

**THE CONSTITUTION
OF THE
IRISH WATERSKI & WAKEBOARD
FEDERATION**

Approved by AGM on 12th March 2022

1 NAME

The Federation shall be called the Irish Waterski and Wakeboard Federation. The Irish Waterski and Wakeboard Federation (hereinafter referred to as IrWWF or the Federation) is a body affiliated to the International Waterski and Wakeboard Federation (hereinafter called the IWWF).

2 OBJECTIVES

- (a) To encourage and promote all aspects of the sports of waterskiing and wakeboarding to include all disciplines of towed aquatic sports as defined by the IrWWF.
- (b) To encourage member clubs to run competitions on an agreed calendar, with particular emphasis on safety and friendly co-operation with other water users.
- (c) To encourage participation in Regional, National, and International waterskiing and wakeboard events.
- (d) To identify and develop talented athletes within our sports who have the potential to compete at a national level or to represent Ireland at international competitions.
- (e) To encourage membership of the Federation.
- (f) To prepare and enforce regulations governing all water skiing competitions and to further the aims of the International Waterski and Wakeboard Federation.
- (g) To provide members with technically and ethically sound and safe sport coaching programmes and content based on the Lifelong Involvement in Sports and Physical Activity (LISPA) framework.

3 MEMBERSHIP

Membership of the IrWWF shall consist of:

- (a) Waterski and Wakeboard clubs directly affiliated to the IrWWF (hereinafter referred to as member clubs);
- (b) Individual membership shall also be open to persons who do not belong to member clubs;
- (c) Establishments/ Centres;
- (d) Educational Institutions/ Corporate Bodies/ Miscellaneous Groups;

upon the Management Committee (hereinafter referred to as the M.C.) being satisfied as to their suitability and upon payment of the appropriate fee to the IrWWF.

4 QUALIFICATIONS FOR MEMBERSHIP

- (a) Clubs

All waterski and wakeboard clubs within Ireland will be eligible for membership provided that:

- (1) They are properly constituted - a copy of the Constitution must be submitted to the Management Committee.
- (2) They pay the annual affiliation fee as laid down at the AGM and due at that date.
- (3) They register all active members, drivers and observers with the Federation.
- (4) They comply at all times with regulations for the safeguarding of children and vulnerable adults in accordance with Sport Ireland (hereinafter referred to as SI)/Sport NI policy and all relevant Legislation governing Child Protection.

(b) Individual

- (1) Any person can apply for individual membership of the Federation, provided they pay the annual membership fee as laid down at the AGM.
- (2) All members of clubs affiliated to the Federation become individual members.

(c) Establishments/ Centres

Any establishment/ Centre within Ireland, other than a constituted club with paid-up members, which is actively involved in waterskiing, Wakeboarding or other towed watersport endorsed by IWWF can apply for membership of the IrWWF, provided that they pay the entrance fee and annual affiliation fee as laid down at the AGM and due at that date.

(d) Educational Institutions/ Corporate Bodies/ Miscellaneous Groups

Any Educational Institution, Corporate body or miscellaneous group within Ireland, which is actively involved in waterskiing or wakeboarding and is using the facilities of a fully paid member club or establishment/ centre, can apply for membership of the IrWWF, provided that they pay the annual affiliation fee as laid down at the AGM and due at that date.

5 APPLICATION FOR MEMBERSHIP

- (a) Applications for membership of the IrWWF shall be made in writing to the Secretary of the Federation. The application will then come before the M.C. at the next meeting for decision. The M.C. may postpone a decision on the matter pending results of its enquiries as to the suitability of this person, club or establishment/ centre for membership.

If the person or club is admitted, membership shall be accorded on payment of the relevant affiliation fee. In all cases regarding an application for membership, a simple majority vote is required.

- (b) The affiliation fees for the incoming year shall be decided at the AGM. The M.C. (outgoing) will bring forward suggested amounts for approval. In exceptional circumstances, reductions in these fees for individual cases can be made by the M.C. at its discretion.

6 SUBSCRIPTIONS

(a) Clubs

Each Club will pay the same affiliation fee, as agreed at the AGM.

No club shall be entitled to take part in activities of the Federation or to exercise voting rights until the subscriptions for the current year and all arrears have been paid. If a subscription has not been paid within five months of the due date the defaulting club shall cease to be a member of the Federation unless an explanation, which satisfies the M.C. can be given.

Club members shall include full members, junior, student and family members, and all other classes of active club membership, save associate and honorary members.

(b) Individual Members

No individual shall be entitled to take part in activities of the Federation or to exercise voting rights until the subscriptions for the current year and all arrears have been paid. If a subscription has not been paid within five months of its due date the defaulting individual shall cease to be a member of the Federation unless an explanation that satisfies the M.C. can be given.

7 RESIGNATIONS

Any club, individual or establishment/ centre may resign their membership by giving to the Secretary notice in writing to that effect, provided that a club giving such notice after the AGM in any year shall be liable to pay the subscription for the incoming year.

8 HONORARY MEMBERSHIP

The M.C. shall be empowered to propose or revoke within due reason as an honorary member, any individual who has or might contribute greatly to its wellbeing. Such proposals shall be brought before the next general

meeting. The benefits of such honorary membership shall be as determined by the M.C. and shall apply equally to all such honorary members.

9 MISCONDUCT

Any behaviour or conduct that may cause discredit to the Irish Waterski and Wakeboard Federation by any Club, Individual or Establishment affiliated to the Irish Waterski and Wakeboard Federation, acting or whose members act in such a manner as to prejudice in any way the Federation's interests may be dealt with under the rules of the Disciplinary Procedure of the Irish Waterski and Wakeboard Federation.

The Disciplinary Procedure:

(a) Any complaint must be made, in writing, to the Secretary of the IrWWF Management Committee (M.C.) within 1 year of the incident being reported to the MC. The complaint or report of misconduct must be accompanied by a fee of €50, which will be forfeited if the complaint is not upheld.

(b) The Federation shall appoint three persons to a Disciplinary Committee, at least one being a member of the M.C., to investigate any allegation of misconduct, disciplinary report, breaches of the rules or constitution of the IrWWF. No two persons on the committee shall be from the same club or establishment.

(c) The designated Disciplinary Committee will enquire into the incident or report. In dealing with the enquiry the Disciplinary Committee shall have the power to investigate the facts, examine relevant documentary evidence and to seek any other relevant reports or information in relation to the incident.

(d) The affected individual/club/establishment will be asked to present their case for consideration in writing to the Disciplinary Committee.

(e) All information gathered will be shared with all members of the Disciplinary Committee for consideration.

(f) The Disciplinary Committee will reach its conclusion by majority decision.

(g) The Disciplinary Committee will recommend the outcome and/or sanction to the IrWWF Management Committee. The MC will meet to consider the recommendation and decide the appropriate sanction, if any. The President of the IrWWF will not attend the meeting during this

discussion and will take no part in the decision so as to retain independence if there is an appeal.

(h) The outcome of the investigation will be communicated to all interested/affected parties within 2 weeks of the decision being ratified by the M.C.

Possible sanctions:

The M.C. may take one or more of the following decisions:

- No action
- A warning
- A fine, the amount of which will be determined by the M.C. up to a maximum of €1,000
- Suspension of membership for a period to be determined by the M.C. up to a maximum of three years
- Removal of the status of an official for a period to be determined by the M.C. up to a maximum of three years
- Removal of an individual as a member of the M.C. and/or prohibiting an individual from acting as a member of the M.C. for a period to be determined by the M.C. up to a maximum of three years
- Termination of membership.

A suspended or expelled individual/club/establishment shall still be required to discharge all financial obligations outstanding for the current year.

Appeals:

Appeals against the decision of the M.C. shall be made within 2 weeks of notification of the decision of the M.C. The appeal must be made in writing to the secretary of the IrWWF M.C., clearly setting out the grounds for such appeal and accompanied by a fee of €50. This fee shall be forfeited to the IrWWF if the original decision of the M.C. is upheld or increased.

The Appeals Committee shall comprise the President of the IrWWF (or his/her nominee) and three other persons selected by the M.C. One or more of these three other persons may be members of the IrWWF M.C. The Appeals Committee shall be distinct from the Disciplinary Committee and shall not include any members of the Disciplinary committee. The appeal shall be a completely new process and review of the matter.

- (a) The Management Committee of the IrWWF shall comprise of the following Officers:
- President
 - Secretary
 - Treasurer
 - Waterski Officer
 - Wakeboard Officer
 - Women in Sport Officer

The Waterski Officer and Wakeboard Officers shall ensure that the technical requirements of all competitions are carried out by a competent person.

- (b) The affairs of the IrWWF will be managed in accordance with the Memorandum and Articles of Association of Irish Waterski and Wakeboard Federation CLG, along with Company law. This will require the appointment of Directors, with the role of oversight of the activities of the IrWWF.
- (c) Should a vacancy occur as a result of the resignation, suspension or expulsion of one or more elected officers, the remaining members of the M.C. shall have the power to fill any vacancy by co-option.
- (d) The M.C. shall meet a minimum of 3 times per year or on such occasions when convened by the President and/or Secretary. The Secretary shall record the minutes of the meetings of the M.C. and circulate to the officers before the next meeting. Following approval of the minutes by the M.C., member clubs and establishments/ centres will be given access to the minutes through publication on the IrWWF website.
- (e) A committee meeting may be held on line and decisions may be made electronically. Minutes shall be recorded and ratified at the following meeting. A committee meeting may be held by telephone or one or more individual officer(s) may attend a meeting by telephone.
- (f) All decisions of the M.C. shall be by simple majority vote
- (g) Four persons shall comprise a quorum of the M.C.
- (h) In the event of a split vote, the Chairman of the meeting shall have a casting vote.
- (i) A maximum of two member-representatives of affiliated clubs or establishments/ centres may attend the meeting of the M.C., providing reasonable notice is given to the Secretary, but they shall not have voting rights.

