

THE
IRISH SPORTS
COUNCIL



AN CHOMHAIRLE SPÓIRT

NGB SUPPORT KIT

Chapter Nine

MEMBERSHIP DEVELOPMENT



9. Membership Development

Introduction

This section offers advice and information concerning the development of your club and your membership numbers. It deals with how to manage your membership records, recruiting paid and non-paid employees, the management of your organisation to the very important topics of young people in sport, including child safety and Garda Vetting.

9.1 General Membership Information

Growing Your Membership

Most sports organisations need to have some focus on recruiting new members. A steady influx of new members helps to keep your organisation vibrant and forward-looking. As well as enlarging the pool of people to play with, and create national teams and leagues, the recruitment of newer and younger members ensures that you're building a participation base for the next generation of top players.

Membership Records

You will require a database to keep track of all your member details. There are several software programmes that can do this, and some organisations are exploring online membership databases where members can update their own details. For very small organisations, you can establish a simple membership record using a Microsoft Excel spreadsheet programme, with one row per member and each column capturing a different data field (address, age, telephone number, playing handicap, etc.). You may soon outgrow this simple system and require a more robust database such as Microsoft Access, or one of several purpose built sports organisation databases.

Maintaining membership records in a database has several advantages:

- It's easy to find and update each member's record
- The entire database can be transferred on disk from one officer to another when postholders change
- You can use mail-merge functions to automate the process of creating address labels for your member mailing.
- You can quickly analyse the membership information to find out, for example: the number of senior and junior members; which members live in a particular area; and select the sub-set of women members. Please note your responsibilities under the Data Protection Act in relation to dealing with personal information. Click on www.dataprotection.ie for further information.

New Member Induction

It's a good idea to create a 'Welcome Pack' for all new members. This helps them to find their way around, and feel at-home more quickly. It makes them feel valued and will help them to stay committed to your sport. A Welcome Pack might include:

- A welcome letter from the chairperson
- Contact details for the NGB

- The organisational handbook, or list of rules
- Details of the organisation programme, with contact details, locations and times
- A calendar of training events and matches
- Information about the league and competition structures
- Copies of significant policies, such as the child protection policy, or the health and safety policy

9.2 Membership Recruitment

Membership Recruitment Planning

Whilst some member recruitment happens of its own accord, it's often worthwhile to create a more pro-active plan to attract new members. A useful starting point is to discover how your existing members found out about the organisation:

- By word-of-mouth from family or friend
- By introduction from another member
- By advert or notice in a newspaper
- By contacting the NGB for the sport
- By contacting a Local Sports Partnership
- By searching on the internet
- By contacting a sports development officer or local authority department
- At a sports centre
- At a school

Knowing this information will help you decide where best to focus your future recruitment efforts, either because that route works well, or because you've identified a gap in your publicity.

Many local sports organisations find that a large proportion of their new members are recruited by existing members. You might want to consider running a campaign to "Bring a Friend", or to arrange publicity for a series of Open Nights for visitors and potential members. You might also arrange taster sessions at key times of the year to promote your organisation and give potential members access to your sport.

It's very likely that your organisation will want leaflets, posters or flyers to advertise its activities. The key to success with printed materials is getting them displayed in the right places. Try to define where your potential members spend time, and look for ways to distribute your materials in those places.

Maintaining a website can also be an effective way of attracting newer (and often younger) members. Many NGB websites are hosted on the free space provided by Internet Service Providers to their members. Your website will be more prominent if it is linked to other relevant places; make sure that it has links to other relevant bodies such as your clubs, Irish Sports Council, Local Sports Partnership and International Federation websites.

To develop even more ambitious plans, your management committee might want to establish a Membership Working Group to oversee a membership recruitment action plan.

