with the parents or guardians if the participant is a minor.
- Make telephone contact to the emergency services if necessary.
- Ensure the Accident Report Form is completed, to be held in the accident book/folder, kept by the Child Protection Officer.

Guidelines for reporting Allegations/Incidents.

- Report all incidents using the Complaint/Allegation Form and forward this form to the Child Protection Officer.
- Ensure confidentiality, on a 'need to know' basis.



Cambridge City Junior Hockey Club

Parents Code of Conduct

Cambridge City Junior Hockey club believes that parents play a very important role in their child's development in sport. To that end, the club would ask all parents to contribute to the Junior Club and their child's participation in sport. In particular the club expects all parents to:

- Complete and return the Health and Consent Form pertaining to their child's participation with Cambridge City Junior Hockey Club.
- Detail and health concerns pertaining to the child on the consent form, in particular breathing and chest conditions. You should also report any changes in the child's health to the coach prior to coaching sessions.
- Ensure their child is properly and adequately attired with shin guards, mouth guard and finger protection. Their child should also be properly attired for the weather conditions of the time.
- Encourage but not force an unwilling child to participate in the club
- Recognise that children's enjoyment of hockey and as a member of this club is paramount.
- Emphasise enjoyment and fun and praise and reinforce effort and improvement
- Promote and teach fair play by setting a good example.
- Teach their child that effort and teamwork are as important as winning.
- Help their child to set realistic goals, improving their skills and develop a positive sporting attitude.
- Never ridicule or shout at any child for making a mistake or losing a competition.
- Acknowledge and applaud good play by all players including opposing players. Parents/Guardians should set an example by being friendly towards the opposing team, its supporters and parents.
- Publicly accept an official's judgement and never question their honesty.
- Support all efforts to remove verbal and physical abuse from children's sporting activities.
- Express any concerns about their child or the club to the Junior Development Officer or Child Protection Officer.
- Recognise the importance and value of coaches and others within the club who give their time, expertise and resources to provide opportunities for young people.
- Offer whatever assistance they can to the running of the Junior Club and support the club and their child where possible i.e. by providing transport to training/competitions; watching matches and training sessions; making sure that their child has appropriate clothing and equipment; supporting fund raising and social events.



Cambridge City Junior Hockey Club

- Ensure their child is delivered and collected promptly after a coaching session or competition. A club representative will remain at the collection point for 10 minutes after the activity has been completed.

Parents have the right to:

- Know their child is safe.
- Be informed of any 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 about the standard of coaching.