- (j) Draft Minutes of all M.C, meetings will be posted on the Federation website within two weeks of each MC meeting, these minutes will contain a date for the next proposed meeting.
Any postponement will also be posted on the Website if the need arises.

11 SUB-COMMITTEES

- (a) The M.C may from time to time appoint such sub- committees as they deem necessary. The Chairperson of the sub-committee will be a member of the MC.

12 ANNUAL MEETINGS

The AGM shall be held each year before 31st March, with accounts prepared up to 31st December of the previous year.

- (a) Any individual member, club or establishment/centre desirous of proposing a motion at the AGM shall give particulars in writing, or by electronic means, to the Secretary two weeks in advance.
- (b) The AGM is the general Assembly of the individual members, clubs, and establishment/ centres In the Federation. This assembly can be as a gathering in person or Virtually on an Electronic Meeting Platform. Only member clubs can vote through their club delegate. Clubs and establishment/ centres shall notify the Secretary at least three full days prior to the AGM of their voting delegate. Votes shall be allocated as follows:
- (C) The decisions of the AGM shall be taken by a simple majority vote. Voting shall be conducted in a secret ballot when requested by any delegate, otherwise by a show of hands. If a delegate requests a secret ballot during a Virtual Meeting the Committee will select an independent person, who has not been selected as having a vote, to act as adjudicator. Votes will be sent electronically by each voter to the adjudicator and the adjudicator will in turn inform the Chair of the result. The Chair will then communicate the result to the meeting, the adjudicator shall not discuss or disclose the secret ballot either during or after the meeting
However, for all decisions concerning the modification of the Constitution or the dissolution of the Federation, a two-thirds majority vote of the delegates present shall be required.

- (c) In the case of equal division of votes, the Chairman at that meeting shall have the casting vote.
- (d) The AGM shall deal with the following business:
 - (1) Minutes of the previous AGM
 - (2) President's report
 - (3) Secretary's report
 - (4) Treasurer's report
 - (5) The election of the M.C.
 - (6) The election of the Auditors
 - (7) Anti-doping report
 - (8) The amounts of affiliation fees for the following year for all classes
 - (9) The drafting of the competition calendar
 - (10) Any other business
- (e) Notice of the AGM shall be sent by post and/or email to each member club, establishment/centre, and individual member of the Federation at least thirty days before the meeting. A copy of the Agenda shall be posted and/or emailed to each member club and establishment/centre secretary one week before the meeting. Delegates from a minimum of 51% of the affiliated clubs are required to provide a quorum. If a quorum is not obtained, a second meeting, with the same agenda shall be held within six weeks. The decisions taken at this meeting shall be valid, irrespective of the number of delegates present. On this occasion, postal and/or email votes will be recognised.
- (f) Only paid-up club members and establishment/ centres of the previous year shall be allowed delegates at a general meeting.

13 EXTRAORDINARY GENERAL MEETING

- (a) The Committee may at any time for any special purpose call an Extraordinary General Meeting forthwith, stating the purpose for which the meeting is required. At least fourteen days written or email notice of an Extraordinary General Meeting shall be given to every member club, establishment/centre, and individual member of the Federation. No business other than that specified in such a notice shall be discussed at the meeting.

- (b) An Extraordinary General Meeting shall be convened on the request of a petition submitted by not less than one third of the member clubs of the Federation.

14 BYE-LAWS

The Committee may, from time to time, make, repeal and amend all such bye-laws and regulations (not inconsistent with the Constitution) as they shall think expedient for the management and well-being of the Federation. All such bye-laws and regulations shall be binding upon the members until repealed.

15 RESPONSIBILITIES

The IrWWF shall

- (1) Receive applications from clubs and shall nominate a club or clubs to organise competitions as follows:
 - (a) The Irish National Championships for each of the disciplines
 - (b) Any other competition that the Committee decides ought to be held to determine the National Champion of a particular division of age of skier/rider, or type of skiing/wakeboarding/ towed watersports
 - (c) Any competition held in Ireland at which other member countries of the International Waterski and Wakeboard Federation are represented.
- (2) Select persons to represent Ireland in International Events.
- (3) Issue licences to, and maintain a register of skiers, wakeboarders, judges, coaches, boat drivers and of such other persons as the Committee shall deem necessary to ensure the good running of the sport in Ireland.
- (4) If appropriate, appoint a technical-liaison committee to qualify Judges, Coaches and Drivers.
 - (a) Any competition held to determine the Irish National Champion shall be open to members of the IrWWF, who satisfy the M.C. of one of the following:
 - (i) That they are entitled to hold an Irish passport.

- (ii) That they are domiciled on the Island of Ireland.

Save that no person shall be allowed to compete in a competition to determine the National Champion of Ireland if he or she has in the current year or in the previous two calendar years, skied/rode in and been entitled to ski/ride in a competition to determine the National Champion of another country.

16 REPRESENTATION

The Management Committee shall be the sole authority to represent the Federation.

17 DISSOLUTION

If at any General Meeting a resolution for the dissolution of the Federation shall be passed by a two-thirds majority of the delegates present, and such resolutions shall, at a Special General Meeting held not less than one month thereafter at which not less than one half of the delegates shall be present, be confirmed by a resolution passed by a majority of two-thirds of the members voting, thereon the M.C. shall thereupon or at such future date as shall be specified in such resolution thereby dissolve the Federation.

In the case of dissolution of the Federation, the net assets, after payment of all liabilities, shall be donated to a sporting society, a public service or to a charitable organisation chosen by the M.C. of the Federation.

18 INSURANCE

- (a) The IrWWF is a voluntary body and takes no responsibility for any accident, loss, damage, or personal injury arising out of the fault, neglect or default of any of its members or member clubs or individuals associated therewith.
- (b) It is recommended that all waterski/wakeboard boats and other facilities belonging to or used by member clubs/ institutions be insured against third party and passenger risks. The M.C. shall be entitled to prescribe insurance cover against such third-party risks as they should determine from time to time as a pre-requisite to the holding of any IrWWF approved competition.

19 ANTI-DOPING

The anti-doping rules of the Irish Waterski and Wakeboard Federation are the Irish Anti-Doping Rules as adopted by the Sport Ireland on 2nd February 2004, which came into force 1st June 2004, as amended from time to time. The rules contained in the said Irish Anti-Doping rules shall have effect and be construed as the rules of the Irish Waterski and Wakeboard Federation.

20 DISPUTE RESOLUTION

- (a) Subject to all internal avenues of appeal having been exhausted, this regulation shall apply to any dispute or difference arising out of, in connection with or under this Constitution or any rules, bye-laws, codes, policies or equivalent of the IrWWF. This shall include without limitation any dispute arising out of, under or in connection with the legality of any decision made or procedure used by the IrWWF or any part of it.
- (b) Each such dispute or difference shall be referred to Just Sport Ireland (JSI) for final and binding arbitration by a single arbitrator in accordance with the JSI Arbitration Rules and in accordance with the Arbitration Act 2010 as amended.
- (c) This regulation shall also apply to every participant and member of every Unit (as defined below). Each such participant or member is bound to refer any dispute or difference which remains unresolved after all internal avenues of appeal have been exhausted to JSI arbitration in accordance with sub-regulation (b) above.
- (d) The provisions of this regulation shall apply notwithstanding any other provision to the contrary contained within this Constitution and/or any other rules, bye-laws, codes, policies or equivalent of the IrWWF and/or any Unit from time to time. This regulation applies notwithstanding the level within the IrWWF that any such dispute or difference occurs in the first instance.
- (e) The effect of this regulation is to prohibit any party to such dispute or difference from commencing legal proceedings before the Courts.
- (f) For the purpose of this regulation, "Unit" means any team, association, club or committee or sub committee or other grouping, association or entity of any type which is in turn a member, part of, affiliated to or governed by the IrWWF.

21 CODE OF ETHICS AND GOOD PRACTICE FOR CHILDREN'S SPORT

The Irish Waterski and Wakeboard Federation is fully committed to safeguarding the well being of its members. Every individual in the Irish Waterski and Wakeboard Federation should, at all times, show respect and understanding for the rights, safety and welfare of others,

And should conduct themselves in a way that reflects the principles of the Irish Waterski and Wakeboard Federation and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. (See Appendices)

22 CONCLUSIONS

- (a) Disputes between clubs shall be settled, as a last resort, by the M.C.
- (b) Should circumstances occur in which the application of any section of this Constitution is not clearly defined or if any situation should arise which is not herein provided for, the M.C is empowered to make such regulations and put such reasonable construction on that section which; in its judgement, the interests of the Federation may require. These regulations shall be binding on members until annulled by a General Meeting. The M.C. is empowered to deal with all emergencies or situations not provided for by the Constitution.
- (c) This Constitution replaces all former Constitutions of the Irish Waterski and Wakeboard Federation and has been ratified by the AGM to come into operation as effective from 18th February 2018.

President - *Mr Paul Carroll*

Secretary – *Miriam Quinn*

Treasurer – *Carl Cautley*

Irish Waterski and Wakeboard Federation
Policies, Procedures and Guidance on Safeguarding
Of Children and Vulnerable Adults

This document consolidates the various policies procedures and guidance documents of the Irish Waterski and Wakeboard Federation (IWWF) in relation to the safeguarding of children and vulnerable adults. The document contains the following IWWF policies, procedures and guidance:

- 1. Child Safeguarding Statement**
- 2. Policy Statement on Safeguarding**
- 3. IWWF Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults**
- 4. Safeguarding Complaints Procedure**
- 5. Recruitment / Vetting Procedure**
- 6. Guidelines for Safe Recruitment**
- 7. Child Abuse/Neglect Reporting Procedure**
- 8. Code of Conduct for Young People**
- 9. Code of Conduct for Sports Leaders**
- 10. Guidelines for Sports Leaders**
- 11. Guidelines for Parents/Guardians**
- 12. Guidelines on Confidentiality**
- 13. Policy on Education and Training of Sports Leaders**
- 14. Supervision and General Guidelines**
- 15. Statement on Social Networking**
- 16. Allegation / Incident Record Form**
- 17. Procedure for complaints about possible abuse inside the organisation**
- 18. Procedure for complaints about possible abuse outside the organisation**
- 19. Anti-Bullying Policy**
- 20. IWWF Safeguarding Risk Assessment**

21.