Membership Recruitment - Action Plan

Target	Action	Responsibility	Timescale	Costs
Recruit at least 10 new junior members	<ul style="list-style-type: none"> • Improve and increase club promotion and marketing • Hold open event/ trials/ come & try coaching sessions/ festival/ friendly league. • Posters on club notice board. • Match report in local press. • Partnerships: Sports development/ local schools/ feeder clubs/ leisure centres 	Head Coach (jnr Squad)	dd/mm/yy	Printing €30.00
Recruit at least 5 - 10 male / female senior members	<ul style="list-style-type: none"> • Improve club promotion/ marketing/ media attention • Directly ask members to recruit • Posters on club notice board • Partnerships: Sports development/ local schools/ feeder clubs/ leisure centres 	Club captain	dd/mm/yy	Printing €20.00

9.3 Recruiting Volunteers

Any good club or sporting organisation is always going to have a spine of good volunteers working for them. The vast majority of sports rely on Volunteers to survive and function as not all sports are blessed with the funds to employ fulltime staff. Whether it be serving as Chairperson or Treasurer in your spare time to being a time-keeper, referee, scorer or coach on the weekends,

Volunteers truly are the backbone behind sporting clubs and organisations all over the world. Unfortunately, due to work, family and other commitments, most Volunteers have a limited life-span in an organisation. So recruiting Volunteers is a necessary process that must be on-going.

Is Your Organisation Prepared for New Volunteers?

Some organisations have found themselves in difficulties because of a lack of written policies and procedures. Although writing policies and procedures may seem like a time-consuming exercise, it provides many benefits such as Volunteers know exactly what is expected of them and they know what to expect of the organisation.

Attracting Volunteers

Granted some people will always be volunteers. They will have their children or friends playing in the sport and so will gladly offer to help with jobs that need doing. Some people may also be retired, injured or just taking a break from the sport and will want to stay involved and so will help out. But long hours and weekends away from family or other socialising will eventually take its toll (completely understandable of course) and so your organisation will always need to attract new people to help with the duties. Ways that you can ensure that potential Volunteers are enticed to help your organisation are:

- Be approachable
- Be undemanding
- Be as non-bureaucratic as possible
- Do not expect too much too soon
- Be representative of your community
- Be flexible in your approach - new people may bring new ideas and approaches

What Puts Volunteer Off?

- When they feel used
- When they are not appreciated
- When they are not consulted
- When they are not accommodated.

Rewarding Volunteers

Since Volunteers do not get paid, there are a few ways that they can be rewarded:

- Give them discounted (or free) access to events and services
- Give them discounted prices on equipment that is needed for competition (if your NGB sells it)
- Not leaving them out of pocket (for things like petrol costs if they have to travel large distances)
- Giving them any other fringe benefits that your organisation may offer

How long a Volunteer remains with an organisation very much depends on the ethos and culture of the organisation and its supports. The volunteer needs to feel part of the organisation's culture, feel they have a role to play and to feel that they can work effectively.

Please see Chapter 4 for more information on Volunteers

9.4 Club Development

Sustainable club development is critical for a NGB to grow and develop.

Sports Development

Sports Development is ensuring that structures are in place to enable people to participate in their chosen sport and develop their skills to reach the level of competency and skill that they so desire. Whether that be at a local club level or at an elite international level, the NGBs need to ensure that there are suitable pathways for this to occur.

Sports Development is about building partnerships in order to provide appropriate and accessible sporting opportunities for all. The partners involved in sports development range from local authorities, schools (primary and secondary), colleges/ universities, clubs, governing bodies of sport, community clubs and services, leisure centres, specialist sports facilities as well as national organisations such as the Irish Sports Council and Coaching Ireland.

Sports Development Continuum

The Sports Development Continuum is often used to identify the pathways for participants to move through as they progress in sport.

Performance and excellence levels are primarily developed by governing bodies. Local authorities and school sports associations also provide links through to performance levels. These organisations provide opportunities for representative sport (district, county, regional) leading ultimately to national representation.

