



Governance Handbook

Updated February 2023



CONTENTS

CONSTITUTION	2		
1. Name	2	2. Administrator Code of Conduct	18
2. Base	2	3. Coach Code of Conduct	19
3. Affiliation	2	4. Athlete/Player Code of Conduct	20
4. Legal Liability	2	5. Non-compliance with Codes of Conduct	20
5. Objectives	2	HEALTH & SAFETY POLICY	20
6. Membership	3	1. General Principles	20
7. Voting Membership	3	2. Health and Safety Officer(s):	21
8. Termination of Membership	3	3. First Aid (Location of club's First Aid Kit):	22
9. Subscriptions / Fees	4	4. Qualified First Aiders:	22
10. Club Management	4	5. Accident Reporting	22
11. Annual General Meeting	4	6. The Admin Box	22
12. Extraordinary General Meetings	5	7. Club Registration	22
13. Committee Meeting Procedures	5	8. Trial Membership	22
14. Discipline	5	9. Club Membership	22
15. Finance	6	10. Insurance	23
16. Standing Orders	6	11. Tracking Attendance / Trial Periods	23
17. Income and Property	6	12. Risk Assessments	24
18. Dissolution	7	13. Registration, Dropout & Club Transfers	24
19. Signatures:	7	14. Discipline in Sport	24
		15. The Use of Sanctions	24
COMMITTEE & VOLUNTEERS	7	ANTI-DOPING AND SUBSTANCE MISUSE POLICY	24
Executive Committee Roles	7	1. General Principle	24
Club Volunteers	7	2. Anti-doping	24
		3. Substance abuse	25
ROLES & RESPONSIBILITIES	7	VENUE RISK ASSESSMENT	25
1. Chairperson Roles & Responsibilities	7	VENUE RISK PREVENTION POLICY	27
2. Secretary Roles & Responsibilities	9	1. Training and Playing Areas	27
3. Treasurer Roles & Responsibilities	12	2. Equipment	27
4. Children's Safety Officer Roles & Responsibilities	12	3. Participants	27
5. Designated Liaison Person Roles & Responsibilities	13	4. Emergency Points	28
6. Equality and Wellbeing Officer Roles & Responsibilities	14	5. Safety Information	28
7. Data Protection Officer Roles & Responsibilities	14	GENERAL DATA PROTECTION REGULATION (GDPR) POLICY	28
		1. Policy Statement	28
CODE OF DISCIPLINE	15	2. Status of Policy	30
1. Discipline	15	3. Definition of Data Protection	30
2. Reporting	16	4. Data Protection Principles & Main Obligations	31
3. Appeals	17	5. Practical Guidance on GDPR	32
CODES OF CONDUCT	18	6. Lawful, Fair & Transparent Processing	32
1. Volunteer Code of Conduct	18	7. Kept & Processed for Specified & Lawful Purposes	33
		8. Data Security	33

9. Accurate Data	34
10. Adequate, Relevant & Non-Excessive Processing	34
11. Data Retention	35
12. Data Subject Rights	35
13. Dealing with Data Access Requests	35
14. Data Breach Notification	35
15. Providing Information Over The Telephone	36
16. Monitoring and Review of The Policy	36
17. Data Retention Periods	36
PRIVACY POLICY (WEBSITE)	37
1. Policy Statement	37
2. What data do we collect?	38
3. How do we collect your data?	38
4. How will we use your data?	38
5. How do we store your data?	38
6. Marketing	38
7. What are your data protection rights?	39
8. What are Cookies?	39
9. How do we use cookies?	39
10. What types of cookies do we use?	40
11. How to manage cookies	40
12. Privacy policies of other websites	40
13. Changes to our privacy policy	40
14. How to contact us	40
15. How to contact the appropriate authority	40
OPEN SKATE CODE OF CONDUCT	40
SCRIMMAGE CODE OF CONDUCT	42
NEW SENIOR MEMBER FORM	44
COMMITTEE MEMBER DECLARATION FORM	45
ATTENDANCE / PAYMENT AT SESSIONS FORM	48
EQUIPMENT RENTAL AGREEMENT	48
ACCIDENT REPORT FORM	51
OFFICIAL COMPLAINT FORM	52
DROPOUT MONITORING FORM	52
SUBJECT ACCESS REQUEST FORM	54
CHANGING ROOM SIGN JR	55
CHANGING ROOM SIGN SR	56

CONSTITUTION

1. Name

- 1.1. The club shall be known as 'Mayo Bulls Ice & Inline Hockey Club' (hereinafter to be referred to as "the club").
- 1.2. This Club shall be established as a not for profit association in accordance with the Companies Act 1963-2005.

2. Base

- 2.1. The Club shall be based at its current training venue.
- 2.2. The Club's postal address shall be that of the Secretary.

3. Affiliation

- 3.1. The club shall affiliate itself to 'Inline Hockey Ireland (IHI)' and to any other external organisation with similar objectives in full or part.

4. Legal Liability

- 4.1. The Club shall take all necessary steps to reduce and prevent exposure to liability of its members and officers.
- 4.2. The Executive Committee shall be responsible for adopting such measures that are required to safeguard, protect and keep indemnified the Club and its members.

5. Objectives

- 5.1. The objectives of the Club shall be:-
 - 5.1.1. The main purposes of the club are to provide facilities for and to promote participation in the amateur sports of Inline Hockey and Inline skating in County Mayo.
 - 5.1.2. To provide training and coaching for members.
 - 5.1.3. To take part in Ice/Inline Hockey leagues/competitions.
 - 5.1.4. The Club shall be non sectarian and non political.
 - 5.1.5. The Club shall as far as possible provide a safe, accessible and affordable playing environment.
 - 5.1.6. Where applicable, the Club shall adhere to and implement all Policies and Procedures established and amended by the Irish Sports Council.
 - 5.1.7. The Club shall develop in an equal manner a programme of play irrespective of age, gender, sex, religion and ethnic origin.
 - 5.1.8. The Club is committed to the provision of Quality Leadership. The Club shall endeavour to provide its members with suitably qualified, educated and experienced Coaches and Sports Officials.
 - 5.1.9. The primary objective of the Club Youth Programme is the establishment, maintenance and provision of an enjoyable and safe environment in which children can be introduced to the sport of Ice/Inline Hockey.
 - 5.1.10. The Club is fully committed to safeguarding the well being of its members. Every individual in the Club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

6. Membership

- 6.1.** Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 6.2.** All members agree and consent to abide by the Constitution, Bye Laws, discipline code and rulings of the Committee.
- 6.3.** In addition:
 - 6.3.1.** Persons will be registered as members following the payment of the subscription fee currently in force.
 - 6.3.2.** Persons will be expected to both sign and abide by the Code of Conduct, as set by the Committee.

7. Voting Membership

- 7.1.** All members aged 16 or over are entitled to attend and vote at General Meetings of the Club.
- 7.2.** Written Parental consent is required for any member under 18 years of age.
- 7.3.** NOTE:
 - 7.3.1.** Members attending trial classes i.e. beginners periods only, shall not be deemed full members and shall not be entitled to vote.
 - 7.3.2.** No individual can have more than one vote.