1, The Irish Waterski and Wakeboard Federation

Child Safeguarding Statement

Irish Waterski & Wakeboard Federation provides various sporting activities and opportunities for young people through participation in clubs, regional/provincial events and through our national teams.

Irish Waterski & Wakeboard Federation is committed to safeguarding children and by working under the guidance of *The Irish Waterski & Wakeboard Federation* Safeguarding Policies our officials, and volunteers, working with our young people throughout the organisation, seek to create a safe environment for young people to grow and develop.

The *Irish Waterski & Wakeboard Federation's* written Safeguarding 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; Recruitment; Communications; and General Risk of Harm.

The Risk Assessment was undertaken on *18th February 2018*.

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 and Family Agency) 'Child Safeguarding: A Guide for Policy, Procedure and Practice' and Sport NI and NSPCC Guidelines. In addition to our Safeguarding Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

The Irish Waterski & Wakeboard Federation has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by officials or volunteers against a child availing of our activities
- Procedures for the safe recruitment of officials 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

There is a requirement for a mandated person to be responsible for safeguarding children in National Governing Bodies and the Mandated Person for *The Irish Waterski & Wakeboard Federation* is *Paul Carroll*.

We recognise that implementation is an ongoing process. Our Federation 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 31st December 2019

Signed:

Date: 18th February 2018

(On behalf of the *Irish Waterski & Wakeboard Federation*)

Name: Paul Carroll

Phone no: 086 2338601

For queries on this Child Safeguarding Statement, please contact *Paul Carroll*

2. Irish Waterski and Wakeboard Federation

Policy Statement on Safeguarding

The IWWF is fully committed to safeguarding the well being of its participants. Every individual in waterski and wakeboarding should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport* (produced jointly by Sport Ireland and Sport NI).

In working with young people in our sport our first priority is the welfare of young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation.

If you have any queries regarding Child Protection please contact –

Paul Carroll, IWWF Designated Children's Officer

Tel: +35386 2338601

Email: paul.g.carroll@outlook.com

3. Irish Waterski and Wakeboard Federation

IWWF Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults

The IWWF is fully committed to safeguarding the wellbeing of all participants. It is a priority of the IWWF to safeguard the welfare of young people and to provide the best possible environment for young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. Every individual in waterski and wakeboard should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation.

Sport Ireland and Sport NI have jointly produced a Code of Ethics and Good Practice for Children's Sport. The IWWF have produced this consolidated set of Policies Procedures and Guidance on Safeguarding of Children and Vulnerable Adults. In order to ensure a consistent approach, every club affiliated to the IWWF should adopt and adapt this document to suit their own circumstances and must train and name specific people within the Club, their role and their contact details.

The IWWF Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults is a comprehensive document that can be viewed and downloaded from the IWWF website. The document clearly lays out the following, which should be followed by all members:

- Guidelines and Codes of Conduct: For parents and sports leaders
- Policies and Procedures: Disciplinary Procedures, Recruitment Policy and Sports Leaders and Volunteers, Bullying Policy
- General Guidelines for working with Children
- Guidelines on use of photographic and mobile equipment
- Child Protection Reporting Procedures
- Downloadable reporting forms, application forms, standard agreements, declaration forms

To comply with the requirements of Sport Ireland / Sport NI's joint Code of Ethics and Good Practice in Children's Sport and also IWWF's Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults, Clubs (among other things), **MUST**:

1. Have all coaches and volunteers that are in regular contact with children or vulnerable adults, vetted and received a clear vetting certificate
2. Have a constitution / articles of incorporation that includes a Child Protection Policy that complies with SI/ SNI guidelines and Legislation in force.
3. Have a Children's Officer, that has attended and successfully completed Child Safeguarding Courses Level 1 and 2 minimum (and 3 preferable).
4. Have clearly displayed a poster stating that the club is run in accordance with Child Safeguarding Principles and on that poster the name and phone number of the Children's Officer should be clearly shown.

Details of how to apply for vetting are included later in this document. Forms and guidelines are available on the Documents Section of The Federation website - www.Irishwwf.ie.

Safeguarding Courses are provided in ROI by LSP's and are provided at a cost to each attendee. Details available on Local Sports Partnership Websites.

In NI various groups including VolunteerNow (<http://www.volunteernow.co.uk>) and other groups provide courses, Local Councils should be contacted for more information or NSPCC

Access NI provide a vetting service in NI, applications are made direct to Access NI.

For further information in relation to the IWWF Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults please contact -

National Designated Children's Officer: Paul Carroll

4. Irish Waterski and Wakeboard Federation

Safeguarding Complaints Procedure

Safeguarding Complaints Procedure for the IWWF

Complaints and appeals in relation to young people, their sports leaders and their parents involved in any of the events under the direct control of the IWWF should be dealt with under the IWWF Complaints/ Disciplinary Procedure as set out in The Federations Constitution

Complaints that are of a Criminal Nature should be reported to the relevant authority, In ROI An Garda Siochana in NI PSNI

The complaints and appeals procedure allows the parents of participants under 18 yrs, and all participants who are dissatisfied, to register their complaint in a formal way and put an open process of investigation into action.

- Complaints may be lodged by all participants and the parents of young participants involved in the event under the control of the IWWF
- If a verbal complaint is made, it should be recorded on the appropriate form by the person receiving it and forwarded to the Designated Children's Officer or Club Secretary.
- Where a written complaint is received by the Designated Children's Officer or Club Secretary it should be responded to within 5 working days
- The complaint should outline all relevant details about other parties involved
- The complaint should be brought to the attention of the Designated Children's Officer if it refers to a Child Safety Issue
- The composition of the Disciplinary committee should consist of a representative of the Management Committee, and as many others as the Club Constitution dictates. Where the complaint is of Child protection nature, the Designated Officer shall deal with it as set out in Statute in the respective Jurisdiction where the complaint arises
- If the complaint involves a possible criminal offence the Chair should disband the complaints committee and the statutory authorities will then be informed.
- The complaints committee should hear the case of all parties involved and decide if a rule or regulation has been infringed
- They should, in writing, inform those involved of the sanctions to be imposed and the reason for the sanctions. Written notification should be given to parents if the complaint is against a young person
- Written confidential records on all complaints should be kept safely and confidentially on file.
- If any party does not agree with the complaints committee, they can appeal the decision in writing to the IWWF Management Committee within a 10-day period and they shall convene a complaints committee and deal with the matter as set out in the Constitution of the IWWF. There should be no cross-over of personnel between the Club and the IWWF Disciplinary Committee
- If following a Disciplinary committee, an appeal is lodged to their decision, an appeals committee will be convened as set out in the IWWF Constitution, this will be chaired by the IWWF President in situ at the time.
- The appeals committee should confirm, set aside or change any sanction imposed by the complaints committee

5. Irish Waterski and Wakeboard Federation

Recruitment / Vetting Procedures

The Irish Waterski and Wakeboard Federation (IWWF) has produced a set of requirements for safe recruitment procedures when working with children and young people. The IWWF will support Clubs in taking these forward.

The IWWF believes that all children and young people have a right to have fun, be safe and be protected from harm, whether involved in waterski and wakeboard at a local level, or competing at national or international championships. IWWF believes that we have a duty to ensure the safety of children participating in our sport. We have therefore been working to introduce safeguarding procedures, which will meet our moral duty, and legal requirements, which will be to the benefit of everyone in waterski and wakeboard – children, parents/guardians, coaches, and officials and sports leaders. The implementation of this recruitment procedure is to ensure that we have appropriate volunteers and coaches working with our young people. We are very conscious that without the commitment of a large number of individuals volunteering their time, many young people would not get the opportunity to participate in our sport. It is vital that they are of good character.

The good practice advice on the recruitment and selection process for coaches, drivers, managers and other volunteer helpers is that references are taken up and that they are vetted before appointment. The purpose of the check is to make sure that people are not appointed who might be unsuitable to work with children or vulnerable people. Applicants can be assured that adverse reports received through the vetting process will be taken into account only when it is considered relevant to the role. Any disclosure will be seen in the context of the role and the nature of the information.

The IWWF will liaise with an umbrella organisation to communicate with AccessNI (in NI) or Garda National Vetting Bureau (in ROI) regarding the vetting process. The processes are outlined below.

Clearances are not portable between organisations and a coach, driver or manager switching clubs may find the vetting process being repeated within a short period. It will be for a club to decide whether a clearance is still valid for a coach, driver, manager or volunteer joining from another club or a new check instigated. There is at present no requirement for regular updating of clearances for a long serving coach, driver or manager, but changes due to be introduced may introduce a system of on-going monitoring.

IWWF advice is to check all new arrivals who are going to work with children i.e. in regulated positions, regardless of recent vetting at a previous club.

You will find that all job descriptions and application forms will clearly state that vetting is a part of the safe recruitment process is a requirement before appointment. Clubs must adopt a similar approach.

Sport Ireland and Sport NI has made the introduction of safe recruitment procedures that include vetting a requirement of all sports involved in the modernisation and grant award process. Along with our moral and legal obligation to safeguard children we also have a responsibility to comply with their requirements for auditing purposes that impact on our

funding.

Northern Clubs

Guidance from AccessNI is that Umbrella organisations should not make recruitment decisions for the clubs they assist with Disclosures. This does not mean that the IWWF cannot be involved in these recruitment decisions, either by;

- Supporting the club in making decisions by advising them on how to assess any potential risks arising from information returned directly to the club via the IWWF or
- Insisting that all those involved in waterski or wakeboard even at club level are appointed via safe recruitment procedures that are managed by the IWWF. The decision about who to recruit can remain with the club but the IWWF would have the final say over who should not represent waterski and wakeboard and would be able to insist that a particular person does not volunteer in the sport. This would also mean that the IWWF may decide that an individual can volunteer in the sport but when the club receives the information they may set a higher threshold and not recruit them.