Grass Roots: local authorities and schools are primarily involved in introducing young people to sports at foundation and participation level by providing links with clubs and opportunities for continued participation after and outside of school.

Sports Development Officers (SDOs)

Sports Development Officers (SDOs) are often employed by NGBs and local authorities to implement their sports strategies.

Each SDO is usually responsible for developing a number of focus sports and developing active links with local agencies including clubs, schools, colleges and leisure centres as well as with national organisations. SDOs are the catalyst for ensuring that quality opportunities are accessible throughout the continuum, from grass roots through to performance and excellence programmes. One of the ways that SDOs implement this at a local level is by co-ordinating local Development Groups.

These groups consist of volunteer representatives from local clubs and representatives from the NGB, education (primary and secondary schools, colleges, universities) and specialist sports facilities. The aim of the local Development Group is to create a positive working partnership between all agencies involved in that sport as well as write and implement a Development Plan for the area. The Group ensures that there are appropriate and accessible opportunities for all participants from grass roots sport through to performance and excellence.

Club Action Planning:

Sport is rapidly moving into a more 'professional' culture, partly as a result of changes in legislation, but largely from the desire to improve. The most effective way for clubs to develop and improve is to be involved in a planning process that sets your club on the path to a better future. There are many reasons why a club will benefit from planning:

- Use your club resources more effectively
- Identify and prioritise the club's aims and aspirations for the future
- Recognise where the club has come from and where it is now
- Improve team spirit by involving members in decision making
- Forward planning is essential for accessing funding support, such as local grant aid
- Ensure a professional approach
- Demonstrate what the club can offer potential new players/ members
- Can demonstrate the club's commitment to local schools or the Local Authority
- The planning process can develop team work off the sports field
- Cope with change
- Check on the club's progress.

This section contains advice and guidance on the following common areas of club policy and procedure as listed in the Articles side panel:

- Membership Policy - membership criteria and membership forms, including additional provisions for junior members
- Equal Opportunities Policy - establishing an equity statement and its implementation through an equal opportunities policy
- Code of Conduct for Fair Play - ensuring that your members are familiar with minimum expected standards of participation and play
- Child protection - procedures to ensure that children, young people and vulnerable adults participate in your club's activities without risk of abuse
- Health & Safety - covering a range of issues including duty of care, risk assessment, insurance, first aid, emergency procedures, etc.
- Club Development Policies are covered in the section on club development planning
- Ethics in sport - 'ethics' is the now generic terms for all aspects of fair and equitable conduct in both the management and running of sport.

Policies and Procedures

As your sports club grows and develops its range of activities, you will probably find it necessary to establish some club policies that set out in more detail how the club and its members should operate. Typically, these policies might cover such things as:

- The requirements for a person to become a member of your club (e.g. their standard of play, or the nature of their contribution)
- The standards of conduct expected of members or officials
- Arrangements for protecting children, young people or vulnerable adults from any form of abuse
- Arrangements for protecting members and the general public from any potential danger arising through the use of your premises, facilities or equipment
- The range of policies and procedures that you might require will very much depend on the nature of your sport and the type of activities that you choose to undertake.

Planning to Develop Your Club

There is no right or wrong way to produce a development plan for your sports club but the following guidelines should give you some positive ideas on how to get started. There are two types of plans:

- A development plan: a long term plan (usually 3 to 5 years), this plan focuses on the club's "vision" for the future
- An action plan: a short term plan (usually 1 year), this plan prioritises the short term actions required to get the club on the right path to achieving its long term "vision"

Who Should be Involved in Planning?

The most difficult part of action planning is that it takes **TIME**, a limited resource for all clubs! Before you start the planning process you will need to consider the best way of managing the process within your club. It is important that members take an active role in shaping the club's future, therefore involve and consult the members wherever possible. Ensure that the participants involved in this planning process represent all interests in the club.

However, it is highly recommended that a small working group is identified to carry out the necessary paper-work and action points.