8. Termination of Membership

- 8.1.** Membership of the Club shall be deemed to have been terminated if the relevant subscription/fees have not been paid within the time allocated.
- 8.2.** The Committee shall have the right, for good and sufficient reason, to terminate the membership of any member, provided that the individual member has had the right to be heard by a Discipline Committee before the final decision is made.

9. Subscriptions / Fees

- 9.1.** The committee shall have the power to set membership subscription levels for the club on an annual basis. This will need to be agreed by the members at the club's AGM.
- 9.2.** The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 9.3.** The Committee may at their discretion allow subscriptions/fees to be paid by agreed instalments to assist players. Should such an allowance be made, it must be in writing in any letter/notice relevant to the event etc.
- 9.4.** Membership of the Club shall run from 1st September to 31st August each year.

10. Club Management

- 10.1.** The management of the club shall be entrusted to the elected club committee. (hereinafter referred to as "the committee")
- 10.2.** The Committee shall consist of duly elected officers of the Club together with co-opted members and will be responsible for the day to day management of the Club.
- 10.3.** The quorum for the Committee shall be more than 50% of the number of Committee members.
- 10.4.** The officers of the Club shall be elected or appointed at the Annual General Meeting. However, if any of the posts listed below are not filled at the Annual General Meeting, or become vacant during any Club year, the committee shall have powers to appoint members at any time during the Club Year to fill vacant posts. Such members will have the same powers as if they had been elected or appointed at the AGM. Multiple posts may be filled by a single person.

- 10.5.** The elected officers of the Club shall be:-
- 10.5.1.** Chairperson
 - 10.5.2.** Secretary
 - 10.5.3.** Treasurer
 - 10.5.4.** Safeguarding Officer
 - 10.5.5.** Welfare and Equalities Officer
- 10.6.** The Committee shall also have the ability to co-opt members as it sees fit to assist with the running of the club. Co-opted Committee members will have full voting rights and are considered to be equivalent to an elected officer.
- 10.7.** In the event of the resignation of an Officer, the Committee may appoint a replacement.

11. Annual General Meeting

- 11.1.** Each Club member will be provided with 28 days written notice (by post and/or email) of all General Meetings as a minimum. A copy of the provisional Agenda will be made available along with the notice of all General Meetings.
- 11.2.** The Annual General Meeting of the Club shall be held in the period of time between the close of one season and the opening of the new season.
- 11.3.** Only paid-up members may attend and participate in General Meetings.
- 11.4.** All contested elections and sensitive resolutions shall be conducted by secret ballot.
- 11.5.** A two-thirds majority of those present and voting at a General Meeting is required to pass a motion to amend or alter the terms of this Constitution.
- 11.6.** All special projects that are not connected or related to the normal playing activities or development or functioning of the Club must be endorsed or rejected by the members in a General Meeting.
- 11.7.** The Committee may change the time and date of the AGM to suit the attendance of the elected members but by no more than 30 days, either before or after the date previously published. Under such circumstances, due notice will be given to the membership either by post and/or email.
- 11.8.** The purpose of the AGM shall be:-
- 11.8.1.** to Receive the Annual Report of the Committee
 - 11.8.2.** to Receive the annual statement of the accounts
 - 11.8.3.** for the Election and appointment of Officers
 - 11.8.4.** to Resolve notice of motions

12. Extraordinary General Meetings

- 12.1.** Extra-Ordinary General Meetings of the voting membership may be convened:-
- 12.1.1.** By the Chairperson or Secretary, or
 - 12.1.2.** Within 21 days of a request in writing to the Club secretary for an EGM, signed (with each name printed) by 20% of the voting membership of the club, giving reasons for such a meeting.

13. Committee Meeting Procedures

- 13.1. Voting**
- 13.1.1.** All issues raised at any committee meeting shall be resolved by an absolute majority of executive committee members. No person shall have more than one vote.
- 13.2. Minutes**
- 13.2.1.** Minute books shall be held by the Club of proceedings of Committees, Annual General Meetings and other meetings of any appointed sub committees or working parties. Minutes shall be made available to the membership no later than 30 days following a meeting.
- 13.3. Attendance**
- 13.3.1.** All meetings of the Club, except Committee meetings and those of any sub- committees, shall be open to all members upon prior notice to the Club Secretary of the intention to attend.

13.4. Nominations / Notices

- 13.4.1.** Nominations for Officer posts and notices of motion for the AGM should be made to the Club Secretary in writing at least 14 days before the commencement of the meeting.
- 13.4.2.** All nominations and motions shall have a proposer and seconder. The proposed member must give notice in writing that he/she is prepared to stand for election.
- 13.4.3.** NOTE: Any notice of proposed changes/amendments to this Constitution must be given in writing to the Club Secretary at least 7 days prior to the meeting.

14. Discipline

- 14.1.** The Committee reserves the right to revoke and rescind the membership of an individual, a team or a club. This action will only be taken in the event of a serious breach of the Constitutional Rules, Bye Laws or Discipline Code.
- 14.2.** The Club shall establish and maintain a Code of Discipline. The Code of Discipline shall define procedures and penalties.
- 14.3.** The Club shall establish and maintain an Anti-Doping Policy.
- 14.4.** The Club shall implement and enforce Safeguarding Policy and enforce Sport Irelands 'Code of Ethics and Good Practice in Children's Sport'.

15. Finance

- 15.1.** The Club shall open and maintain bank accounts in the name of the Club.
- 15.2.** The Treasurer shall be responsible for the operation of the bank account.
- 15.3.** The Treasurer shall maintain proper books of account. At the Annual General Meeting a statement of Accounts shall be made available to the members.
- 15.4.** The Club shall hold any and all assets that accrue or are generated from the ventures made or taken in the name of or in association with the Club.
- 15.5.** All monies raised by or on behalf of the Club shall be applied to further the objectives of the club and for no other purpose.
- 15.6.** The Treasurer shall make all details of all accounts held on behalf of the Club available to any voting member on request at any time.
- 15.7.** The Club shall always remain in credit and never operate in debt.

16. Standing Orders

- 16.1.** The Committee shall be empowered to form sub committees / working groups to assist in achieving the aims of the club as denoted in this Constitution. All such sub-committees/working groups are responsible to the Committee.
- 16.2.** The Committee shall be empowered to add, change or modify the rules of the club. Such rules shall come into operation immediately, provided that they are not contrary to the aims and objectives of the Club whether written or implied. Any rule changes made shall be ratified by simple majority at the next AGM.

17. Income and Property

- 17.1.** The income and property of the Club shall be applied solely towards its main objectives outlined in articles 5. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club in respect of such office. However, nothing shall prevent any payment in good faith by the organisation of:
 - 17.1.1.** reasonable and proper remuneration to any member or officer of the organisation for any services rendered to the organisation (other than as an officer);
 - 17.1.2.** interest at a rate not exceeding 5% per annum on money lent by the officers or other members of the organisation to the organisation;

- 17.1.3. reasonable and proper rent for premises demised and let by any member of the organisation (including any officer) to the organisation;
- 17.1.4. reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the organisation;
- 17.1.5. fees, remuneration or other benefit in money or money's worth to any company of which an officer may be a member holding not more than one hundredth part of the issued capital of such company.