Information returned to the IWWF from Northern Ireland Sports Forum should be returned to the club via the IWWF. The individual applicant will also receive a copy of the Disclosure Certificate directly from AccessNI. The Disclosure Certificate must be destroyed by the club after the expiry of one month from the person being notified once a recruitment decision has been made, but the individual is advised to retain their copy.

Step 1

A club identifies certain positions within their club either paid or voluntary which they believe meet the criteria for an individual to undergo an enhanced level check. Examples of this could be;

- a coach who works with young people or vulnerable adults,
- a driver who works for a Club and drives the boat for young people.
- a driver who regularly transports young people or vulnerable adults,
- a volunteer who, though not a coach, takes some responsibility for the safety of young people or vulnerable adults during training events or tournaments

This list is only an example and is not exhaustive.

NB All IWWF AccessNI Disclosure Certificate Application Forms must undergo an **ENHANCED level check**

Step 2

A club lead officer for AccessNI (this should be the club designated person/children's officer, chairperson or president) requests copies of the AccessNI Disclosure Certificate Application Form and their own club specific recruitment form (sample in Appendix 1) which must include a self-declaration section (Appendix 2) and section for obtaining references (sample in Appendix 3). These can be obtained from the IWWF administrator/Lead Officer/Counter signatory. These forms can be photocopied.

Step 3

Club lead officer distributes both forms and an envelope marked **confidential** to the individual coaches/ officers/ officials/ volunteers/ staff who will work with or manage those who work with children or vulnerable adults. The lead officer should outline the procedure regarding accuracy and confidentiality to the individual.

Step 4

Each applicant completes fully both of their own individual forms. The club lead officer signs a confirmation letter stating what forms of identification they have seen in relation to the applicant, (see sample letter attached – Appendix 3). The club application form is copied and a copy retained by the club. The original application form, AccessNI form and letter stating confirmation of sight of correct identification plus applicable fee is placed in the confidential envelope and returned to the IWWF for the attention of the Lead Signatory or Counter signatory.

Step 5

Only the IWWF Lead Signatory or Counter signatory will open the envelope and check each individual form to ensure that it is completed properly, before forwarding it to Northern Ireland Sports Forum (who are the Umbrella organisation for applications to AccessNI). (NOTE that any form that is incomplete will be returned directly to the individual applicant for correction and re-submission).

Step 6

The club lead officer will retain the copy of the club application form in a secure place and follow up on the references given. A sample of a reference application is available in Appendix 3

Step 7

When AccessNI receive a request for an Enhanced level check AccessNI will check each individual's details against;

- The Criminal Record Viewer – which contains the NI criminal record, and
- The Police National Computer – which contains the GB criminal record.
- Disqualification from Working with Children (DWC (NI) List)
- Disqualification from Working with Vulnerable Adults (DWVA (NI))
- List 99 held by DCSF
- DoH PoCA and PoVA lists
- Unsuitable Persons List held by DE
- Relevant Scottish Lists
- Information held by relevant Police Forces throughout the UK for any additional non-conviction material, including cases pending, which the Police consider relevant for Disclosure.

AccessNI notes any offences or relevant information that appear to be linked to an individual based on the details set out on the form submitted. Once AccessNI has completed its process the form is returned to the IWWF Lead/ Counter signatory.

Step 8

The Lead /Counter signatory reviews every record where there has been a Disclosure from AccessNI. Any individual Disclosure deemed relevant to the Safeguarding of children or vulnerable adults will be anonymised and reported to the IWWF Management Committee makes the final determination whether or not a disclosure is relevant or contrary to the IWWF safeguarding standards. In instances where the Management Committee is concerned about the suitability of an individual in their current role within a club based on an AccessNI Disclosure or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision-making process. Once a final decision is made, the information supplied by Access NI will be destroyed by IWWF after the expiry of One Month from the person being notified

Step 9

Certificates that are returned with no information or information that is not deemed relevant to the Safeguarding of children or vulnerable adults should be forwarded on to the contact person in the club.

ROI Clubs:

In the ROI all vetting applications are made via the Current Mandated Person. As IWWF are not a registered body with Garda Vetting Service we utilise the service provided by The Federation of Irish Sport. (FIS)

Applications on the prescribed forms are sent by the applicants direct to The Mandated Person, who is The National Child Welfare Officer.

Forms in the prescribed format are available to download on the IWWF Website. Before submitting the applicant should ensure all fields are completed and a signed declaration, accompanied by two valid forms of ID should then be sent to the Mandated Person who will inspect them and forward with a certificate of identity to FIS. The FIS are registered with Garda Vetting Services and they process the applications and return completed Vets to the Mandated person who then informs the applicant.

The Mandated Person reviews every record where there has been a Disclosure from Garda National Vetting Bureau (GNVB) Any individual Disclosure deemed relevant to the Safeguarding of children or vulnerable adults will be anonymised and reported to the IWWF Management Committee makes the final determination whether or not a disclosure is relevant or contrary to the IWWF safeguarding standards. In instances where the Management Committee is concerned about the suitability of an individual in their current role within a club based on an GNVB Disclosure or wishes to seek clarification, the individual in question will be contacted directly and invited to a confidential meeting to assist in the decision-making process. Once a final decision is made, the information supplied by GNVB will be destroyed by IWWF after the expiry of One Month from the person being notified

All information in the vetting process will be held in a manner consistent with the IWWF confidentiality policy. IWWF complies fully with good practice regarding the secure storage, handling and use of the Vetting Bureau / Access NI disclosures and personal vetting information as per our legal obligations under Data Protection Legislation.

6. Irish Waterski and Wakeboard Federation

Guidelines for Safe Recruitment

FOR ALL THOSE WORKING WITH CHILDREN IN EITHER A VOLUNTARY OR PAID CAPACITY I.E. A REGULATED POSITION

RECRUITMENT OF SPORTS LEADERS: The IWWF recognises that our Sport relies heavily on the time and commitment freely given by volunteers and without this the opportunities for children and young people to participate in sport may not exist. In order to make these opportunities a positive experience it is recommended that all adults taking responsibility for young people in sport should undergo a recruitment process. The following recruitment steps will help to protect young people and assist in placing leaders in the position to which they are suited and supported.

Each Affiliated Club should when recruiting Sports Leaders:

- List tasks that Sports Leaders need to perform and the skills needed for those tasks
- Make all vacancies openly available to interested and qualified applicants
- Each applicant should complete an application form. This should include a self-declaration section/ form.
- In Northern Ireland coaches who work with under 18's are deemed to be 'regulated positions' regardless of whether they are paid or not. SNI recommend that coaches should be checked by the Protection of Children (NI) Service, formally known as the Pre-Employment Consultancy Service (PECS).
- In the Republic of Ireland IWWF Policy is that coaches who work with young people are Garda vetted before they can be allowed to work with Children
- It is not the responsibility of any one person to recruit a leader. References should be verified by the Club Management Committee and should be kept on file as a matter of record
- All recommendations for appointment should be ratified by the Club's Management Committee. The decision to appoint a Sports Leader is the responsibility of the Club, and not of any one individual within it
- Once recruited into the Club, all Sports Leaders should be adequately managed and supported and any statutory guidelines should be adhered to
- A probationary period is advisable and should be established, ideally through an informal interview, which can be used to assess the leader's commitment to promoting good practice in relation to young people
- Verify qualifications, experience and gaps in employment history
- Confirm identity of leader by checking formal identification, documents should be produced and both photographic and documentary forms of ID should be checked for their veracity.
- When storing information in relation to applicants, information should be treated as highly sensitive and confidential. It should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer.
- After making a final decision about the applicant a copy of the relevant Vetting (Access NI) Cert should be held on the employee/volunteer file Paul are you going to put in something about the difference between NI and ROI on destroying the Vetting Certificate?
- All applicants should also have undertaken Safeguarding Training and be in a position to provide a Certificate to prove same.

7. Irish Waterski and Wakeboard Federation

Child Abuse / Neglect Reporting Procedure

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

1. Observe and note dates, times, locations and contexts and any action taken in which the incident occurred or suspicion was aroused, together with any relevant information
2. Report the matter as soon as possible to the Designated Person within IWWF (Paul Carroll)
3. The most appropriate person should check out the concerns with the parents/guardians before making a report unless doing so would endanger the child.
4. If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the local Social Services who have statutory responsibility to investigate and assess suspected or actual child abuse.
5. Report can be made verbally initially and then followed up in writing
6. 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 police authorities should be contacted.
7. If the Designated Person is unsure whether reasonable grounds for concern exist s/he can informally consult with Social Services. S/he will be advised whether or not the matter requires a formal report. If a decision is made not to report the concern should be recorded with reasons for not reporting
8. 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 IWWF Designated Person to whom all concerns should be reported to is -

Paul Carroll Tel: Email:

8. Irish Waterski and Wakeboard Federation

Code of Conduct for Young People

IWWF wants to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, **and responsibilities** that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

Young athletes are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy watersports
- Have a voice in relation to their activities within watersports
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say No
- Protect their own bodies
- Confidentiality (see section on confidentiality)

Young athletes should always:

- Treat Sports Leaders with respect, (including administrators, coaches, judges, managers, children's officers, club officials, etc.,)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing Waterski or Wakeboarding in any way into disrepute
- Talk to the Children's Officer within the club if they have any problems

Young athletes should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm other athletes, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, alcohol, smoke or engage in sexual behaviour
- Keep secrets, especially if they have caused or could cause harm
- Tell lies about adults / young people
- Spread rumours

Discriminate against other players on the basis of gender, disability, social class, religion, politics or race.