Remember: It is the club that has to DO the work, not the action planner & the process is almost as important as the final document itself..

Four Stages of Planning

1. Where are we now? - the AUDIT

All clubs provide varying sporting opportunities for many different levels and abilities, therefore before you can begin to plan for the future it is important that you consider the clubs current circumstances. By carrying out an audit the club can identify its strengths and weaknesses, as well as look at any possible opportunities or threats for development. This process will provide a clear base for setting some realistic aims and objectives for the clubs future.

2. Where do we want to be? - the AIMS

Having undertaken the audit you will have established your current status (where are we now) and started the process of identifying the clubs main objectives for the future (where do we want to be). To ensure that the aims and objectives are achievable it is important to keep them realistic. You should now be ready to formulate an 'Action Plan' to identify how you will achieve these objectives.

3. How will we get there? - the PLAN

Once the club has completed the audit and identified the aims, the third stage - action planning - should fall easily into place. The Plan identifies how you will begin to work towards the club's 'vision' and achieve it's aims. Therefore you will need to break down each aim into specific targets for your club to achieve in the first year and some proposed targets for future years.

In order to produce an Action Plan you will need to go through the following five questions:

- The Target - WHAT do you want to achieve?
- The Action - HOW can it be achieved?
- Timescale - WHEN will it be done?
- Led by - WHO is going to do it?
- Cost - What will it COST in terms of money, time, people and facilities.

4. How well did we do? - the REVIEW

Once the action plan has been agreed and is a working document, it is vital that the plan is reviewed and updated periodically, at least annually. Monitoring and reviewing your club's progress is invaluable for ensuring that the club continues to move forward. Provided that the targets set in the action plan are measurable, the process should be simple and not too time consuming. This process will look at future developments, it will also help to reflect on where the club has come from and where it is now. Importantly the club should then formally recognise the volunteers (committee members, administrators, coaches and officials) who have put in the hard work to make it happen!

The Audit

Before your club can begin to plan for the future it is important to consider the club's particular circumstances and what opportunities it currently provides. The easiest way to do this is to work through a club audit. The club audit should be used as a guide for a SWOT analysis:

- Strengths - e.g. lots of volunteer helpers
- Weaknesses - e.g. few qualified volunteer helpers or coaches
- Opportunities - e.g. potential links with the local secondary school
- Threats - e.g. reduction in junior members this season

For any audit to be useful and a true basis for planning, time should be taken to complete it honestly and accurately. In addition to your own club audit, you can also explore the local sports provision and identify what support is available from other sports providers or partners in the area. For example, there may be coaches or officials working for the local authority who may be able to offer your club some additional support, or there may be a junior after school club who may like to develop its skills in a larger club.

The Aims

Having completed the club audit and the SWOT analysis you should be able to identify some aims to build upon your club's strengths and tackle its weaknesses. The aims should be:

- Specific to your club
- Measurable - consider how the club's progress will be assessed
- Agreed - it is vital that the club involves all committee staff and coaches in the process
- Realistic - the aims should be challenging, yet achievable
- Timescales - the club must consider the time needed to achieve the aims.

The Plan

The action plan formally identifies and prioritises the club's aims. The Plan should be used to establish the timescales, personnel and costs for each aim. This plan may be used as a business plan when applying for some funding grants. There are many different forms of action plans. Remember to review the plan. Once the club has completed and agreed the action plan it is important to set up a regular review meeting to monitor progress. The plan should be a working document that can be modified and adapted to reflect the progress and any change in circumstances. Provided that the targets are measurable, this process should be simple and not too time consuming.

Club Development Policy

A development policy clearly demonstrates the club's commitment to developing quality opportunities for its members. The policy should be a working document that can be changed as the club develops and should be supported by an action plan, which ensures that the policy is put into practice and that the aims are met. To raise the profile of the club's commitment to development, include the policy in the club handbook or maybe post it on the club notice board.

