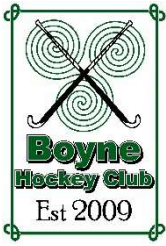


Boyne Hockey Club

Sporting & Activity Management

To facilitate the successful and sustainable operation of Boyne Hockey Club and to provide for a safe and enjoyable environment of children, parents/guardians, sports leaders and all involved in the club, the following policies are in place.

Supervision & Safety.....	2
Participation & Team Selection	3
Managing and Recording Accidents	5
Accident / Incident Report Form	6



Boyne Hockey Club

Supervision & Safety

Boyne Hockey Club (BHC) requires that all hockey activities involving children and young people must be supervised and safe and the welfare and safety of the child must remain of paramount importance at all times. An individual should avoid being alone with a child and it is the responsibility of Volunteers / Coaches / Parents to ensure adequate supervision is provided for any hockey activities. Additional requirements must be in place for some events - see specific policy for Overnight and Away Trips.

A safe environment can only be created when everybody in the Club works together to put safeguards in place for everyone's protection. Parents/guardians must also understand that they have an important role in implementing safe practices for their children and be willing to help.

Safety Guidelines for Players

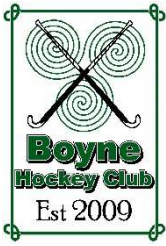
- **All players must wear shin pads and gum shield. Without these they will not be allowed to play.**
- Wear astro trainers to avoid falling and wear a hand guard / glove (at least one on the left hand).
- Warm up/down and stretch before and after training or a match.
- Remove jewellery such as earrings, watches, etc.
- Bring a drink to avoid dehydration.

Supervision for activities

- All Coaches/Volunteers must make sure there is an adequate adult : child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group; for example if children have never been away or have particular need requiring specific attention.
- As a guide general supervision for groups requires a ratio of adults to children of 1:6 for Infants; 1:10 for primary school groups; 1:12 for secondary school groups.
- All Coaches/Volunteers must be garda vetted in line with the Children's First Act (2015) before supervision of children/young people. Once off / ad hoc assistance may be provided without Garda vetting in place if under the supervision of a vetted coach.
- Where two coaches/volunteers are not available, at least one parent is required to avoid a coach being alone with the young players. The parent is not required to participate with the activity but be present, monitor the activities and assist in the event of an incident. **Where this is not possible and only one coach is available, the training session must be cancelled.**
- The Coach should keep attendance records and a record of any incidents / injuries that occur.
- **All Coaches/Volunteers must avoid being alone with one young person, talking to a young person individually can be done in an open environment, in view of others.**
- Children up to 5th class should be accompanied to toilets by their parents. For older players, a child is not permitted to leave the pitch alone. If necessary, players may visit the toilet in groups of three.

Responsibility of Parents/Guardians

Parents/guardians should be clearly informed of the times for the start and end of training sessions or matches; the responsibility is with parents/guardians to ensure they are on time to either drop off or collect their children at the required time – this is included in the code of conduct. At least two leaders should remain until all participants have been collected.



Boyne Hockey Club

Participation & Team Selection

Players in Groups Up To 5th Class

Up to and including 5th class teams Boyne Hockey Club has a policy of mixed ability teams. Players participate in various matches and blitzes throughout the season. These blitz's and matches are aimed at providing an opportunity to play in a fun and competitive environment but not within a structured competition, such as a league or cup competition.

At these age groups, boys and girls may be mixed together and play together in blitz's and matches with agreement between the clubs involved.

All players who available for blitz's and matches should be given an equal opportunity to participate. Ideally the matches will be organised to minimise the number of players substituting (for example, playing 5 vs 5 rather than 4 vs 4 where the player numbers make sense).

At this age, matches / blitz's are intended to be an opportunity to play and have fun. Where there is a mismatch in player numbers between clubs, sharing of players to provide the opportunity to maximise participation is encouraged. Scores in matches are not counted / recorded and where a mismatch between teams is evident, an adjustment to the teams, numbers of players, application of the rules should be implemented to avoid a big score difference.

Players in Groups From 6th Class to 4th Year

As the boys and girls reach 6th class, Boyne Hockey enter teams into the Leinster youth competitions. Boys and girls are split and typically train and play matches separately. For these age groups, Boyne Hockey Club continues to train players by mixed ability year groups.

The Leinster league and cup (for 4th years only) competitions provide for competitive matches between clubs where there will be league and cup winners each season. The leagues are set up in a way to provide competitions for all levels of ability. For each age group there are multiple different league groups, of different levels based on ability.

Boyne Hockey Club aims operate a fair selection policy allowing for all members, where possible, to have a chance of playing in a fixture for the Club and adhere to the following guidelines regarding selection:

- Boyne Hockey Club aims to give junior members confidence to enjoy and play to their best ability in matches at the appropriate level of competition. This may result in players changing team allocation on one or more occasions during the season.
- All selection will be made in line with the principles outlined in the Irish Hockey Equity Policy and Irish Hockey Safeguarding and Protecting Young People in Hockey Policy adopted by this Club.