9. Irish Waterski and Wakeboard Federation

Code of Conduct for Sports Leaders

Leaders should familiarise themselves with the **Code of Ethics and Good Practice for Children's Sport** and in particular with the IWWF Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults and follow the procedures if they suspect or receive complaints of abuse of any sort. Leaders should read below and agree to abide by these terms.

Leaders should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Anyone working with children should do the child protection awareness course and hold up-to-date qualifications and be committed to the values and guidelines of the IWWF
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures
- Encourage young people to respect one another and to expect respect for their worth as individuals, regardless of their level of achievement
- Be acutely aware of the power that you as a coach develop with your athletes in the coaching relationships and avoid any sexual intimacy with young people that could develop as a result
- Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and any illegal substance
- Encourage young people and other coaches to develop and maintain integrity in their relationship with others

Where possible Leaders should avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to their home
- Taking children on journeys alone in their car

Sports Leaders should not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission of the parent(s).
- Undertake any form of therapy (hypnosis etc.) in the training of children
- Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of the athletes

- Never communicate or form a “friendship” with children online with the intent of arranging to meet in the “real world”
- Never ask anyone to keep secrets of any kind

I agree to abide by the rules and procedures of the IWWF and in particular the Guidelines and Code of Conduct for Sports Leaders.

Name (in print): _____ **Signature:** _____

Date: ____/____/____

10. Irish Waterski and Wakeboard Federation

Guidelines for Sports Leaders

The Irish Waterski and Wakeboard Federation recognises the key role leaders (coaches, youth administrators, captains, selectors, officials and team managers, etc.) play in the lives of young people in sport. Leaders in Waterski and Wakeboarding should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the IWWF Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults.

Leaders should:

- respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, disability, ethnic origin, religion, politics and race etc.

Leaders working with young people in Waterski and Wakeboard should:

- Be suitable and have the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, (known as regulated positions in NI), whether paid or unpaid. References will be needed and will be followed up.
- Comply with a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the Policies, Procedures and Guidance on Safeguarding of Children and Vulnerable Adults of the IWWF.
- Know and understand the child protection policies and procedures in the IWWF.
- Act as a role model and promote the positive aspects of waterski and wakeboard and maintain the highest standards of personal conduct.
- Develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to athletes, other officials, and opponents will have an effect on the athletes in your care.
- Report any concerns they have to the Designated Officer within the IWWF.

As a role model they:

- Will be required to display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that athletes in their care respect the rules of the game. Insist on fair play and ensure athletes are aware that you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow trainers and coaches. Do not criticise other leaders.
- Must actively discourage the use of drugs, alcohol and tobacco as being incompatible with a healthy approach to sporting activity.
- Must avoid the use of alcohol and banned substances, before coaching and training, during events, while supervising trips with young athletes.

Protection for leaders and young people:

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with athletes. It is advisable for leaders not to involve young athletes in their personal life i.e. visits to leader's / coach's home or overnight stays. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

- Avoid working alone and ensure there is adequate supervision for all activities.
- Where possible, work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.
- Physical punishment or physical force must never be used.

A positive environment

- Be generous with praise and never ridicule or shout at athletes for making mistakes. All young athletes are entitled to respect.
- Be careful to avoid the “star system”. Each child deserves equal time and attention.
- Remember that young athletes participate for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals and appropriate challenges for the participants and do not push young athletes. Create a safe and enjoyable environment.
- When approached to take on or taking on a new athlete, ensure that the relationship with the previous club/coach has been ended in a professional manner.
- When young athletes are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their athletes and their obligation to the club/organisation must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their athletes’ medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information. Any referral to medical and ancillary practitioners requires parental consent.
- The nature of the relationship between leader and a participant can often mean that a leader will hear confidential information about an athlete or their family. This information must be regarded as confidential and must not be divulged to a third party without the express permission of the young person/family, except where abuse or neglect is suspected.

11. Irish Waterski and Wakeboard Federation

Guidelines for Parents and Guardians

Parents/guardians have the primary responsibility for the care and welfare of their children within sport. Parents/guardians should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Lessons learned in children's sport will shape values and attitudes in adult life. They should always remember that children play sport for their own enjoyment not that of the parents/guardians.

Parents/guardians have a duty to ensure that the context in which their child is participating is appropriate. Parents/guardians and Sports Leaders will ideally work in partnership to promote good practice in children's sport and to support all efforts to protect against neglect, emotional, physical or sexual abuse in sporting activities. To do so, parents/guardians should ensure that sports clubs treat their children with fairness, respect and understanding, and that the club is fulfilling its responsibility to safeguard children. They should encourage their children to tell them about anyone causing them harm. They should become aware of club procedures and policies, in particular where changes are made that effect them or their children, and be informed of all matters relating to ethics and good practice. They should check that the Code of Ethics and Good Practice for Children's Sport has been adopted and implemented in the club/organisation

Parents/guardians should remember that children learn best by example. To assist in the promotion of good practice with the club or organisation they should:

- be aware of the relevant Sports Leaders and their role within the club
- show appreciation of and respect for Sports Leaders and their decisions
- encourage their child to play by the rules
- behave responsibly while at events or when the child is participating on the water
- focus on their child's efforts rather than performance
- focus on the fun and participation of the child in the activity
- liaise with the Sports Leaders in relation to the times/locations of training sessions, medical conditions of their children and any requirement for their child's safety

To promote the procedures of good practice parents/guardians should be:

- encouraged to become members of the club, where feasible, and take an active interest in the running of the club or any sporting activities in which their children take part
- willing to become the Club Children's Officer or assist in the running of the club
- informed of the training and/or competitive programmes and be satisfied with the general environment that is created for their children
- informed if their child sustained an injury during sporting activities
- informed of problems or concerns relating to their children.
- informed in advance and have their consent sought in relation to matters regarding away trips, camps or specially organised activities

Comments and suggestions by parents/guardians should always be considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure. Parents/guardians should not:

- ignore or dismiss complaints or concerns expressed by a child which relate to his/her involvement in sport
- ridicule or yell at a child for making a mistake or losing a game
- put undue pressure on their child to please or perform well, including forcing a child to participate when ill
- take safety for granted
- treat the club as a child-minding service

12. Irish Waterski and Wakeboard Federation

Guidelines on 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 should 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 parents / guardians 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/her parents/guardians, the alleged offender, his/her family, Leaders) 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 Data Protection laws should be adhered to.
- Breach of confidentiality is a serious matter that could lead to civil and/or criminal action against anyone responsible for the breach.

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/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the National Children's Officer or the Club Children's Officer (as appropriate). The information should be checked out and handled in a confidential manner.

13. Irish Waterski and Wakeboard Federation

Policy on Education and Training of Sports Leaders

IWWF affiliated Clubs that take responsibility for children in sport should ensure that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity.

Training and education opportunities should also be made available to parents/guardians as appropriate.

Both sports councils, Sport Ireland and Sport NI have established support to assist sports organisations in implementing the Code of Ethics and Good Practice for Children's Sport and child protection training. SI have appointed a project leader (Bernie Priestly) to assist and liaise with governing bodies and local sports partnerships and to implement the code at national and local level through workshops and training sessions. Sport NI in association with the NSPCC has Paul Stephenson who is the liaison person in NI. Some training is delivered in conjunction with the local health services executive area boards in NI. In ROI it is delivered by LSP's and Federation of Irish Sport in conjunction with Sport Ireland. It is important that National Children's Officers/Designated Persons and Club Children's Officers/Designated Persons receive appropriate training for their role.

In addition, all leaders working with young people should be updated with the code by attending the 'Child Protection in Sport' Awareness training, which includes information on codes of conduct, recruitment and selection and awareness of the appropriate club response to allegations of child abuse. Club Children's Officers/Designated Persons can then complete the 6-hour Children's Officer training.

In Northern Ireland The Child Protection in Sport Unit (CPSU) has been created through a partnership between the NI Sports Council and the NSPCC to promote the rights of children along with ensuring their protection and continued enjoyment of sport. In Northern Ireland Child Protection training is available by contacting Coaching Northern Ireland, (028 90 686940) who offer the following workshops:

- Children's/Designated Officer Workshop
- Child Protection Awareness Workshop for Coaches/Leaders/Volunteers

The same courses are mirrored in ROI through LSP's and FIS

14. Irish Waterski and Wakeboard Federation

Supervision & General Guidelines

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.

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, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age
- There should be at least one adult of each gender with mixed parties
- Away trips will need higher rates of supervision and these should be checked out with the governing body or organiser, 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.