18. Dissolution

- 18.1. A resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting by not less than two thirds of the members present and voting In the event of dissolution.
- 18.2. In the event of dissolution, any assets of the Club that remain after the payment of debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to 'Inline Hockey Ireland'. A copy of the statement of Accounts, or account and statement, for the final accounting period of the Club, must be published and made available to Club members.

19. Signatures:

- 19.1. Chairperson:
- 19.2. Secretary:
- 19.3. Treasurer:
- 19.4. Safeguarding Officer:
- 19.5. Dated:

COMMITTEE & VOLUNTEERS

Executive Committee Roles

Chairperson	Laura Dunne - 2022 to present
Treasurer	Pádraig Seán Ó Cuinneagáin - 2017 to present
Secretary	Rachel Bassaler (formerly Shawe) - 2022 to present
Children's Safety Officer	Pádraig Seán Ó Cuinneagáin - 2017 to present
Children's Safety Officer	Laura Dunne - 2022 to present
Designated Liaison Person	Pádraig Seán Ó Cuinneagáin - 2017 to present
Equality & Wellbeing Officer	Diane Best - 2022 to present



Laura Dunne



Pádraig Seán Ó Cuinneagáin



Rachel Bassaler (Ní Shawe)



Diane Best

Club Volunteers

Learn To Skate Coaches

Pádraig Seán Ó Cuinneagáin

Elie Bassaler

Linards Bartusevics

Diane Best

Hockey Coaches

Pádraig Seán Ó Cuinneagáin

James Osborne



Pádraig Seán Ó Cuinneagáin



Elie Bassaler



Linards Bartusevics



Diane Best



James Osborne

ROLES & RESPONSIBILITIES

1. Chairperson Roles & Responsibilities

- 1.1. The chairperson of the committee 'chairs' or runs, general meeting and the Annual General Meeting. General Meetings should take place at least once every two months. (General Meetings will deal primarily with the day to day running of the Club; General meetings may be called for a specific reason – e.g., to organise fundraising; Annual General Meeting – AGM – occurs once a year).
- 1.2. If the Chairperson does not run the meeting then the meeting elects someone from the group to chair the meeting.
- 1.3. The chairperson's main responsibilities are to keep order and facilitate the business of the meeting. A chairperson needs to be aware of the 'feeling' or mood of the meeting and to provide leadership as needed.
- 1.4. Maintaining a 'quorum' at meetings is one of the responsibilities of the chairperson. A quorum is a minimum number of people necessary to hold a meeting. The quorum for the Executive Committee shall be more than 50% of the number of Executive Committee members.
- 1.5. The major responsibilities of the Chairperson are listed below; however there is one important role that is expected of the Chairperson in the light of Child Protection.
- 1.6. The Club must have a designated person who will be responsible for dealing with any concerns about the protection of children. The designated person is responsible for reporting allegations or suspicions of child abuse to Health Services Executive and/or An Garda Síochána.
- 1.7. It is also important to note that a number of these roles may be suitable for 'delegation' to other members of the committee. Some of the items listed are personal characteristics, skills or abilities and not necessarily tasks to be carried out.
 - 1.7.1. To know and understand meeting procedures and be able to carry them out
 - 1.7.2. To fully understand the mission and goals of the Club and be committed to them
 - 1.7.3. To plan for meetings and set meeting agenda
 - 1.7.4. To maintain the timelines for the meeting e.g. Starting and finishing on time
 - 1.7.5. To welcome all participants and make sure that everyone feels at ease
 - 1.7.6. Make sure that the room is ready for the meeting
 - 1.7.7. To maintain the 'ground rules' as decided by the group
 - 1.7.8. To stay neutral on issues that may need to be voted on at meetings
 - 1.7.9. Not to misuse the power of the position but call on the skills of other members
 - 1.7.10. To acknowledge other team members and encourage all members to be involved in the planning and development of the group
 - 1.7.11. To ensure that the views of all members are respected
 - 1.7.12. Able to recognise and use the talents of other members
 - 1.7.13. Willingness to acknowledge the work of other people
 - 1.7.14. To motivate and encourage the group members to reach the goals set for each meeting
 - 1.7.15. To be a good listener who can summarise the discussion
- 1.8. **Mandatory Requirements**
 - 1.8.1. Safeguarding 1 workshop (Ireland)
 - 1.8.2. Garda Vetting
 - 1.8.3. Inline Hockey Ireland Club membership
 - 1.8.4. Signed Code of Conduct

2. Secretary Roles & Responsibilities

- 2.1. The person who is chosen to keep a record of all the decisions and discussions that are held by the group is called the secretary. This role is a very important one and should be taken by someone who has the skills and commitment needed. If the secretary of the Club resigns the Club must appoint a new secretary within 14 days.
- 2.2. **Skills required include:**
 - 2.2.1. Listening
 - 2.2.2. Writing
 - 2.2.3. Accurate recording
 - 2.2.4. Understanding the information
 - 2.2.5. Checking for accuracy
- 2.3. **Responsibilities include:**
 - 2.3.1. The secretary writes letters/emails from the Club to other Clubs/Leagues or individuals
 - 2.3.2. The mail for the Club comes to the secretary who then passes it to the other members or takes it to the meetings
 - 2.3.3. To prepare the agenda for the next meeting. This usually happens after an agenda meeting has been held or information is gathered from all members about what they want. Often the agenda is set by the executive of the committee. The executive group is usually made up of the chairperson, the secretary and the treasurer but may include other roles.
 - 2.3.4. Formal and accurate records are kept of what is discussed and decided at each of the meetings. This is referred to as taking the 'minutes'. In some Clubs the secretary does not take the minutes. Some groups appoint a 'minute secretary' whose only role is to take the minutes of the meeting. This person doesn't need to be a member of the committee. This person would not have voting rights.
 - 2.3.5. Records of the Club need to be kept. This could include a list of all the members, previous committee members, previous decisions that have been made. Any correspondence that has been received that gives information or is related to important decisions is also kept. Important historical records may also be kept and held in a safe place by the secretary.
 - 2.3.6. The secretary is able to act on behalf of the Club when the committee has taken that decision or resolution. One example of this might be if the secretary was asked to seek a number of quotes for the purchase of a piece of equipment for the Club.
 - 2.3.7. The relationship between the secretary and the other members of the committee is important. Communication with the chairperson should be on a regular basis. When writing the agenda for the next meetings it will be necessary for the secretary to meet with the Chairperson and/or other executive members of the committee.
- 2.4. **The Specific duty of Minute Taking** - Minutes are the formal and legal record required to record the business of a Club.
 - 2.4.1. Minutes can be used in a court of law and may be used by 'auditors' to check that any spending of funds has been authorised and used for what it was intended.
 - 2.4.2. Funding bodies may require copies of the minutes to show that the Club agreed to apply for funds.
 - 2.4.3. How the minutes are written is very important. It is important to take the notes at the time of the meeting. If necessary write the minutes into a final draft after the meeting.
 - 2.4.4. It is helpful when writing minutes to imagine that if you had not been at the meeting you would be able to understand what had happened from reading the minutes.
 - 2.4.5. Minutes should be written clearly, in the order that the discussions happened and with enough detail so that it can be easily understood.
 - 2.4.6. Minutes should be filed appropriately in a folder as a permanent record.
 - 2.4.7. After each meeting when the minutes are read, moved as correct, seconded and everyone is happy with them they should be signed off by the Chairperson.

