



CLG Scrín Policies & Procedures



CLG Scrín Policies and Procedures Manual

Approved by the Executive Committee of Cumann Luthcleas Gael Scrín

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Introduction

For the purposes of this document the official name of the Club, Cumann Luthchleas Gael na Scrine will be abbreviated to CLG Scrín. CLG Scrín is a Club governed by the Club Constitution and the Official Guide of the GAA.

Responsibility

The Executive Committee of CLG Scrín wishes to define Policies, Procedures, Rules and Regulations which will serve to clearly describe roles and responsibilities of Members, assist in internal communications and generally contribute to the efficient running of the Club, all of which shall be taken as being 'Regulations' in accordance with Rule 7.19 of the Constitution.

A summary of the responsibilities of CLG Scrín Executive Committee as listed in the Club Constitution are as follows; (list not exhaustive). Any reference to Rules in this document is those of the CLG Constitution Scrín.

- Rule 7.1 The business and affairs of the Club shall be under the management of an Executive Committee, and it shall be the controlling body of the Club.
- The CLG Scrín Executive Committee will have responsibility for the drafting and oversight of all rules and regulations of CLG Scrín. Where appropriate, the Executive Committee will consult or delegate responsibility to appropriate sub committees or individuals for input or direction, such appointments being made in accordance with Rule 7.15
- Rule 7.2 The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Registrar, Officer for Irish Language and Culture, Public Relations Officer, Children's Officer, one Players' Representative, and at least five other Full Members.
- Rule 7.15 The Executive Committee shall have the sole right to appoint Sub-Committees, as required.
- Rule 7.16 The Executive Committee shall define the duties of such Sub-Committees, and retain control in all matters and activities which it considers of importance to the general welfare of the Club, including the disposal of any funds in the hands of such Sub-Committees.
- Rule 7.17 The Executive Committee shall have power to nominate the Chairperson of such Sub Committees.
- Rule 7.18 The Chairperson, Vice-Chairperson, Secretary and Treasurer of the Executive Committee shall be ex- officio members of all Sub-Committees.



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Why have policies and procedures in our Club?

Having appropriate policies and procedures in place, and communicating these effectively to Club members will play an important role in the running of CLG Scrín and help to guide and protect Club members and officers. Our policies and procedures will set out the detailed rules that underpin the Club constitution of CLG Scrín.

The Constitution of CLG Scrín outlines the functions of the Club and the rules under which it operates.

National Directives and Legislative Responsibilities

Many of the policies and procedures within this document will align directly with GAA National directives regarding policies and procedures. Some policies and procedures will be introduced at the discretion of the CLG Scrín Executive Committee but will not conflict with GAA National Policies and Procedures.

CLG Scrín will operate in compliance with all relevant legislation such as (but not limited to); Health and Safety, Children's First, Data Protection, Vetting etc.



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1. Membership

- a. There are a number of types of Membership, defined under Rule 5.1, available to persons who wish to participate in or support the activities of CLG Scrín including :
- b. Full (Over 18)
- c. Youth (Under 18)
- d. Honorary
- e. Social

CLG Scrín under these rules will further define the Membership categories, incl. players, non-players, volunteers etc and will allocate subscriptions appropriate to each category. The general principle of GAA Membership is that it does not lapse (except in particular circumstances, Rule 5.3) but CLG Scrín will enforce rules relating to participation of Members whose subscriptions are in arrears at the designated date for payment.

It is the policy of CLG Scrín that;

- All Players are paid up prior to the annual cut-off date agreed by the Executive Committee in a respective year. Players are not permitted to play if they are not paid up Members.
- All Volunteers are paid up prior to the annual cut-off date agreed by the Executive Committee in a respective year.
- Membership categories – CLG Scrín will review the membership categories and rates on an annual basis. For a list of categories of membership and respective prices for the current year please refer to the current annual membership application form.



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2. Volunteers

- a. CLG Scrín welcomes the involvement of suitable volunteers at all levels within the Club.
- b. Roles can include, but are not limited to;
 1. Team management positions, ie team manager, fitness coach, statistics support, medical support, physio, etc.
 2. Committee member, ie Executive Committee, finance committee, coaching and games committee etc.
 3. Match day stewards, catering and hospitality, facilities upkeep etc.
- c. It is the policy of CLG Scrín, that Volunteers are not permitted to volunteer without having their membership paid and *Garda Vetting in Place. *Note – it is a legal requirement for all volunteers to be Garda Vetted prior to involvement in Club activities.