3 Overnight & Away trips

- Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant)
- The agreement should be signed by both parents and participants
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.
- The governing body should share any appropriate information with leaders of the group
- All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure in section IWWF Guidelines
- The roles and responsibilities of adults participating in away trips should be clearly defined
- The IWWF should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well-being, behaviour and sleeping arrangements. S/he should be appointed as an official of the club for the duration of the trip
- The Team Manager should submit a written report to the organisers as soon as possible after the end of the trip
- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters
- Where there are mixed teams there should be leaders of both genders (at least one female and/or male in the management/coaching structure)
- Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender
- Managers should check out the venue beforehand, so that separate and appropriate sleeping arrangements can be made in advance
- Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

4 Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the child/children staying with them and details of the competition. Where practicable more than one child should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available. In addition, clubs should follow the

recruitment and selection procedures outlined previously. When arranging for events/trips abroad, the club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

Host families should

- Agree to abide by the Governing Bodies Code of Conduct
- Consent to appropriate checks and references
- Attend host family meetings before competitions or events
- Provide a safe and supportive environment for young people

Governing Bodies / Clubs should

- Provide a travel pack to hosting families
- Check out references with hosting families
- Provide an itinerary of the trip
- Gather information on destination and venue Young People
- Should sign a behaviour agreement
- Should not be asked to share a bed or a room with an adult
- Should be happy with the arrangements
- Should show respect to the host families

5 SAFETY

IWWF will ensure that a clear statement of specific and potential risks attached to their particular sport is widely publicised to all members. They should also have specific procedures in place for safeguarding against such risks. The following practices should apply in order to promote safety:

- activities being undertaken should be suitable for the ability, age, and experience of the participants
- equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants
- where protective equipment is deemed necessary it should be used

- First Aid should be available for all-training sessions and events. There should be a proper First Aid Kit. First Aid information should be a basic element of a coaching leadership course
- injuries should be recorded, with a note of the action taken in relation to each one. It is recommended that each club maintain an accident book with a specific incident form for completion by Sports Leaders, with due regard for confidentiality.
- parents/guardians should be notified, by the Sports Leader, of injuries/illness which children incur while participating in a sporting activity
- all clubs should have a simple and widely known emergency plan to ensure safety procedures
- judges should ensure that the conduct of events conform to the standards set by the IWWF
- children should be taught the rules of the competition at club level and be encouraged to abide by them, keeping in mind that many rules are there for safety
 - it is important that before children participate in a sporting activity, they have learned and agreed personal safety rules. If Sports Leaders take children into potentially dangerous situations they should hold the appropriate qualification required by the Governing Body concerned
- parents/guardians should know, and abide by, the starting and finishing times of sessions and events

15. Irish Waterski and Wakeboard Federation

Statement on Social Networking

In light of recent incidents in other sports we thought it prudent to issue advice to help avoid any such future problems affecting waterskiing and wakeboarding. There have been no incidents that we know of concerning our sport, so this advice is intended to help you be sensible in your use of the internet.

The Irish Waterski and Wakeboard Federation issues this clarification to help all athletes, clubs, officials, and coaches on the use of on-line social networking sites. These sites may include, but are not limited to, Twitter, Facebook and internet Waterski & wakeboard blogs.

All involved in our sport should be aware that remarks made on such sites may be considered public comment and that, further to the IWWF Policies Procedures and Guidance, any comments which are deemed improper, bring the Sport into disrepute or are threatening, abusive, indecent or insulting may lead to disciplinary action. Comments which are personal in nature or could be construed as offensive, use foul language or contain direct or indirect threats are likely to be considered improper. We would remind athletes, club personnel, officials and coaches that the content of emails and social networking postings could also lead to civil proceedings being brought by affected third parties.

All athletes, Clubs, Officials and coaches are required to act in the best interests of the sport of Waterskiing and Wakeboarding at all times and should be aware of this when using social networking sites. Furthermore, it must be remembered that once an email is sent to a third party then the sender has no control over how or when that email is subsequently copied. Any email or posting on a website which the sender believes to be visible only to a limited number of selected individuals should be treated as if it were sent to all. The exercise of discretion is required in all circumstances.

**ALLEGATION/INCIDENT RECORD FORM
CHILD PROTECTION**

Club	
Your name:	
Your position:	
Child's name:	
Child's date of birth:	
Child's address:	
Parents/carers Names and Address:	
Date and time of incident:	
Your Observations:	
Exactly what the child said and what you said: (Remember do not lead the child- record actual details. Continue on separate sheet if necessary)	
Where a report is made by a Parent/Guardian, what did they say:	

Action taken so far:	
Designated Officer Informed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
External agencies contacted (date and time)	
Police <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes-Which: Name and contact number: Details of advice given:
Social Services <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes-Which: Name and contact number: Details of advice given:
Sport Governing body <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and contact number: Details of advice given:
Local Council or Education Department <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes-Which: Name and contact number: Details of advice given:
Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No	Which: Name and contact number: Details of advice given:

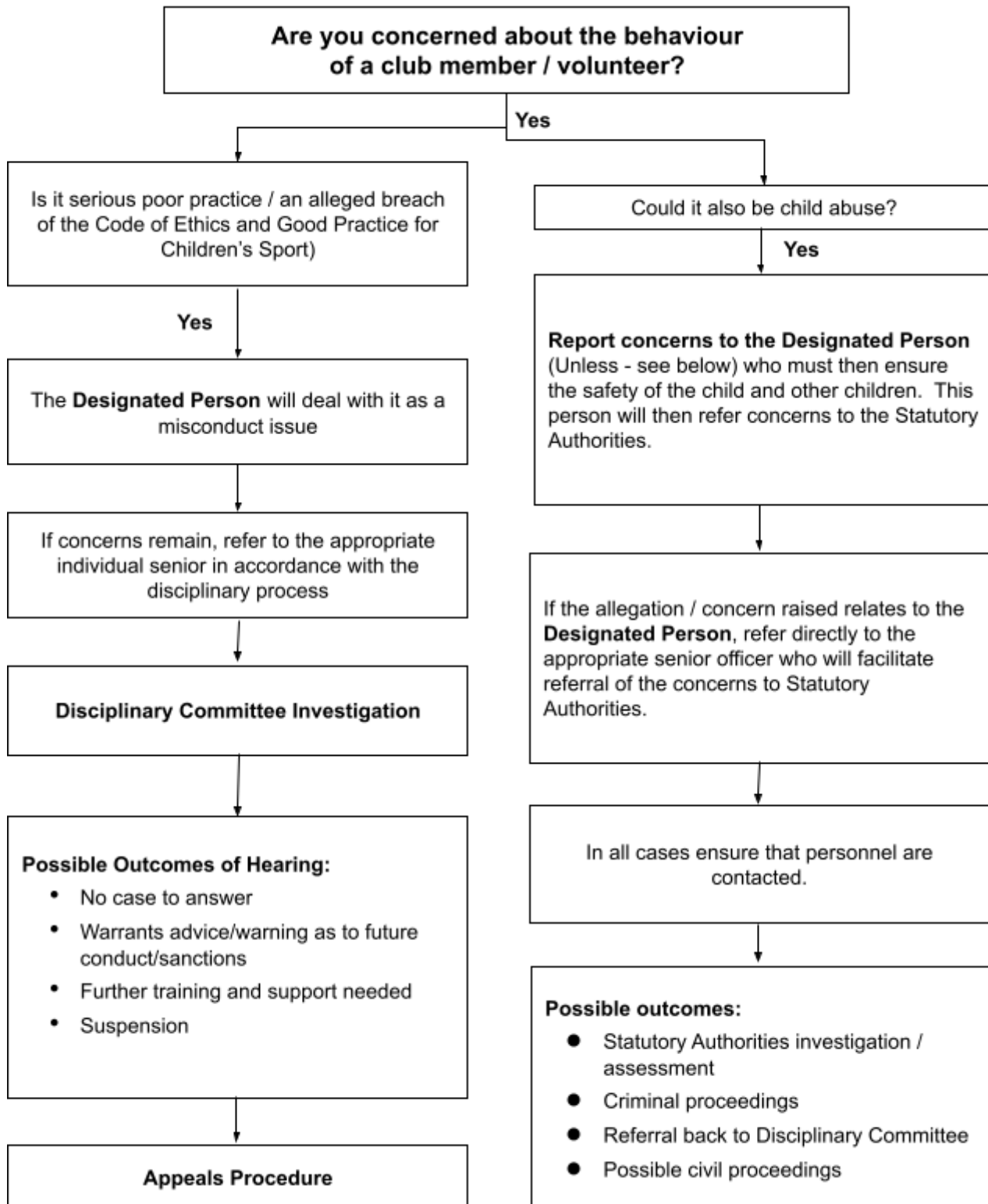
Signature

Date

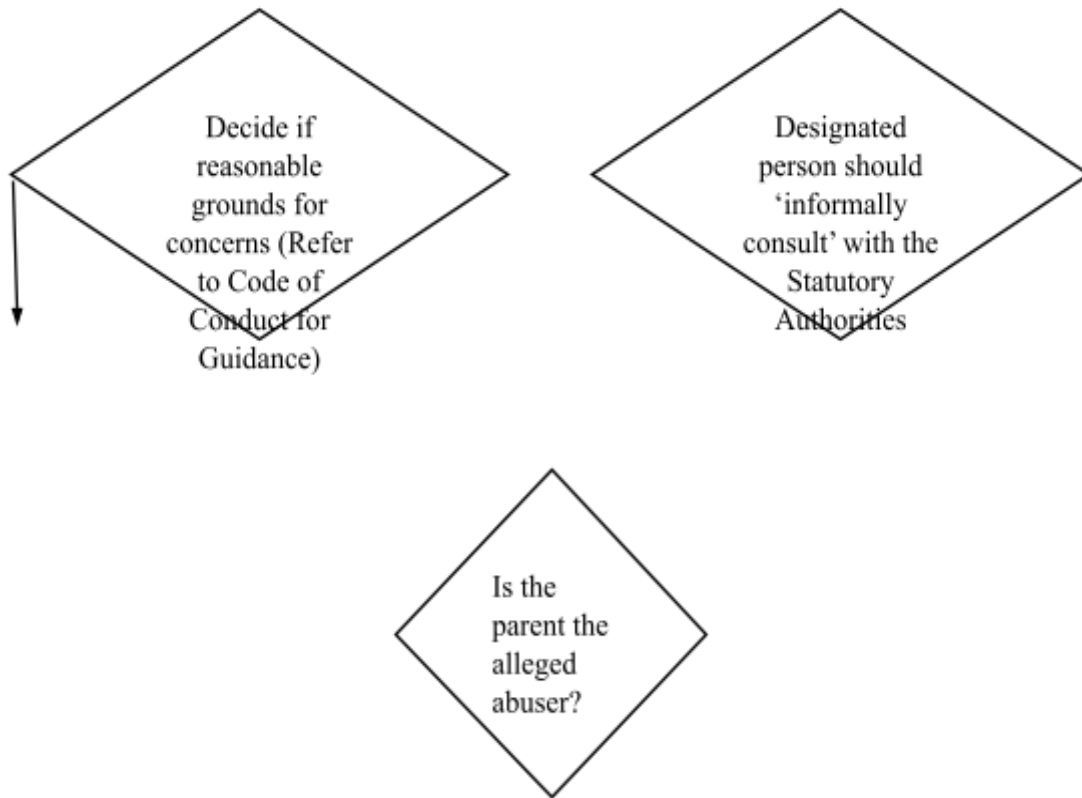
Remember to maintain confidentiality on a need to know basis- only if it will protect the child. Do not discuss the incident with anyone other than those who need to know.
NB a copy of this form should be sent to social services after the telephone report and to the Governing Body Child Protection Officer for monitoring purposes.