2.5. Mandatory Requirements

- 2.5.1. Safeguarding 1 workshop (Ireland)
- 2.5.2. Garda Vetting
- 2.5.3. Inline Hockey Ireland Club Membership
- 2.5.4. Signed Code of Conduct

3. Treasurer Roles & Responsibilities

3.1. The role of the treasurer is important for the sound financial management of the Club. Often the most difficult position to fill on a voluntary committee is that of treasurer. It is one that carries a lot of responsibility. Clubs may not have the services of an accountant and the treasurer is expected to be familiar with what is required for the financial future of the Club. The primary role of the treasurer is to make sure that the financial affairs of the Club are carried out in the correct manner. The person who accepts the position of treasurer needs to have the skills and attitudes that will assist him/her to carry out the role.

3.2. The treasurer will be asked to:

- 3.2.1. Review and prepare the financial reports
- 3.2.2. Attend to any banking requirements
- 3.2.3. Record keeping and money handling
- 3.2.4. Discuss issues of funding and expenses with paid staff and volunteers
- 3.2.5. Be aware of any legal issues

3.3. When selecting a person to be the treasurer it will be important to consider:

- 3.3.1. Do they have a background or qualification in this type of role?
- 3.3.2. Are they aware of the goals and mission of the Club?
- 3.3.3. Do they have the skills to be accurate and precise in their work?
- 3.3.4. Are they honest and trustworthy?

3.4. Tasks will include:

- 3.4.1. Collecting subscriptions and all money due to the Club
- 3.4.2. Paying the bills and recording information
- 3.4.3. Keeping up to date records of all financial transactions
- 3.4.4. Ensuring that all cash and cheques are promptly deposited
- 3.4.5. Ensuring that funds are spent properly
- 3.4.6. Issuing receipts for all money received and recording this information
- 3.4.7. Reporting regularly to the committee on the financial position
- 3.4.8. Preparing a year end statement of accounts
- 3.4.9. Arranging for the statement of accounts to be audited
- 3.4.10. Presenting an end of year financial report to the AGM
- 3.4.11. Financial planning includes producing an annual budget and monitoring it throughout the year
- 3.4.12. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE returns, grant reports). Even if these duties are delegated to another officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

3.5. Mandatory Requirements

- 3.5.1. Safeguarding 1 workshop (Ireland)
- 3.5.2. Garda Vetting
- 3.5.3. Inline Hockey Ireland Club Membership
- 3.5.4. Signed Code of conduct

4. Children's Safety Officer Roles & Responsibilities

4.1. Recommended Skills

- 4.1.1. Excellent communication skills
- 4.1.2. Respects confidentiality
- 4.1.3. Welcoming
- 4.1.4. Comfortable interacting with young people
- 4.1.5. Neutral/ unbiased view
- 4.1.6. Knowledge of needs/ rights
- 4.1.7. Confident
- 4.1.8. Empathetic

4.2. Commitment

- 4.2.1. The Children's Safety Officer should have some flexibility to be available if young people wish to speak with or meet them.

4.3. Roles and Responsibilities

- 4.3.1. Ensure the club, coaching staff and the committee considers a safe, child centred environment in activities and undertakings
- 4.3.2. Advocate for safeguarding policy within the club
- 4.3.3. Voice for young people in the club, coordinating opportunities for young people to express views and opinions
- 4.3.4. Ensure young people are treated fairly and with equity
- 4.3.5. Ensure young people in the club know how to contact a Children's Safety Officer
- 4.3.6. Designated Liaison Person (DLP) for the club responsible for reporting concerns, disclosures or allegations of abuse to the statutory authorities
- 4.3.7. Assist the committee with the Child Safeguarding Statement and Risk Assessment documents
- 4.3.8. Working with other volunteers to make your club a success
- 4.3.9. Setting a positive example to young people in your club

4.4. Mandatory Requirements

- 4.4.1. Safeguarding 1 workshop (Ireland)
- 4.4.2. Garda Vetting
- 4.4.3. Safeguarding 2 CCO
- 4.4.4. Safeguarding 3 Designated Liaison Person
- 4.4.5. Inline Hockey Ireland membership
- 4.4.6. Signed Code of Conduct

5. Designated Liaison Person Roles & Responsibilities

- 5.1. Designated Liaison Persons Children First: National Guidance for the Protection and Welfare of Children advises that both public and private organisations that provide services for children/young people and families should consider appointing a Designated Liaison Person (DLP) and Deputy DLP. The DLP will be a resource to any volunteer or staff member who has a child protection or welfare concern. DLPs are responsible for ensuring that reporting procedures are followed correctly and promptly and act as a liaison person with other agencies.

5.2. The following list outlines best practice for your club:

- 5.2.1. Appoint at least one person as a DLP.
- 5.2.2. Appoint a Deputy DLP. In the event that the DLP is not available (e.g. due to annual leave, sick leave, etc.), a Deputy DLP should be delegated responsibility.
- 5.2.3. Ensure that the DLP/Deputy DLP is accessible. It is important that the DLP is accessible to volunteers. If activities and events are organised outside the DLP's working hours, there should be an agreed procedure on what workers are to do if they have any child protection or welfare concerns.
- 5.2.4. Display contact details for the DLP and Deputy DLP.

- 5.2.5. Ensure that the DLP/Deputy DLP is knowledgeable about child protection and has undertaken any training considered necessary.
 - 5.2.6. Ensure that the DLP/Deputy DLP is aware of their responsibility for making sure that the reporting procedure within the organisation is followed so that suspected cases of child abuse or neglect are referred promptly to Tusla or, in an emergency and the unavailability of Tusla, to The Garda Síochána.
 - 5.2.7. Develop procedures for liaison between the DLP/Deputy DLP and mandated persons in relation to child protection or welfare concerns which may arise for mandated persons.
- 5.3. Roles and responsibilities of DLP/Deputy DLP**
- 5.3.1. Be fully familiar with your club's responsibilities in relation to the safeguarding of children.
 - 5.3.2. Have good knowledge of your club's child safeguarding procedures.
 - 5.3.3. Ensure that the club's reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla.
 - 5.3.4. Receive child protection and welfare concerns from volunteers and consider if reasonable grounds for reporting to Tusla exist.
 - 5.3.5. Consult informally with a Tusla Duty Social Worker through the Dedicated Contact Point, if necessary.
 - 5.3.6. Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of their organisation, using the Tusla Web Portal or the Tusla Child Protection and Welfare Report Form.
 - 5.3.7. Inform the child's parents/guardians that a report is to be submitted to Tusla or The Garda Síochána, unless:
 - 5.3.7.1. Informing the parents/guardians is likely to endanger the child or young person;
 - 5.3.7.2. Informing the parents/guardians may place you as the reporter at risk of harm from the family;
 - 5.3.7.3. The family's knowledge of the report could impair Tusla's ability to carry out an assessment.
 - 5.3.8. Record all child protection or welfare concerns, or allegations of child abuse, brought to your attention as well as any action taken in response to these concerns.
 - 5.3.9. Provide feedback to the referrer, as appropriate.
 - 5.3.10. Ensure that a secure system is in place to manage and store confidential records.
 - 5.3.11. Act as a liaison with Tusla and The Garda Síochána, as appropriate.
 - 5.3.12. Where appropriate, jointly report with a mandated person.

