



Club Code of Conduct

May 2019

**A guideline for Leaders, Committee Members,
Club Members and Parents**

Club Code of Conduct

Purpose and Range

Engaging in youth activities should happen in a welcoming, supportive, inclusive and safe environment. To effect this, it is necessary that young people are informed of the boundaries regarding their behaviour while they are participating in an Ógras club or activity. It is also very important that respect and courtesy is illustrated to the club leaders acknowledging their role as organiser and facilitator in the running of the club.

This Code of Conduct is an introductory guide for leaders while they are preparing rules and a code of conduct/discipline specifically for their own club.

It is recommended that a code is developed with the input of members and young leaders to be certain that all members have been considered in the process. This will ensure that all members support the implementation of the code and that they take responsibility in observing the code's directives.

General Club Rules / Guidelines

To make sure that all young people benefit from the club and that everyone feels safe in participating in club events, the following guidelines should be obeyed:

- Irish should always be spoken throughout club activities
- Actively participate and have an input in club activities to the best of your abilities
- Always be kind and show respect to others in the club, regardless of cultural background, ability or ethnicity.
- You must respect the club's property and other club members' property, as well as looking after your own property.
- Do not take part in any sort of bullying at any time
- Inform the leaders if you notice any form of bullying from other members
- Be well behaved, balanced and show respect when you are engaging with other members and with the leaders. Consider other people's feelings in what you do and what you say.
- Report any behaviour that makes you feel uncomfortable to your leader.
- Follow the leaders' rules and guidelines
- Remain in the room / hall that the club takes place in and do not leave without permission or alone.
- Mobile phones shouldn't be used during club activities without a leader's permission.
- Do not take pictures or recordings of anyone in the club without the leader's permission, and only under the leader's supervision (see our Internet Policy and our Bullying Policy)
- Avoid behaviour that would put anyone in the club in danger
- Avoid abuse, bad language and disparaging remarks
- Pay attention to litter and the cleanliness of the hall. 5 minutes should be taken at the end of each session to clean up

- Mobile phones shouldn't be used during club activities without a leader's permission
- Food and drink are not permitted in the club unless permission is received from the owners of the hall / site

Organisation rules regarding overnight trips

- Enjoy your trip and your company over the weekend
- **Always speak Irish**
- Food or drink are not allowed into bedrooms with the exception of a bottle of water
- Rooms must be cleaned and bed sheets must be removed before you depart
- You must show consideration for fellow guests, and should be quiet in the bedrooms and must not disturb anyone
- Do not leave towels or toiletries behind in the shower or the bathroom
- Respect the hostel, yourself and the people that are sharing the hostel with you
- Where supplied, keep key cards safe. A fee will have to be paid to the hostel if you misplace the key card

Organisation rules regarding day trips

- **Always Speak Irish**
- All members and leaders are required to wear seat belts when travelling on a bus
- Food or drink are not allowed on the bus other than water
- Do not do anything to distract the bus driver or anyone else on the bus
- Respect the venue, yourself and other people on the trip with you
- Follow the leaders' rules
- Do not leave rubbish on the bus or at the venue
- Do not interfere with anything that doesn't belong to you
- Do not leave the group without a leader's permission

The club is advised to agree on a list of sanctions in the event the code of conduct is violated.

Below is a list of potential ways to deal with violations:

- An apology
- Loss of privileges
- Inform parents
- Temporary or permanent expulsion of the member from the activity / club.

When an incident occurs, a decision is made on the consequence, depending on the seriousness of the situation.

1. Examples of unsuitable behaviour:

- Not following the guidelines
- Disruptive behaviour

- Speaking English in the club
- Lack of respect/bad behaviour
- Talking back

A guideline for clubs in a case of unsuitable behaviour:

- The first time an incident occurs the member receives a verbal warning, and must apologise to the leaders / members concerned
- If an incident occurs a second time, their name goes into the accidents / incidents book and the member will have to sit out of the event/game
- When the rules are broken three times – parents are contacted
- When the rules are broken four times – club member is expelled

In serious cases a member may be expelled instantly from the club, but parents must be contacted immediately. There may also be a need to contact the Designated Liaison Person.

2. Examples of serious misbehaviour where a leader must use the harshest sanctions:

- Fighting
- Bullying
- Showing a leader disrespect
- Damage to the club / hall / schools property or equipment
- Drinking alcohol
- Smoking
- Misuse of substances

The protocol below is recommended for leaders when dealing with incidents in the club.

Reconciliation is reached between the members, if possible, using the questions below:

- What happened?
- What would you do differently next time?
- What is going to happen now? (Is the member going to be suspended / are they going to be permanently expelled from the club / activities ...)
- Is there anything else to be discussed or said?

While the club develops a Code of their own members and their parents are advised to sign this document to show that they understand the contents and that they agree to them.

Signature:..... Signature:.....
(Parent/Guardian signature) (Member's signature)

Date:.....