17. Irish Waterski and Wakeboard Federation

Procedure for complaints about possible abuse inside the IWWF



18. Procedure for complaints about possible abuse outside the IWWF



Unclear

Report to Designated Person

No case to answer

No
Record decision

**Yes
Proceed**

**Don't
Proceed**

Discuss with Statutory Authorities how parent/guardian will be informed
Record basis of decision not to advise parent. Seek advice from Statutory Authorities

**Yes
No**

Make a formal referral to Statutory Authorities
Tell Complainant

19. Irish Waterski and Wakeboard Federation

Anti-Bullying Policy

IWWF acknowledges the right of all its members, young athletes and leaders, to enjoy participating in the sports of Waterskiing and Wakeboarding in a secure environment. The IWWF recognises that bullying behaviour is increasingly prevalent in society, the workplace, home, schools, sports clubs and sports groups.

Bullying by any member of the IWWF will not be accepted or condoned and all concerns raised about bullying will be treated seriously and will be dealt with as set down in IWWF Disciplinary Procedures as set out in the Constitution.

While we accept that there is no instant solution to the problem of bullying we are committed to doing all we can to address this problem. Ignoring bullying behaviour is not an option as failure to act gives a silent but powerful message that aggressive behaviour is appropriate and acceptable.

Under our duty of care to young athletes we all must be aware of bullying behaviour and to do all we can to prevent it happening in our groups and clubs. Every affiliated Club, should include an anti-bullying policy in a written constitution. Attached Information:

Guidelines for Clubs.

Elements of Anti-Bullying Policy:

- ♣ A clear definition of bullying and the forms it takes (General Information attached)
- ♣ A statement that bullying is unacceptable behaviour and will not be tolerated
- ♣ A clear statement on how the Club will deal with an alleged case of bullying.
- ♣ Acknowledgement that bullying can and does happen and that we all have the ability to bully others.
- ♣ Group leaders / coaches must be made aware of the importance of having adequate supervision.
- ♣ Coaches who suspect bullying is taking place should be supported in their efforts to deal with this behaviour. Strategies/Management In a general way, regularly discuss bullying behaviour with the group – where possible involve juvenile members, parents, coaches and leaders
- ♣ Make it known: That young athletes in the club can support each other by reporting instances of bullying.
That it is always right to tell a responsible adult when they see something wrong.

♣ **Emphasise**

That anyone can be the target and everyone has it within him or her to be a bully.

That it is the bully that has the problem

That all reports of bullying will be investigated and dealt with sympathetically.

- ♣ Take a “no blame” approach if possible – address the behaviour and avoid punishing or isolating the bully.

- ♣ Support both the target and the bully - change the behaviour and don't just focus on punishing the bully.

- ♣ Challenge incidents of bullying behaviour – when you see negative behaviour highlight it.

- ♣ Appoint a Club Designated Safeguarding Children Officer (DSCO). Make sure junior members know that the DSCO will listen to them and support them.

- ♣ Publish help lines on the club notice board.

- ♣ Think about the sort of sanctions that can be applied, they need to be realistic, given the age of the youngsters, they need to be fair, and they need to be easily understood and implemented. Sanctions should be about stopping the bullying behaviour – not humiliating the bully. If a young player states they are being bullied:

- ♣ Encourage them by telling them that it is the bully that has the problem.

- ♣ Build up their self-esteem as much as possible.

- ♣ Give them time to say how they are being bullied.

- ♣ Reassure them that they are right to tell.

- ♣ DSCO/Responsible Adult should keep the young person informed of proposed action and take into account any fears they have about proposed action. Sorting out the Problem. You may be able to nip a bullying problem in the bud by asking questions informally. It may be a question of managing the group differently or increasing supervision in particular places or at particular times. Remember most people who are being bullied just want it to stop, they are not overly concerned with punishing the bully – make that the focus when dealing with the problem.

- ♣ Initially try to sort out the problem within the group without identifying any particular person or action – through group discussion on bullying.

- ♣ Address the behaviour – don't just think about punishing the bully.

- ♣ If there is no immediate danger give the bully the benefit of the doubt (didn't know the harm he/she was doing).

Make it clear:

That the behaviour was wrong.

They now know it to be wrong.

It will no longer be tolerated and if continued, will be sanctioned.

- ♣ Protect the bullied while giving the bully a chance to change
- ♣ Avoid sanctions which involved long periods of isolation, or which make individuals look or feel foolish in front of others.
- ♣ The chairperson of the club/leader of the group should be informed of any incident so that policies and practices can be reviewed on a regular basis.
- ♣ If suspected bullying is of a serious nature – this should be discussed with the National DSCO.
- ♣ If bullying is putting any young person in immediate serious danger this should be reported to the Gardai/PSNI/Statutory Authorities – (See appendix 2 useful contacts)

Support Change:

Bullying is very isolating. Once you have identified and dealt with the immediate problem:

- ♣ Offer support and reassurance to the bullied child.
- ♣ Consider assigning another member of the group/team/club as a buddy.
- ♣ Build up their self-esteem by emphasising positive aspects of their activities.
- ♣ Keep an eye on the bully - make sure the bullying isn't continuing in a secretive way
- ♣ Support both children
 - build up the self- esteem of the bullying individual
 - emphasise his/her good points.
- ♣ Let parents know of any action being taken and listen to their views.
- ♣ The parent of a bullying child may be very upset – allow for this while being firm about the clubs policy of dealing with bullying. Support for Coaches/Leaders
- ♣ Coaches should be supported in their efforts to deal with any problem of bullying in their group/club.
 - ♣ Coaches themselves may be bullied by groups of young players or their parents – the club should be willing to address this issue.

Source material:

ABC Research & Resource Centre,

Sport Northern Ireland,

Sport Ireland,

Myths & Strategies Presentation – Eileen O'Rourke and Department of Education & Science.

General Information

Definition: Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.

Bullying can include:

Physical pushing, kicking, hitting, pinching, mess fights used to disguise inflicting pain.

Name calling, sarcasm, spreading rumours, persistent emotional torment through ridicule, humiliation or constant ignoring of certain individuals.

Racial taunts, graffiti, gestures.

Sexual comments and/or suggestions including comments about sexual orientation.

Unwanted physical contact.

Damage to property.

Extortion

Intimidation

Exclusion Bullying: A person is deliberately isolated, excluded or ignored by some or the entire group.

This type of bullying is particularly hurtful; it isolates the young person from his/her peer group and it is very difficult of them to combat as it directly attacks their self confidence/self image.

E.bullying This is a particularly poisonous strain of bullying which utilises web pages, emails and text messages to abuse, intimidate and attack others directly or indirectly i.e. rumour mongering.

Slagging This usually refers to good-natured banter. However, when it extends to very personal remarks aimed again and again at the one individual about appearance, clothing, personal hygiene or involves references of an uncomplimentary nature to members of one's family, particularly if couched in sexual innuendo, it assumes the form of bullying.

The Targeted person In groups, it is common and normal for young players to tease or taunt each other. However, at a certain point, teasing and taunting may become bullying behaviour. There is a perception that people who are 'different' (smaller, taller, fatter, thinner) are more prone to encounter such behaviour. However, there is no 'type' – the target can be anyone. While it is true that people who are most at risk of becoming targets are those who react in a vulnerable and distressed manner, it is not unusual to find that many popular and socially well-adjusted children are targeted by bullies.

Bullying can be triggered by jealousy or can have situational/vulnerable time trigger – e.g. joining a new club or team, being selected above others, not being selected with others.

The Bully.

It is generally accepted that bullying is a learned behaviour. Bullies tend to display aggressive attitudes combined with a low level of self-discipline. They can lack any sense of remorse; often they convince themselves that the victim deserves the treatment meted out. Bullies may also be seeking attention; often they set out to impress bystanders and enjoy the reaction their behaviour provokes. They tend to lack the ability to empathise and may be unaware or indifferent to the target's feelings. Some bullies seem to enjoy inflicting pain. It is of note that many bullies suffer from a lack of confidence and have low self-esteem. It is also not

uncommon to find that those who bully have been, or are being bullied themselves. Bullies tend to be easily provoked and frequently provoke others. Bullying can occur between adult and young person or young person to young person.

The Bully may be:

A parent who pushes too hard

A coach who adopts a win-at-all costs philosophy

A young athlete who intimidates inappropriately

An older player who intimidates inappropriately

An official who places unfair pressure on a person

The Third Party

Nearly all bullying is witnessed by other people. Positive action by this third party can change the behaviour of the group. Make sure others in the group know who to go to if they have witnessed incidents of bullying.

Adult Behaviour.

An adult may unwittingly or otherwise, engage in, instigate or reinforce bullying behaviour in a number of ways:

Using sarcasm or other insulting or demeaning form of language when addressing young players.

Making negative comments about a player's appearance or background.

Humiliating, directly or indirectly, a player who is particularly weak or particularly outstanding or vulnerable in other ways.

Using any gesture or expression of a threatening or intimidatory nature or any form of degrading physical contact or exercise.

There is a difference between fair criticism and ridicule.

Parents should not be allowed to bully young players or coaches/leaders/other adults.

Subtle bullying, glances, looks and sniggers, or the more overt form of physical intimidation may be exacerbated if group leaders allow derogatory comments about other players or leaders.

Where does Bully happen?