6. Equality and Wellbeing Officer Roles & Responsibilities

- 6.1. The role will support and promote awareness of health and wellbeing, encourage a culture of self-care and motivate others to make healthy choices, through planning, coordinating and implementing health & wellbeing interventions and initiatives.
- 6.2. **Roles and Responsibilities**
 - 6.2.1. Research, apply and promote diversity initiatives and share best practice with Club members
 - 6.2.2. Provide advice, guidance and support on equality and diversity issues
 - 6.2.3. Promote changes within the club
 - 6.2.4. Develop systems for reporting any incidents of discrimination
 - 6.2.5. Interact with people at all levels and from a range of backgrounds
 - 6.2.6. Respond to complaints and provide information on options for complainants
 - 6.2.7. Prepare and deliver presentations and workshops to volunteers

7. Data Protection Officer Roles & Responsibilities

7.1. Recommended Skills

- 7.1.1.** Excellent communication skills
- 7.1.2.** Respects confidentiality
- 7.1.3.** Comfortable interacting with service users / outside agencies
- 7.1.4.** Neutral / unbiased view
- 7.1.5.** Knowledge of GDPR

7.2. Commitment

- 7.2.1.** The Data Protection Officer should work independently to uphold data protection laws and practices and monitor compliance with such.

7.3. Roles and Responsibilities

- 7.3.1.** Serve as the main point of contact within the organisation for members, parents, volunteers, and relevant public authorities on issues related to data protection
- 7.3.2.** Ensure that company policies are in compliance with the GDPR (General Data Protection Regulation)
- 7.3.3.** Evaluate the existing data protection framework to identify areas of no or partial compliance, and rectify any issues
- 7.3.4.** Provide data protection advice to service users
- 7.3.5.** Promote a culture of data protection and compliance within the club

7.3.6. Mandatory Requirements

- 7.3.6.1.** Safeguarding 1 workshop (Ireland)
- 7.3.6.2.** Garda Vetting
- 7.3.6.3.** Inline Hockey Ireland membership
- 7.3.6.4.** Signed Code of Conduct

CODE OF DISCIPLINE

1. Discipline

1.1. General Principle

- 1.1.1. In the event of any affiliated player, coach, or member, being reported to the Executive Committee for an alleged breach of the Rules, Code of Conducts and Constitution, or misconduct which is alleged to have brought the club into disrepute, the Executive Committee shall appoint a Disciplinary Committee of not less than three persons to enquire into the alleged offence.
- 1.1.2. After fully investigating the alleged breach of misconduct and if the allegation is proven the Disciplinary Committee shall have the authority to expel or suspend the offending player, coach, or member or to deal with the matter in such manner as the Committee considers fit. The decision of the Disciplinary Committee shall be conveyed in writing by the Secretary or Children's Officer to the offending player, coach, or member within seven (7) days of the hearing.
- 1.1.3. Any player, coach, or member found guilty by the Disciplinary Committee shall have the right to appeal to an Appeal Tribunal appointed by the Executive Committee against any decision or punishment imposed by the Disciplinary Committee but such appeal must be lodged in writing with the Secretary or Children's Officer within fourteen (14) days of the notification of the decision of punishment. The appeal must be heard within fourteen (14) days of its receipt by the Secretary or Children's Officer. No member of the Disciplinary Committee shall be a member of the Appeal Tribunal.

1.2. Applicable Sanctions

- 1.2.1. The following sanctions are applicable to physical persons guilty of infringements, mentioned in the regulation:
 - 1.2.1.1. Warning
 - 1.2.1.2. Letter of reprimand
 - 1.2.1.3. Fine
 - 1.2.1.4. Suspension of activities or execution of functions
 - 1.2.1.5. Expulsion
- 1.2.2. Without prejudice to these sanctions, the specific sanctions concerning Inline Hockey Ireland's rules of the game and of competitions remain applicable and may result in the removal of participants during a game or an event.
- 1.2.3. The Player that does not respect financial obligations laid down in the regulations is suspended from the practice of sports until the obligation has been fulfilled.

1.3. Aggravating Circumstances

- 1.3.1. The following are considered to be offences with aggravating circumstances, namely:
 - 1.3.1.1. Deliberately provoking injuries
 - 1.3.1.2. Premeditation
 - 1.3.1.3. Not complying with decisions taken by the Leaders
 - 1.3.1.4. When the unsportsmanlike aspect of the offence has repercussions on the public or any other participants in the game or event
 - 1.3.1.5. When the offence leads to disturbances in the peace
 - 1.3.1.6. When the offence is committed during the execution of a sanction
 - 1.3.1.7. A second offence committed within a one year time period following the execution of the first sanction, of equal or superior seriousness, or following two sanctions of inferior seriousness in relation to the committed offence in question
 - 1.3.1.8. When the offence undermines the prestige and the image of the Club or the members of its Committees

1.4. Extenuating Circumstances

- 1.4.1.** The following are considered to be disciplinary offences with extenuating circumstances, namely:
- 1.4.1.1.** Good behaviour and the fact that the player has not been sanctioned in the last years
 - 1.4.1.2.** A spontaneous confession of the offence
 - 1.4.1.3.** The rendering of important services to the sport, as a player, official, coach or sports executive
 - 1.4.1.4.** The fact of having been provoked
 - 1.4.1.5.** To be underage
 - 1.4.1.6.** To act under superior orders
 - 1.4.1.7.** To sincerely regret having committed the offence

2. Reporting

- 2.1.** On receiving a complaint, a disciplinary committee shall be appointed to resolve problems relating to the conduct of its members. This includes bullying.
- 2.2.** The complaint shall be made in writing to the Secretary or Children's Officer and should be responded to within 7 working days.
- 2.3.** The committee shall consist of a representative from the Executive Committee, the Children's Officer and ordinary registered members of the club.
- 2.4.** If the complaint involves suspected abuse or a criminal offence, the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- 2.5.** The disciplinary committee shall review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Executive Committee of the progress of the disciplinary process. This should be done within 14 working days.
- 2.6.** The disciplinary committee shall furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee
- 2.7.** Written confidential records of all complaints shall be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers
- 2.8.** Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence shall be addressed to the parents/guardians
- 2.9.** If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Please see Appeals and follow.

3. Appeals

3.1. General Principles

- 3.1.1.** In the event of an appeal in a matter, other than a disciplinary matter, any affiliate, player, coach, or a member wishing to appeal shall do so in writing to the Discipline Officer of the Club. The Discipline Officer who must receive the appeal within fourteen (14) days of the date of the notice of the original decision shall then convene an Appeal Commission.
- 3.1.2.** The Appeal Commission shall consist of three (3) officers of the Association who may be accompanied by advisors where necessary but it shall not include any person who has had a prior involvement in the matter being appealed. In the event of there not being three (3) officers eligible or available to form the Appeal Commission, the Chairperson shall have the power to select an appropriate person or persons to complete the Appeal Commission. The Appeal Commission shall meet within fourteen (14) days of the date of the receipt of the notice of the appeal.
- 3.1.3.** The letter of appeal shall state the reason or reasons for the appeal and shall be supported by an appeal fee of €50. The appellant(s) shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but the names and details of such person or persons must be included in the letter of appeal. In the event of the appeal being unsuccessful the appeal fee shall be forfeited to the funds of the Club unless the Appeal Commission decides otherwise. The decision of the Appeal Commission shall be final and the relevant parties shall be notified of the decision in writing by the Discipline Officer within seven (7) days of the hearing.
- 3.1.4.** The appellant shall remain suspended while the appeal process is in progress.