9.5 Club Management

There are five principles of good club management.

1. Leadership

Leadership means:

- Good management
- Your values, purpose and goals
- Taking an active role in your community
- Making sure that everyone in your club understands how you operate and knows what is going on.

Leadership is important because it:

- Ensures that your club manages its resources efficiently and effectively
- Provides inspiration and maps out direction
- Develops motivated and committed volunteers and staff
- Recognises and fulfils the needs and expectations of members
- Ensures that the club operates positively and constructively within the broader community.

2. Planning

Planning sets out:

- What you want to achieve
- The actions and resources required
- A method for working out how successful you were.

Planning is important because it:

- Determines where an organisation is going over the next year or more, how it is going to get there and how it will know if it got there or not. For example, one goal could be to double the number of volunteers in your club within ten years
- Allows all members to be aware of what the club wants to achieve
- Helps to define your club's goals and the ways in which it will monitor and evaluate its performance
- Helps to improve financial performance and the efficient and effective use of resources.

3. People

Put your people first -- volunteers and paid staff who are involved in the design, delivery and evaluation of your club's activities and services.

People are important because:

- They make things happen, particularly in relation to meeting your members' needs and expectations. Looking after the people in your club will help inspire motivated, committed and satisfied volunteers and staff. These people are more likely to make a positive contribution towards meeting the needs and expectations of the members they serve.



To develop committed and motivated volunteers and staff, it is important to:

- Identify the skills and qualifications required to meet your club's goals
- Allocate roles and responsibilities
- Provide education and training opportunities as required
- Regularly acknowledge efforts and achievements
- Seek and respect opinions.

4. Members

Members are important because:

- They -- participants, spectators, coaches, officials, patrons and sponsors -- are involved in the club and benefit from its activities and services. Members are the club's reason for being in existence. A member focus builds services and activities to satisfy the needs of members.

To develop a member focus, it is important to:

- Identify your current and potential members
- Identify their needs and expectations
- Provide and evaluate activities and services
- Establish a process for member communication.

A member focus is important because:

- Satisfied members are more likely to stay with a club, tell their friends about it and help attract new members to boost participation.

5. Overall Performance

Overall performance is:

- Monitoring, reviewing and evaluating your club's overall performance against its goals.

Measuring overall performance is important because:

- As part of its planning process, your club should develop measurable targets (performance indicators), which will tell you whether you have achieved your goals. These targets allow everybody to see that the club is 'on track' and, if not, where there are gaps in performance. This information should be used to ensure that the club continually improves its activities and services.

9.6 Young People in Sport

Junior Club Development

Sports organisations have a vital role to play in providing sporting opportunities for young people, and vice versa; young people have a vital role in providing the future success and development of sports organisations.

In most sports it is crucial to the success of the organisation that they attract and encourage young players. However, all NGBs are unique and not every organisation may feel that a junior section is appropriate for them. Before introducing young players to your organisation you need to consider the responsibility of providing and taking charge of young people and how young people will affect other members in the organisation.

Also consider the numerous benefits of introducing junior players to your organisation:

- Regular supply of new players ensuring the organisation's future
- Increase membership, including parents
- Additional volunteers
- Provide future officials and administrators
- Increased income and more opportunities to raise funds
- Enhance the organisation status and reputation
- Improve social calendar
- Give existing members the opportunity to accept new challenges, roles and responsibilities
- Provide a focus or stimulus for organisational development
- Recruiting participants for your 'sport'
- Developing competitors/ performers from an early age will improve your 'sport'
- Raise the organisation's profile.