There are a number of factors taken into consideration in team selection including ability, progression, player position, fitness and effort and attendance at training and matches. Only players who have registered for that season will be eligible for selection. Teams are always open to change throughout the season as we acknowledge that players progress at different rates and we ask parents to respect the coaches opinion.

Depending on the age group competition (8 or 11 per team) and on the size of the year group, some groups will field one team and some will field two teams. For each year group, the approach to team selection should be appropriate to that group. Where there are two or more teams within one group, the competitiveness of both teams should be maintained by entering the teams into suitable leagues. In addition, where the stronger team is missing a number of players for one particular week, consideration

should be given to keeping the stronger players on the second team to ensure that they too can be competitive.

Substitutions during matches should be managed in such a way as to provide at least half a match of pitch time to all players.

Communication

Match arrangements should be issued to parents 5-7 days in advance of the fixture. Sometimes this is not possible while awaiting times, locations, etc from opposition teams. Players (via parents) should confirm that availability for selection no later than mid-week training (Wednesday or Thursday). Teams will typically be finalised at mid-week training and players who have not confirmed available may be excluded from consideration.

Team selection should change where a player is more suited to play for one team or another. Some players may find it disappointing to change team. It is important to communicate with the relevant players and be clear and concise of any decision that are made surrounding the selection of the teams. There is no requirement to advise an individual player on any prior selection of the teams. The team selection and communication should occur via the relevant group communication channels (E.g. Whatsapp). By exception due to a change in circumstance, this may occur during training.

No player should make any assumptions on which team they will play in the next match based on previous selections. The player should feel free to ask the coach to explain the decision so that they can understand and use the feedback to improve.

The decision on team selection rests fully with the coach(es). Parents / guardians should set a good example to their son / daughter and see this as a normal part of sport and use it to learn and develop.

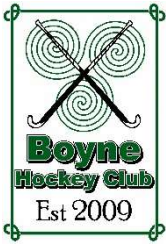
Switching Age Groups

In general, players should play with their own age group. However, where a player is required to provide sufficient numbers for another group, a player may play for one league group higher (i.e. a 6th class can play for 1st year; a 1st year can play for 2nd year; a 2nd year can play for 3rd or 4th year as they share a league).

Younger players should only be selected where all available players from the group are being given the opportunity to play some / all of the match. A player from the group should not miss out on the match at the expense of a younger player. Where substitutes are required, a younger player who attends a match should be given the same opportunity to play as other players on the team.

Return from Injury

A player who is recovering and returning from injury should follow the recommended medical advice. If the player is recovering from a concussion or suspected concussion, the concussion guidelines of Hockey Ireland will be followed fully (<https://www.hockey.ie/>).



Boyne Hockey Club

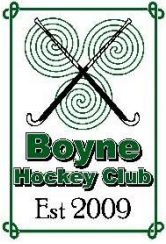
Managing and Recording Accidents

PROCESS FOR MANAGING ACCIDENTS

- The recording of accidents is the responsibility of all club personnel but particularly those in charge of club members. This typically includes coaches, managers and Junior Coordinator.
- Accident reports should be sent to boynehockeyclub@gmail.com. The Club Secretary will record the accident on the list of incidents.
- At the end of each season or year end the Accident Report Forms should be reviewed to see:
 - Is there a pattern or a high number of similar accidents occurring?
 - Is it possible to make changes to reduce the number of accidents?
- A brief report should then be sent to the Club Committee with a view to any changes in policy to be implemented.

PROCEDURE FOR RECORDING ACCIDENTS

- All accidents must be recorded regardless of the severity of an accident.
- When an accident occurs, the person in charge who was present at the time of the accident is required to complete an Accident Report Form. This will typically be a coach.
- The completed Accident Report Form must then be returned to the club (mail to the Club Secretary at boynehockeyclub@gmail.com).
- Any follow up actions must also be communicated to the club (see person responsible above).
- All Accident Report Forms must be kept in a secure location.
- If the accident involves a child, the parent of the child must be contacted or spoken to preferably as soon as possible after the accident has occurred.
- The Club Children's Officer or Designated Person must be contacted if there is a concern related to a child or vulnerable adult.
- Implement any actions that will prevent a re-occurrence and report that action to the Club Committee if deemed necessary.
- Maintain records in a secure location for 5 years.



Boyne Hockey Club

Accident / Incident Report Form

1. About the person reporting the accident/incident:

Full Name:			
Occupation/Role:			
Address:			
Telephone Number:			
Signature:		Date:	

2. About the person who had the accident/incident:

Full Name:	
Occupation/Role:	
Address:	
Telephone Number:	

3. Other personnel involved:

Full Name:	
Address:	
Telephone Number:	
	Involved in Accident / Witness (please circle)

4. About the accident/incident:

Where it happened:	
Date it happened:	
Time it happened:	
Brief description:	
Cause:	
What action was taken at the time?	
Is there any outstanding action that needs to be taken?	