3.2. Appeals Arbitration

- 3.2.1.** If any party is not satisfied with the outcome the matter can be referred to the Governing Body. However efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter.

3.3. Ordinary Mediation/Arbitration

- 3.3.1.** All other disputes arising out of or in connection with the Constitution and Bye-Laws shall be referred to our governing body, if it is felt that there is unfairness then an independent mediator possibly from the national sports council shall be considered to mediate and resolve conflict within the club.

CODES OF CONDUCT

1. Volunteer Code of Conduct

- 1.1. As a volunteer with Mayo Bulls Ice & Inline Hockey Club (hereinafter to be referred to as “the club”), we require you to:
 - 1.1.1. Comply with our safeguarding policy and procedures, if applicable
 - 1.1.2. Report any concerns or allegations to the club Secretary or Child Safety Officer within the club
 - 1.1.3. Consider how you behave and act when representing the club
 - 1.1.4. Respect your position of trust
 - 1.1.5. Put the safety of people (especially children) as a top priority
 - 1.1.6. Ensure any sporting equipment that you use is ‘fit for purpose’
 - 1.1.7. Respect everyone’s culture and background regardless of their race, gender, sexual orientation or ability
 - 1.1.8. Not post content on the internet (online forums, social media platforms, etc.) that may bring the association into disrepute
 - 1.1.9. Not be aggressive or display abusive or bullying behaviour
 - 1.1.10. Help to make our various events and activities welcoming to everyone
 - 1.1.11. Read the various policies and procedures from the club such as health and safety policy, child safeguarding statement, risk assessment etc.

2. Administrator Code of Conduct

- 2.1. As an administrator with Mayo Bulls Ice & Inline Hockey Club (hereinafter to be referred to as “the club”), we require you to:
 - 2.1.1. Comply with our safeguarding policy and procedures, if applicable
 - 2.1.2. Provide opportunities for players/athletes to be involved in planning, leadership, evaluation and decision-making related to their activity
 - 2.1.3. Create pathways for players/athletes to participate not just as a player/athlete but also as a coach, referee, administrator etc.
 - 2.1.4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players/athletes
 - 2.1.5. Ensure quality supervision and instruction for players/athletes
 - 2.1.6. Remember that players/athletes participate for their enjoyment and benefit and not overemphasise winning
 - 2.1.7. Help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating
 - 2.1.8. Ensure that everyone involved in sport emphasises fair play, and not winning at all costs
 - 2.1.9. Distribute a code of conduct to players/athletes, coaches, officials and parents and encourage them to follow it
 - 2.1.10. Not use bad language, nor harass players, coaches, officials or spectators
 - 2.1.11. Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
 - 2.1.12. Promote adherence to anti-doping policies.

3. Coach Code of Conduct

- 3.1.** As a coach with Mayo Bulls Ice & Inline Hockey Club (hereinafter to be referred to as “the club”), we require you to:
- 3.1.1.** Comply with our safeguarding policy and procedures
 - 3.1.2.** Remember that players/athletes participate for enjoyment and winning is only part of the fun
 - 3.1.3.** Be reasonable in your demands on players'/athletes' time, energy and enthusiasm
 - 3.1.4.** Operate within the rules and spirit of the game and teach my players/athletes to do the same
 - 3.1.5.** Give all players/athletes equal attention and opportunities, and ensure they have a positive experience
 - 3.1.6.** Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players/athletes
 - 3.1.7.** Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators.
 - 3.1.8.** Follow the advice of a physician when determining whether an injured player/athlete is ready to recommence training or competition
 - 3.1.9.** Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players/athletes
 - 3.1.10.** Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
 - 3.1.11.** Promote adherence to anti-doping policies

4. Athlete/Player Code of Conduct

- 4.1.** As an athlete with the Mayo Bulls Ice & Inline Hockey Club under Inline Hockey Ireland, we require you to:
- 4.1.1.** Always play by the rules
 - 4.1.2.** Comply with anti-doping policies.
 - 4.1.3.** Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background, or religion
 - 4.1.4.** Not undertake verbal abuse of officials or other athletes/players, nor deliberately distract or provoke an opponent
 - 4.1.5.** Work equally hard for yourself and your team, and cooperate with your coach, teammates and opponents
 - 4.1.6.** Not undertake unfair advantage of another competitor
 - 4.1.7.** Bring to the attention of the governing body, your coach or captain any behaviour or decision which you believe to be unsporting
 - 4.1.8.** Display graciousness towards your sport and others within your sport on social media

5. Non-compliance with Codes of Conduct

- 5.1.** Members found to have behaved inappropriately and in breach of the codes of conduct will be dealt with by the Committee. Subsequent failure to abide by these minimum standards may be considered a Offence and Inline Hockey Ireland will be notified.

HEALTH & SAFETY POLICY

1. General Principles

- 1.1. Mayo Bulls IIHC promotes the sports of ice and inline hockey and provides access to training and games in both a recreational and competitive environment. The sport of hockey involves physical contact and most types of training for the sport involve physical movement. Although we cannot eliminate the risk of injury within the sport, we do aim to reduce it wherever possible and create the safest possible environment to avoid the risk of harm and injury.
- 1.2. The following practices apply in order to promote safety:
 - 1.2.1. activities being undertaken should be suitable for the ability, age, and experience of the participants
 - 1.2.2. equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants
 - 1.2.3. where protective equipment is deemed necessary it should be used
 - 1.2.3.1. For competing members during inline hockey sessions, it is expected that full competition safety equipment is worn.
 - 1.2.3.2. For learn to skate members, a helmet is mandatory with knee and elbow protection being advisory, the club if in possession will encourage the use of this equipment and loan it to participants when possible. (This is due to members only skating and not in possession of a hockey stick).
 - 1.2.4. a first aid kit should be made available for all-training sessions and events.
 - 1.2.4.1. It will be the coach's responsibility to ensure that the location of the nearest first aid kit is known if not in possession of one.
 - 1.2.4.2. There is a first aid kit in the coaching kit bag, please contact the secretary when used so that used items may be replenished.
 - 1.2.4.3. First aid training will be made available to coaches and aim to keep up to date with a minimum standard of at least one course completed being in attendance. (An out of date first aider is better than no training at all).
 - 1.2.4.4. Ideally the club will aim to have as many leaders and committee members with first aid training.
 - 1.2.4.4.1. Coaches are highest priority
 - 1.2.4.4.2. Then volunteers and leaders that are regularly present at sessions and games
 - 1.2.4.4.3. Then other members of the club.
 - 1.2.5. injuries should be recorded in the accident book, (this shall be found with first aid kit in coaches kit bag), and the action taken in relation to each one with due regard for confidentiality. If you have concerns in relation to the welfare of a child, please contact the children's officer or designated liaison person.
 - 1.2.6. If the participant is a junior, parents/guardians should be notified by the Sports Leader of injuries/illness which children incur while participating in a sporting activity
 - 1.2.7. coaches and leaders should ensure that the conduct of the games conform to the standards set by the Governing Body
 - 1.2.8. participants should be taught the rules of the game at club level and be encouraged to abide by them, keeping in mind that many rules are there for safety
 - 1.2.9. It is important that before anyone participates 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 (Use of sticks, checking drills, aggressive play, high speed drills or competitive contact)
 - 1.2.10. Participants and parents/guardians should know, and abide by, the starting and finishing times of sessions and events