Engaging Young People in Sport

It is important to ensure that children are given fun and positive sporting experiences. If they are encouraged to enjoy the experience and they participate successfully in your sport then they are more likely to remain involved in that sport for life. In order to attract young people to your organisation you will need to establish a quality junior section that they wish to join. A quality junior section should provide and encourage:

- The opportunity to socialise
- The opportunity to work as part of a team
- Co-operation and an ability to handle success and failure
- Development of health and fitness
- Positive & fun sporting experiences
- Self confidence and positive self image
- Positive attitudes towards exercise and healthy living
- An opportunity for young people and parents to work together
- Keeping young people 'off the streets'.

Young people take part in sport for many reasons:

- For enjoyment and fun
- To be with friends
- To be part of a team
- To play the game and improve their skills

- For the excitement of competition

But several factors also deter them:

- The school environment - national curriculum pressures, no after school clubs
- The home environment - working parents, single parents, unemployment, transport
- Passive leisure pursuits - technology, computers, internet, socialising/ hanging out

As identified elsewhere in this section, an action plan gives the organisation a focus for development, whereby clear aims, targets and timescales for achievement are agreed. By producing a separate junior action plan the organisation will be able to cover specific junior aims in more detail and provide a positive work plan for the junior coaches and the junior development officer (if your organisation has one). This plan can then be reviewed and adapted as the targets are achieved, without having to re-work the NGB's overall action plan.

The following key areas should be considered when writing the action plan:

- The organisations overall 'vision' and its strengths and weaknesses
- All young people should be given the opportunity for learning regardless of their ability
- Prioritise child protection
- Focus on the needs of the young person rather than the needs of the organisation or the coach
- Skill progressive training programme
- Encourage the parents and the young people to get involved in the running of the organisation
- Ensure that all activity is FUN and carried out within a friendly environment

9.7 School/Club Links

Developing School /Club Links

"School/Club links" is a term often used in strategic documents, grant applications and general discussions within Sports Development, PE, School Sport and NGBs. Many young people take part in school sport, but there are fewer who take part in activities outside of school. After they leave compulsory education, many young people do not take part in any form of regular sport or physical activity at all.

Establishing School/Club links gives young people the opportunity to continue participating in worthwhile sporting and physical activity throughout their lives. It allows youngsters to make the most of their experiences in both settings, to try out new sports, feel comfortable in the club setting and as a result make them more likely to continue participate once they leave school.

A Practical Guide to Developing Club / School Links

One of the club's first points of contact should be the local schools. A club should be able to make a strong case for developing links with the local school as there are many benefits to be gained by both the school and the club. School sport has in recent years suffered due to the pressures placed on schools from the ever changing national curriculum, financial constraints and limited time. Therefore both the number of hours available for PE and for after school sports has in some schools diminished, leaving an opportunity for local sports clubs help to provide quality sporting opportunities for young people.

In order to assist in the provision of these additional sporting opportunities clubs are encouraged to make contact with their local schools.

By making contact, the club can identify the gaps in school provision and identify how the club and school can work together to complement the school sports programme and fill the gaps.

Benefits for the School:

- Specialist coaching to complement and support the teaching programme
- Clear pathways/exit routes for children to continue participating in sport outside of school
- Wider range of sports available for pupils
- Improved performance and sporting success
- Access to better facilities
- Increased potential for accessing other funding opportunities
- Increase in the number of school children keeping active, fit and healthy
- Contribute to a young person's social and personal development
- Raise the school profile
- Positive sporting and community image
- Teacher support and mentoring.

Benefits for the Club:

- Raise the club profile
- Boost junior membership
- Potential new income
- New opportunities for children to develop through 'your' sport
- Potential to share resources; equipment, facilities, coaching expertise
- Access to additional facilities
- Coach and Volunteer Development.

Examples of Club to School Links

- School raises the profile of the club and promotes opportunities provided by the club i.e. circulate / display posters; invite representatives to school assemblies or arranged visits during PE lessons
- Coaching a class during curriculum time
- Club coaches attend after school clubs to identify talented pupils and invite them to attend a specific club session or development squad
- Club runs an after school / extra curricular club or coaching sessions at school site
- Taster / come and try sessions on school site followed by club site
- Arrange for the pupils to visit the club
- Club can get involved in organising competitions or tournaments

Remember that activities may vary from term to term and be open to attending activities for less traditional target groups.