3. Volunteer development

- a. It is preferable that volunteers are interested, suitably experienced, and where possible trained or qualified to hold their respective positions.
- b. Volunteers will be encouraged to conduct relevant training which will support them in their role. This may be relevant to a committee role or a role with a team such as coach or first aid medic.
- c. It is the policy of CLG Scrín that mentors involved with teams at all levels conduct GAA accredited coaching courses in line with GAA Coaching Guidelines. Volunteers should enquire about suitable courses from the Club Coaching and Games officer.
- d. Coaching qualifications; It is Club policy that each team should have mentors with the following qualifications;

Senior team	Minimum of 1 mentor per team with Award 1 Adult
U16-U19:	Minimum of 1 mentor per team with Award 1 Youth /Adult
U12-U15	Minimum of 1 mentor per team with Award 1/Level 1 Child
U6-U11	All mentors should have a Foundation Level Award



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4. Safeguarding Policy (Child Protection)

- a. CLG Scrín juvenile members have the right to be treated with dignity and respect by all players, team mentors, parents, officials and supporters, when involved in any Club activities. Any form of physical, sexual or emotional abuse including bullying is totally unacceptable.
- b. CLG Scrín is committed to abiding by basic Safeguarding principles in our Club, these are;
 - i. Recruitment – appropriate volunteers will be identified and recruited following completion of the Garda Vetting Process.
 - ii. Training – volunteers should complete role specific training to support them in their role. This may include Safeguarding training and or GAA accredited coaching courses.
 - iii. Supervision – teams will be adequately supervised at all times, whether on or off CLG Scrín premises.
 - iv. An effective reporting process is in place. Therefore should a concern be detected A) the necessary Emergency action is taken if required (ie reported to HSE or Gardaí) and B) the Clubs Child Protection Officer is informed

5. Child Welfare and Behaviour

- a. CLG Scrín has adopted the National Guidelines 'Our Games - Our Code, the joint Code of Best Practice in Youth Sport'.
- b. To view the code and how to deal with alleged breaches of the code please follow this link. Appendix 2 <http://www.gaa.ie/the-gaa/child-welfare-and-protection/>



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6. Health and Safety Policy

- a. CLG Scrín is committed to promoting and supporting the development of the local community through Gaelic Games and Culture and to use the resultant sense of place to create a constructive, inclusive and positive environment for its members.
- b. We are strongly committed to encouraging our Members to take part in all activities bearing in mind that the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training and participation dependent on age and ability, and expect our players to participate within these boundaries.
- c. It is the policy of CLG Scrín to promote standards of health and safety within the Club which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.



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7. Facilities Upkeep Policy

- a. The purpose of the facilities upkeep policy is to inform the management teams of all Skryne teams, including juvenile girls and boys and the ladies and men's adult's teams of general housekeeping when using our facilities. The objective is to 'share the workload' and prevent the upkeep of our facilities being left to the same few people.
- b. In the case of pitch usage it is the objective to ensure that fair access and usage of the main pitch is made available to all and the main pitch is protected from over use.
- c. To view the policy in full please refer to appendix 3.



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8. Juvenile Games Policy

- a. The intent of this policy is to outline clear, consistent and fair team structures and outline mentor responsibilities that will foster the participation and development of all players regardless of ability in all of our games. This policy applies to all teams from U19 down.
- b. CLG Scrín will maintain structures that are designed to ensure maximum participation by all players regardless of skills or abilities and to retain players into adult competition whilst offering them the opportunity to achieve their full playing potential in accordance with the Club's player pathway development programme.
- c. It is the policy of CLG Scrín that all players must play and train for the team of their birth date in the first instance.

9. Team selection Policy

- a. It is the policy of CLG Scrín that all players should be provided with an equal opportunity to play games regardless of ability.
- b. Mentors should apply a fair and consistent approach when picking teams.
- c. Mentors children should not be unfairly advantaged or disadvantaged; team selectors preferably should make impartial decisions.
- d. Mentors should maintain a record of each player's participation in training and games, such a record may be useful to demonstrate compliance with this Club policy.