2. Health and Safety Officer(s):

- 2.1. The Health and Safety Officers will ensure all articles within this policy are upheld and work with both committee and volunteers to ensure so.
 - 2.1.1. PJ Cunningham
 - 2.1.2. Laura Dunne

3. First Aid (Location of club's First Aid Kit):

- 3.1. Inform Secretary when used so items may be restocked
- 3.2. Located in Admin Box

4. Qualified First Aiders:

- 4.1. PJ Cunningham
- 4.2. Laura Dunne

5. Accident Reporting

- 5.1. Recording accidents and injuries will be the obligation of the Leader(s) in charge of the session or present at competition
- 5.2. For all accidents or injuries, no matter severity, please record using either the Accident Book or Accident Report Sheets located in the Admin Box
- 5.3. A copy of the completed report shall be sent to the Secretary for filing
- 5.4. A follow up will be required and a note made as to further action or problem arising from the accident within a reasonable timeframe
 - 5.4.1. If participant is fully recovered, no further action needed
 - 5.4.2. If treatment is ongoing and incur expenses, then inform our NGB who provides insurance. This will require a copy of the accident report being sent to them and possibly to complete any forms they may send in regards
 - 5.4.3. If injured and it is clear they should not yet return to training, this must be enforced no matter how much the person wishes to return
- 5.5. Failure to report accidents will lead to discipline at a club level and may result in discipline from our NGB depending on severity of injury

6. The Admin Box

- 6.1. The Admin Box contains the following:
 - 6.1.1. Keys for the goals and equipment storage / Money Box
 - 6.1.2. Money Box
 - 6.1.3. Attendance records / Payments sheets
 - 6.1.4. Accident Book
 - 6.1.5. Accident Report Sheets (To be used in absence of Accident Book)
 - 6.1.6. First Aid Kit
 - 6.1.7. Child Safeguarding Forms
 - 6.1.8. Rule Book (Inline Hockey)
 - 6.1.9. Envelopes
 - 6.1.10. Invoice Duplicate Book
 - 6.1.11. Stationary
- 6.2. Contact Secretary when items are low or need replacing

7. Club Registration

- 7.1. Registrations help keep a record of those at the club as well as ensure all participants understand our rules and regulations and agree to abide by them. It also helps us collect important information in case of an emergency etc. especially in the case of juniors left with coaches while parents are not present.

- 7.2. We ask all those prior to register online, prior to attending sessions as our preferred method, via <https://www.mayobullshockey.com/club-registration>, also accessed by selecting 'Club Registration' under the 'Sessions' tab at the top of the Home page.
- 7.3. Alternatively PDF / Printable versions are available to be completed and either handed in to a coach or other committee member or emailed to the club Secretary at mayobullshockeyclub@gmail.com.
 - 7.3.1. For Senior Registrations, see (Reference section)
 - 7.3.2. For Junior Registrations, see (Reference section)

8. Trial Membership

- 8.1. This is the **three week** period commencing from the date they attend their first session.
- 8.2. This is tracked manually via our sign in sheet and online via our online bookings.
- 8.3. Our secretary will contact members once this period has ended to inform them that they must:
 - 8.3.1. Purchase Club Membership
 - 8.3.2. Register and purchase Membership with Inline Hockey Ireland
- 8.4. **IMPORTANT:** We cannot allow participants to continue attending sessions after this three week period without the above as it puts every member at risk as well as the club and most importantly the participant.

9. Club Membership

- 9.1. As a non-profit we rely on membership fees to help cover costs that arise in the running of the club such as paper, stationery, website, affiliation with NGB to name a few. This is decided at the Annual General Meeting and voted on by our members.
- 9.2. As per the satisfaction of our Voting Membership at the 2022 AGM
 - 9.2.1. Senior Membership €20 for the year
 - 9.2.2. Junior Membership €10 for the year
- 9.3. This fee is to be collected after the **first three week** trial period that commences from the date they attend their first session. We cannot emphasise enough how important this fee is to ensuring the club is not operating from the pockets of our volunteers and only benefits participants.
- 9.4. Membership runs from October – September.
- 9.5. **IMPORTANT:** We cannot allow participants to continue attending sessions after this three week period without purchasing club membership as it is a much needed income to ensure the clubs sustainability.

10. Insurance

- 10.1. Mayo Bulls IHC has Public Liability insurance through our NGB, Inline Hockey Ireland. Players are also required to register with our NGB and carry personal player insurance.
 - 10.1.1. **NGB for Inline Hockey - Inline Hockey Ireland**
 - 10.1.1.1. To train with the club, in respect of learning to skate or/and play inline hockey, participants are covered through the club and IHI for the **first three weeks** commencing from the date they attend their first session. After that they must register for 'Learn To Play' membership (currently only available for juniors) to train, or as a 'Player' to both train and compete with the club. Both cover insurance to train with any club in the country registered with IHI.
 - 10.1.1.2. IHI membership runs from October – September in regards to membership period. Insurance covers training, competition and travel to and from games. This is done online via their website. www.inlinehockeyireland.org. Links for this can be found on our website or alternatively contact the club, a committee member or a coach who will help you register.
 - 10.1.1.3. **IMPORTANT:** Players whose three week trial has expired will be unable to attend sessions beyond this period until membership has been purchased as per our NGB instructions to ensure a safe environment, that the club stays compliant and all members are covered during sessions.

11. Tracking Attendance / Trial Periods

- 11.1.** The club will track attendance for several reasons
 - 11.1.1.** To keep a record of attendees at sessions including coaches and volunteers.
 - 11.1.2.** To track payments, transactions and possible outstanding monies.
- 11.2.** This will be the responsibility of:
 - 11.2.1.** Coach/Volunteer leading session
 - 11.2.2.** Nominated Volunteer to assist lead coach who will be named on the sheet
- 11.3.** To be tracked by the Health and Safety Officers named in this Policy
- 11.4.** Attendance sheets must be kept in a common folder found in the admin box for sessions. (contact Secretary if more copies needed)

12. Risk Assessments

12.1. Venue Risk Assessment

- 12.1.1.** To be reviewed yearly shortly after an AGM
- 12.1.2.** Updated version to be added into this handbook

12.2. Child Safety Risk Assessment

- 12.2.1.** To be reviewed yearly shortly after an AGM
- 12.2.2.** Updated version to be added into the Safeguarding Policy / Resource handbook

13. Registration, Dropout & Club Transfers

- 13.1.** Loss of club members, including adult transfers, will be monitored and followed up with contact from either the Children's Officer or Secretary. Those coming from other clubs and those leaving the club or transferring will be invited to talk about their experience with the club. This is to safeguard and to also help the club develop and prevent further drop outs if the reasons are found to be of a negative experience. If any concerns regarding a child or children's welfare are raised the matter will be handled in accordance with procedures outlined in section 5.12 of the 'Code of ethics and good practice for children's sport'

14. Discipline in Sport

- 14.1.** Discipline in sport should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage everyone to become more responsible for themselves and therefore more independent. Participants should be helped to become responsible about the decisions and choices they make within sport, particularly when they are likely to make a difference between playing fairly and unfairly. There should be no place for fighting, over-aggressive or dangerous behaviour in sport.