Developing Schools Links - Key Steps to Developing School Links:

- Who do we want to link up with and why?
- Before approaching the school identify some possible ideas for the partnership
- Identify the information needed from the school?
- How will we make contact?
- What can we offer the partnership?
- How will we need to manage and promote the links?

Recognise the demands and time constraints on the school curriculum. A qualified coach, who understands the role that their sport plays within the physical education programme and who is aware of the learning needs of pupils, can be of significant help to the class teacher particularly if they do not have the same level of sporting knowledge or expertise as the coach. The school's Principal and organiser of the activity must be totally satisfied that the external coaches are qualified and competent to supervise the activities and that they have been fully briefed about their role and responsibilities and the school's roles and responsibilities.

The coach and school should agree a form of contract which outlines:

- A job description/ role of the coach
- The role of the class teacher
- The shared responsibility and development of the programme
- A commitment from the school to promote the sport and the club
- Agreement to encourage teachers/ parents to take part in appropriate coaching courses
- Specific manageable targets.

During Curriculum Time

For sessions being undertaken during curriculum time a teacher must be present at all times, remember that the teacher has the ultimate responsibility for the pupils. The coach should work with, not instead of, the teacher. These sessions can be used to provide teachers with some new ideas for skill development specific to your sport, so it is important to encourage the teacher to get involved. Remember that there needs to be an education bias, therefore, the coach must learn how to educate children as well as coach them.

After School Time

Extra curricular or after school sessions require the attendance of a teacher on the school site at all times. It is also recommended that schools ask the parents to have complete and return parent consent forms. All schools differ. A scheme that works in one school may not be suitable for another. School policy regarding external coaching and after school clubs also varies from school to school. Therefore, each school's policy must be referred to before any activity commences.

Consideration before commencing any school activity

- School Site - facility risk assessment, teacher responsibility, caretaker's role and responsibilities
- First aid and access to telephone
- School's Board of Management and the Club's Executive Committee have agreed the use of facilities
- Equipment (club to school loan scheme may be required).



9.8 Child Safety and Protection

Keeping Children and Young People Safe in Sport

If children are to enjoy fun and positive sporting experiences at your club, it needs to be a safe environment for them. Volunteers need to be confident in working with children and know what to do if they have any concerns about a child. To find more information about protecting your junior members, click on our website www.irishsportsCouncil.ie for further information on the Code of Ethics and Good Practice for Children's Sport.

Garda Vetting

Since 2007 the ISC has commenced rolling out Garda vetting on a phased basis to NGB's. This arrangement has been approved by the Implementation Group on Garda Vetting. The Irish Sports Council is liaising with NGBs in respect of the introduction of Garda Vetting to the sector on a phased basis.

Each NGB is responsible for how they roll-out the vetting process within their organisation. The Irish Sports Council has a dedicated officer who works with the NGBs to develop and implement Code of Ethics and Garda Vetting.

Children and Vulnerable Adult Protection Procedures

Keeping children and vulnerable adults safe in sport is not just about ensuring that those who work in sport are suitable to do so. A trusted coach or leader may be the person a child trusts to tell about something that is happening in their life outside of sport. Those involved in delivering sport to children need support to be confident about safe practices and the action they should take if they have any concerns about a child.

Club Child Protection Officer

It is recommended that all clubs appoint a Child Protection Officer. This volunteer can help the club to develop and implement the child protection procedures, as well as be the first point of contact for concerns about a child.

9.9 Downloads & Links

Casestudies:

- Golfing Union of Ireland Club Survey
- West Lothian Community Sports Club Development Pack
- ISC Template Code 2008
- Sample Vetting Policy
- Sample Policy
- Sample Terms of Reference