10. Playing up Policy

- a. At times it may be necessary to supplement a team with a player from a younger team ('playing up');
- b. If a player is selected to play up he must continue to train and play with his own age-group.
- c. A coach is not permitted to select a player to play for a team higher than his/her grade if the said player has not been playing for the team of his/her current age.
- d. When a team needs a player to play up, the coach must seek permission of the coach of the younger team to provide a player.
- e. Selectors may deviate from this policy if there is good reason not to select a player, other than the player's ability (e.g. indiscipline or poor attendance at training). In such cases, the player should be informed why he is not being selected.



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11. Mentors Responsibilities

- a. Mentors must put player's interests first. Mentors must adhere to the GAA Code of Ethics and good practise for Young players.
- b. It is the responsibility of the Mentors to plan, organise, and prepare their teams for the various competitions.
- c. One mentor from each group must ensure that ALL players are registered.
- d. Mentors are required to engage in meaningful dialog with other mentors to resolve any issues that may occur.
- e. Mentors must ensure that under any circumstances no illegal or overage player should be played in competitions or games.
- f. Ensure that players are wearing the correct CLG Scrín gear while representing the Club in games and activities on the field of play.



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12. Communications Policy

- a. The primary responsibilities for communication within CLG Scrín are as follows;
- b. Club Executive and Juvenile Committee – responsibilities are given to a number of officers to communicate on behalf of the club across a number of roles, primarily Chairman, Secretary, Treasurer, County Board Representative, Insurance officer and a number of other roles. Major decisions must always be agreed upon by the Club Executive Committee and by all Officers prior to an Officer communicating on the Clubs behalf.
- c. Team mentors – this form of communicating is generally conducted between team mentors and or players. There are a number of methods used currently such as texting, whats app, facebook messenger and email to use examples.
- d. CLG Scrín endorses as policy what is contained in Our Games – Our Code when communicating with all under-age players in the care of the Club and in the use of smart devices. (phones, ipods, tablets etc) The following guidelines are contained therein. Under age players are those who have not yet turned 18 years of age.

13. Messaging/emailing information to underage players

- a. When passing on information regarding games, training or other activities for the attention of our under age players this should be carried out via group texts to the parents/guardians of underage players. The same guidance applies when using emails or social media sites. The relevant team Coach, Club Registrar or the Club Secretary should obtain these relevant contact numbers/emails when an underage player is being registered on an annual basis. This recommendation only applies to underage players i.e. under 18 year of age.
- b. It is not permitted for a mentor to directly message a member under the age of 18 years however if for a valid reason, a parent/guardian insists or requests that the information is sent directly by the club to their child and gives this request in writing, the Club may, if they so wish, accede to this request. (this may apply to players who are 17 years of age that may be playing adult football).
- c. If the Club accedes to the request the information can only be sent as part of a group text and cannot be communicated individually to the underage player.
- d. A parental/guardian request to have such information sent directly to their child may be refused by the Club Executive in the interest of good practice.
- e. The individual texting of an underage player by their coach or mentor is inappropriate and unacceptable and is considered a breach of the above Code.

14. Other smart device/ camera use

- a. The use of mobile phones by supervising volunteers or coaches should be limited to an “open” environment only, i.e., in view of others. It is not permitted to use a mobile phone when in a dressing room or using any form of transport.



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At specific times coaches may wish to use smart devices or cameras for the purposes of performance analysis during training sessions or match situations.



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15. Social Media Policy

- a. Social Media sites are important communications tools to promote the activities of CLG Scrín.
- b. This purpose of this policy is to ensure appropriate usage of social media profiles and for the correct management and content management of these accounts.
- c. It is important CLG Scrín members are aware of the implications of engaging in online conversations on CLG Scrín Social Media sites. Data Protection Requirements, Code of Conduct, Defamation law and basic duty of care still apply in comments that are made on personal social media sites.
- d. The following content shall not be allowed for posting:
 - i. Comments not topically related to the particular site or article being commented upon.
 - ii. Profane language or content.
 - iii. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
 - iv. Sexual content or links to sexual content.
 - v. Conduct or encouragement of illegal activity.
 - vi. Information that may tend to compromise the safety or security of the public or public systems.
 - vii. Contents that promotes business.
 - viii. Content that violates a legal ownership interest of any other party.
 - ix. Information about specific members and/or their families.
 - x. Personal political opinions or religious statements.
 - xi. Confidential information about any individual or association.