Bullying can happen almost anywhere, but particularly where there is either inadequate or no adult supervision (A.B.C Trinity College 2001). In sports clubs bullying often takes place out of sight of group leaders, in hidden or obscured parts of the hall. Where lots of activity is taking place it is easy to single out and harass another player. It is worth noting that when the 'bully gang' is focusing on a target, that target may appear to be the aggressor because he/she finally gives vent to his/her frustration. Toilets, cloakrooms, locker areas, changing rooms and

showers may be the scene of verbal, psychological and physical harassment and the behaviour of players in these areas needs careful monitoring.

Effects of Bullying

Young people who are being bullied may develop feelings of insecurity and extreme anxiety and may thus become more vulnerable. Self-confidence may be damaged with a consequent lowering of their self-esteem.

Some effects of bullying include:

Stress

Reduced ability to concentrate

Lack of Motivation or energy

Poor or deteriorating performance

Inability to take any criticism

Reluctance to use changing rooms/dashing out before the group.

Anxiety about going to the club/group

Loss of confidence/Self esteem

Aggressive behaviour

Depression

Panic attacks

Nervous breakdown

Attempted Suicide.

These signs do not necessarily mean that a player is being bullied, however if repeated or occurring in combination these signs do warrant concern as to what is affecting the player.

MYTHS

There a 'Target' type – UNTRUE

No one type of person is more likely than another to be targeted by a bully. The target can be anyone.

Kids grow out of it – UNTRUE.

This is learned behaviour - the child bully left unchallenged, becomes an adult bully.

Bullying makes the 'target' stronger – UNTRUE

The harm carries on through life - the damage is lasting if not addressed. More worryingly, the bullied may become bullies themselves.

Bullying can't be stopped – UNTRUE.

It may not be easy but it can be stopped if there's a will – particularly a collective or organisational will.

IGNORING BULLYING IS NOT AN OPTION

Useful Websites/Information Sources:

www.antibullyingalliance.org

Anti Bullying Research Centre (ABC) Trinity College

www.bullying.co.uk

www.kidscape.org.uk

www.sportireland.ie

www.sportni.net

www.thecpsu.org.uk

www.childline.org.uk

Support line numbers:

SPCC Childline (Republic of Ireland) 1800 666 666

Bernardo's National Children's Resource Centre 01 4530355

National Parents Council Helpline for Bullying in Schools 01 8874477

Irish Association for Victim Support 1850 661 771

Childline (Northern Ireland) 0800 1111

Appendix 1

Section 1

VOLUNTEER/STAFF RECRUITMENT/APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

All information received in this form will be treated confidentially

Name:			
Address			
Date of Birth		National Insurance No	
Telephone No.		Mobile No	
Previous work experience & relevant qualifications			
Have you previously been involved in voluntary work? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Do you agree to abide by IWWF Code of Conduct? (copy included with this form)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you completed Child Protection Awareness Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, who was it organised by and when approximately			
Do you agree to undergo specific training on the role of the (position being appointed)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<p>Have you ever been asked to leave a sporting organisation in the past?</p> <p>(if you have answered yes we will contact you in confidence)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Any other relevant information?</p>	
<p>Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.</p>	
<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Designation:</p>	<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Designation:</p>

Appendix 2

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

Statement of non-discrimination

The Irish Waterski and Wakeboard Federation is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of:

it is our policy to ask for an Enhanced check to be carried out by AccessNI. The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. An arrangement will be made with you to discuss any clarification if required. Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless IWWF considers that the conviction renders you unsuitable. In making this decision the IWWF will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes

No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that IWWF as the registered/umbrella organisation carrying out the check may, share the information returned with the designated signatory in my club.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the IWWF Designated Person/ Children's Officer of any future convictions or charges.

Signature

Print Name

Date

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access NI check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	Group 1 _____ Group 2 _____ _____
Recommendation (with reasons)	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

Signature

Print Name

Position in Organisation

Date

Appendix 3

SAMPLE LETTER FOR CLUBS TO USE

CONFIDENTIAL REFERENCE FORM

The following person:

has expressed an interest in working for ***NAME OF CLUB***.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered **YES** we will contact you in confidence.

YES

NO

Please Sign and Print name below.

Signed: _____ Date: _____

Print Name _____ Position: _____ (if applicable)



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20. Safeguarding Risk Assessment Document for IRISH WATERSKI AND WAKEBOARD FEDERATION

This risk assessment considers the potential for harm to come to children whilst they are in **IWWF** care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment).

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- (a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/Na
CLUB & COACHING PRACTICES			
Lack of coaching qualification	H	<ul style="list-style-type: none"> ▪ education guidelines ▪ Safe Recruitment policy 	Club MC
Supervision issues	H	<ul style="list-style-type: none"> ▪ Supervision policy 	Club MC
Unauthorised photography & recording activities	M	<ul style="list-style-type: none"> ▪ Photography and Use of Images guidelines 	Club MC
Behavioural Issues	M	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	Club MC
Lack of gender balance amongst coaches/ Leaders	L	<ul style="list-style-type: none"> ▪ education policy ▪ Supervision policy 	Club MC
No guidance for travelling and away trips	H	<ul style="list-style-type: none"> ▪ Travel/Away guidelines ▪ Child Safeguarding Training 	Club/NGB Int. Ev
Lack of adherence with misc procedures in Safeguarding policy (i.e.	H	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Complaints & disciplinary policy 	Club

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Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/Na
mobile, photography, transport)			
COMPLAINTS & DISCIPLINE			
Lack of awareness of a Complaints & Disciplinary policy	H	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club MC
Difficulty in raising an issue by child & or parent Reason: Covered above	H	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club MC
Complaints not being dealt with seriously	H	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Club MC
REPORTING PROCEDURES			
Lack of knowledge of organisational and statutory reporting procedures	H	<ul style="list-style-type: none"> Reporting procedures/policy as per Code of Ethics Code of Conduct /Behaviour 	NGB MP DLP
No Mandated Person appointed	M	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB
No DLP Appointed	M	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club
Concerns of abuse or harm not reported	H	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP
Not clear who YP should talk to or report to	H	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP
FACILITIES			
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	H	<ul style="list-style-type: none"> Supervision guidelines General Education of Sports Leaders 	NGB Club
Unauthorised exit from children's areas	M	<ul style="list-style-type: none"> Supervision policy General Education 	Club MC
Photography, filming or recording in prohibited areas	M	<ul style="list-style-type: none"> Photography guidelines and use of devices in private zones 	Club MC

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Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National
Children sharing facilities with adults e.g. dressing room, showers etc.	H	<ul style="list-style-type: none"> Safeguarding policy 	Club MC
RECRUITMENT			
Recruitment of inappropriate people	H	<ul style="list-style-type: none"> Recruitment policy 	NGB Club CCO Appropriate person
Lack of clarity on roles	M	<ul style="list-style-type: none"> Recruitment policy 	Club
Unqualified or untrained people in role	H	<ul style="list-style-type: none"> Recruitment policy 	Club
COMMUNICATIONS AND SOCIAL MEDIA			
Lack of awareness of 'risk of harm' with members and visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement 	National Club DLP CCO
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement – display policy name - 	Club Executive County Committee DLP Children's Officer
Unauthorised photography & recording of activities	M	<ul style="list-style-type: none"> Photography and Use of Images guidelines 	Club MC
Inappropriate use of social media and communications by under 18's	H	<ul style="list-style-type: none"> Communications Statement on Social Networking 	Club MC
Inappropriate use of social media and communications with under 18's	H	<ul style="list-style-type: none"> Communications Code of conduct. 	Club MC
GENERAL RISK OF HARM			
Harm not being recognised	H	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club MC NGB CPO
Harm caused by <ul style="list-style-type: none"> child to child coach to child volunteer to child member to child 	H	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club MC NGB CPO



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Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/Na
- visitor to child			
General behavioural issues	M	<ul style="list-style-type: none"> ▪ All Guidelines and Policies as set out by IWWF 	Club MC

Explanation of terms used:

- **Potential risk of harm to children**– these are identified risks of harm to children whilst accessing activities in the Club.
- **Likelihood of harm happening**– the likelihood of the risk occurring in the Club measured by you as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy/guidelines required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed and completed by *Irish Waterski and Wakeboard Federation* on *18th February 2018*

Signed:

Signed:

Name:

Name: Paul Carroll

Role:

Role: National Children's Officer

Date:

Date:



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Appendix 2

The following **sample** policy statement should be included in all Irish Water Ski and Wakeboard Club constitutions:

Code of Ethics and Good Practice for Children's Sport

“(Name Club) is fully committed to safeguarding the well being of its members. Every individual in (Name Club) should, at all times, show respect and understanding for the rights, safety and welfare, and conduct themselves in a way that reflects the principles of (Name Club) and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. (See Appendices)

The following **sample** child protection policy should be an appendix to all Irish Water Ski and Wakeboard Club constitutions:

Child Protection Policy for the Irish Water Ski and Wakeboard Federation

To ensure that best practice is followed by this club we shall work closely with the Irish Water Ski Federation. 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, by our members. To maximise compliance with the Code, as set out in Section 2.7 we shall:

- adopt and implement the *Code of Ethics and Good Practice for Children's Sport in Ireland* 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
- permit all members over 16 years of age to vote, where possible. One parent/guardian should have one vote for all their children under 16 years of age, where relevant
- ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM



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- adopt and consistently apply a safe and clearly-defined method of recruiting and selecting Sports Leaders (see 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 2.6.1 in this Code. In the event that a Club caters for both boys and girls, one Children's' Officer of each gender would ideally be appointed

- designate the Club Chairperson to act as liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse (see 5.13.2). Any such reports should be made according to the procedures outlined in this Code/Children First/Duty to Care

- 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 a Sports Leader. 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 pending the outcome of the investigation.

- 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 Child Officer of the IWSF.



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- ensure that all club members are given adequate notice of AGM's and other meetings
- ensure that all Minutes of all meetings (AGMs/EGMs/Committee) are recorded and safely filed