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16. Data Protection (Subject to review in advance of GDPR Regulations due May 2018).

Data Protection applies to all businesses, companies, charities and organisations. CLG Scrín collects and uses information about members for a variety of purposes. The nature of the information held, i.e. personal information about individuals, means that Data Protection legislation applies. Data Protection legislation is in place to protect from the misuse of our information. CLG Scrín is legally obliged to ensure that it adheres to the legislation and guidelines provided by the Data Protection Commissioner

Overview of legislation

Data Protection is fundamentally about an individual's right to privacy and the Data Protection Acts of 1988 & 2003 and the EC Electronic Communications Regulations (2011) have enshrined this right in Irish law. The Acts set out the general principle that individuals should be in a position to control how data relating to them is used.

Data Protection legislation applies where an individual or organisation collects, stores or processes any data about living people, often referred to as personal data, on any type of computer or in a structured filing system. Whilst the legislation is complex, the requirements can be summarised under the following eight rules:

CLG Scrín must...

1. Obtain and process information fairly
2. Keep it for one or more specified, explicit and lawful purposes
3. Use and disclose it only in ways compatible with these specified purpose(s)
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure that it is adequate, relevant and not excessive
7. Retain it for no longer than is necessary for the specified purpose or purposes
8. Give a copy of his/her personal data to an individual, on request

Practical Considerations

- The Legislation allows for GAA clubs to collect personal information relating to Members, such as Names, Addresses, Dates of Birth, email and telephone numbers for the purposes of administering the club (e.g. registering players, arranging meetings) or other specific purposes with the permission of the individual.
- It does not allow for members' data (such as email addresses) to be used for purposes (such as marketing emails from third parties) without the express permission of the member.
- The member must be given the opportunity to 'Opt-in' before their details are included in any mailing lists for any communication which is not related to club activity (the original purpose).
- In all cases, the personal information relating to members must be kept safe and secure and should never be passed to third parties without the express permission of the member.
- At point of capture (i.e. registration) members must be informed of the purpose or purposes that their information will be used for (Registration, club activities, fundraising, etc)
- When sending emails to a mailing list the Blind Copy address field should be used to ensure that email addresses are not inadvertently disclosed
- Do not correspond directly with Juveniles, Parent or Guardian contact details should be used



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- Members must Opt In to receive correspondence which is not directly related to club activities (not opt out).
- Allow members the facility to Opt out on correspondence issued (They must be removed from mailing lists as soon as possible, and at least within 40 days of notification).
- Do not contact individuals who have asked to opt out.
- All Membership forms, in hard copy, should be stored centrally in a secure location
- Electronic records should be saved on an access controlled device, preferably encrypted, logons should not be shared.
- Data should be held only whilst there is a continued need for it – data should be reviewed and destroyed regularly.
- Data should be reviewed regularly for completeness and accuracy (at least yearly).
- A member can submit a Subject Access Request to request all of the information held about them by the Club – this must be provided within 40 days and a fee may be charged, of no more than €6.35



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17. Drug and Alcohol Policy

- a. The use of drugs and tobacco is not permitted by any members whilst representing CLG Scrín.
- b. CLG Scrín is considered a 'smoke free zone'.
- c. The misuse of alcohol is not permitted while representing CLG Scrín.
- d. CLG Scrín believe that we need to work towards creating a safe, healthy Club environment where we can develop the skills and attitudes necessary to cope with drug and alcohol related issues.
- e. All Club members, officials, coaches and volunteers as part of this Club shall follow the law when it comes to illegal drugs, alcohol and tobacco and shall display leadership and good example, particularly when dealing with underage members. This policy shall apply to all users of the Club buildings and grounds.
- f. Please refer to appendix 4 for the full policy.

18. Hospitality Policy

- a. In tandem with the CLG Scrín Drug and Alcohol Policy the hosting of all juvenile events and functions should take place in the RST facility. Furthermore juvenile teams (up to and including U 18) should where possible and practicable, not visit licensed premises when returning from matches or away at team events.

19. Healthy Eating Policy

- a. CLG Scrín aims to promote the practise and culture of healthy eating for all its members and the wider community.
- b. The Club is committed in supporting a whole organisational approach to embed and implement healthy eating guidelines.
- c. The guidelines describe the types and amounts of foods people need for healthy eating. Everyone has different food needs depending on body size, age, gender, underlying medical conditions and activity level. Following our guidelines and being active gives people the best chance of being healthy and well. For the full policy please refer to appendix 5.
- d. A healthy eating approach should be applied when the Club provides hospitality for visiting teams particularly at juvenile level. Soft drinks and confectionary should be avoided.



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20. Insurance

- a. CLG Scrín has adopted the practises and principles of the GAA Club Manual Insurance and the GAA Injury Benefit Fund. See appendix.
- b. Additionally the following procedures apply in CLG Scrín.

Set out below are the details of the procedure established by the Club to help players should they be injured while playing for the club. The club's injury scheme supplements other schemes such as Personal Accident or Health Insurance. If you have private medical cover some of these treatments should be claimed under your own insurance. If you are self-employed the club recommends you consider some form of Salary Protection Insurance cover.

Procedure to be followed in case of injury:

- The team manager and referee (in case of a match) must be informed before leaving the grounds to seek treatment.
- As soon as possible after the injury has been sustained, inform the Club's Insurance Officer, and get a club Injury Reference Number before receiving ANY treatment. This number is required by Club Physio (Trevor Giles) before treatment can be administered and is required on your invoices when claiming your injury expenses. Only players that have paid full club Membership Subscription prior to the date of injury and have a valid club Injury Reference Number will be entitled to claim injury expenses.
- The Club Physio and or Club Doctor will inform the Insurance Officer which treatment is required. This is all the club will be expecting the player to claim for.
- All claims to Club need to be made within 30 days of treatment received. Any claims received after 30 days will not be paid by Club and will be the player's responsibility to pay at their own expense.
- Claims to the GAA Players Injury Scheme need to be submitted to the GAA's underwriter within 60 days of the date of the injury otherwise the claim will be not be paid and expenses will again be player's responsibility to pay themselves at their own expense.
- If the necessary procedure is not followed by players then the club will not accept responsibility for any costs incurred.

Please Also Note:

- Any treatment entered into by a player without first contacting the Insurance officer for an Injury Reference Number will NOT be paid for by the club.
- Players not following treatment plan laid out by Club Physio and or Club Doctor (i.e. doing the required exercises) or who return to playing/training against medical advice, do so at their own risk and will be liable for any further treatment costs.
- Any additional treatment sessions or other therapies not pre-approved by Club Insurance Officer will not be reimbursed by the club, and the costs will be liable to the player themselves.
- Players may opt to receive treatment from a practitioner other than the Club Physio and or Doctor but may only do so after receiving a valid club Injury Reference Number and assessment by the club's appointed medical practitioners. Refund will only be paid at the rate agreed by the club with its medical practitioners.



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21. Sponsorship and Fundraising Policy

- a. The CLG Scrín Executive Committee is responsible for agreeing all sponsorship and fundraising related matters at all levels in the club.
- b. This includes any possible agreement between a third party and CLG Scrín.
- c. It is not permitted for team mentors or Officers of the Club to undertake agreements regarding sponsorship of any kind without the approval of the CLG Scrín Executive Committee.
- d. All fundraising events should be agreed with the CLG Scrín Executive prior to any commitment being made to a particular event.
- e. Teams or Officers of the Club must agree all expenditure with the CLG Scrín Executive Committee prior to any commitment. This may include but is not limited to; any purchase regarding team kit or apparel, playing equipment, team building events, social functions, awards etc.



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22. Disciplinary Procedures

Where a serious breach of discipline occurs it is important that prompt action is taken to resolve the situation and mitigate any loss or damage to individuals or the Club. At the first meeting of the Executive Committee after the AGM a Disciplinary Sub committee, in accordance with Rules 7.15 to 7.18, shall be appointed. The sub committee shall have 3 members in addition to the officers named in Rule 7.18. Where a serious breach of discipline is brought to the attention of the Chairman or Secretary they have the joint authority under these rules to refer the matter to the Disciplinary committee for investigation and the making of a recommendation to the Executive Committee.

END.