15. The Use of Sanctions

- 15.1.** Please see our club's Code of Discipline.

ANTI-DOPING AND SUBSTANCE MISUSE POLICY

1. General Principle

- 1.1. Sport Ireland, Sport NI and Mayo Bulls IHC abide by the World Anti-Doping Agency (WADA) ethical guidelines to ensure sport remains clean and fair in competition. Sport Ireland is the National Anti-Doping Organisation in Ireland monitoring compliance and carrying out athlete checks working in conjunction with Sport NI. Mayo Bulls IHC carries out anti-doping education for our athletes and parents on behalf of Sport Ireland and Sport NI. Substance misuse includes the use of banned substances and the use of tobacco and alcohol whilst in a sporting environment.

2. Anti-doping

- 2.1. WADA have a list of prohibited substances considered to enhance performance that are not permitted to be used or taken whilst participating in sport. It is the athlete's responsibility to ensure they do not use any banned substances on WADA prohibited list including unregulated dietary supplements. Unregulated dietary supplements are not recommended as they may contain or have been contaminated by banned substances or be potentially medically harmful; this will have consequences for any athlete who undergoes dope testing.
- 2.2. Athletes should note the following before considering any supplement:
 - 2.2.1. A correct dietary and nutritional regime will provide all the potential benefits of sports supplements.
 - 2.2.2. Taking supplements could expose athletes to the possibility of inadvertent positive tests
 - 2.2.3. Taking supplements may have a long-term impact on an athlete's physical development.
- 2.3. Athletes can be checked by an Anti-Doping Officer belonging to event organisers or Governing Bodies, especially at national events. For performance athletes there is a requirement to ensure they are available for testing by notifying Sport Ireland of their Whereabouts if necessary.
- 2.4. Mayo Bulls IHC recommends that all athletes follow WADA's ethical guidelines supported by healthy diets and a fair sporting environment for all athletes.
- 2.5. Further information can be found here:
 - 2.5.1. <https://www.sportireland.ie/Anti-Doping/Athlete-Zone/Information>
 - 2.5.2. about medications purchased in the UK can also be found here: <https://globaldro.com/Home>
- 2.6. Athletes and their parents should seek advice from their coach, anti-doping officers (event/NGB) or medical professionals regarding any supplement or concern about medication to ensure young people have a healthy diet and participate in a fair and ethical environment.

3. Substance abuse

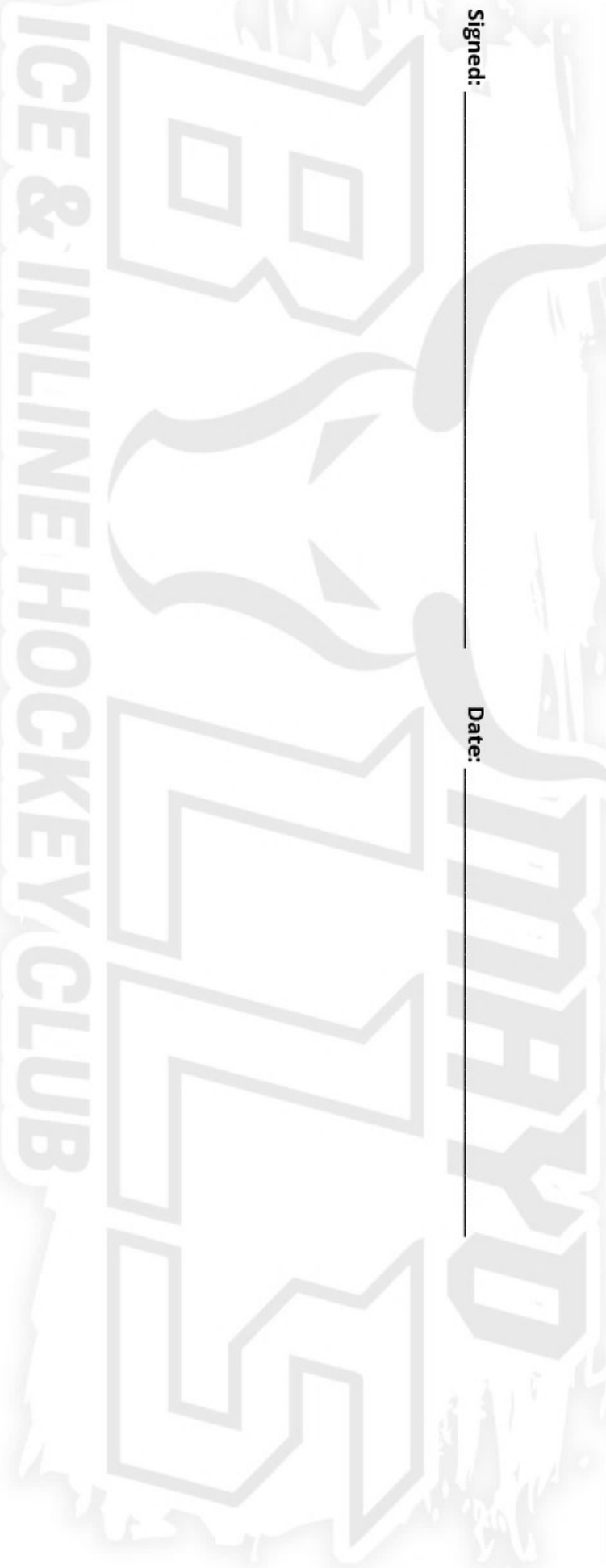
- 3.1. The misuse of substances, tobacco or alcohol are forbidden as being incompatible with a healthy lifestyle and participation in sport. Any sporting activity should take place, where possible, in a nonalcoholic environment where adults are encouraged to be role models for young people.
- 3.2. Leaders must avoid the use of tobacco or alcohol whilst responsible for young people in their club, region or nationally and sponsorship from alcohol and/or tobacco companies should be avoided. The misuse of substances, tobacco or alcohol is a breach of the code of conduct and may be subject to disciplinary action.

VENUE RISK ASSESSMENT

Venue: An Sportlán (Main Hall), MCHale Park, Castlebar, Mayo	Check carried out by Name: Pádraig Seán Ó Cuinneagáin
Date of Check: 21/01/2023	Position: Treasurer / CSO

Area Points to consider	Hazards	Who might be harmed?	Existing controls What is in place to minimise the risk	Action What needs to happen to minimise risk?	Date achieved
Playing and Training Area Is the area and surroundings free from obstacles? Include changing facilities	Floors - Training	Participants	Venue Risk Prevention Policy	Keep dry and clear at all times, use training aids that are easily visible.	
	Floors - Public areas	Parents, Participants, Members of the Public	Venue Risk Prevention Policy	Keep dry and clear at all times.	
	Toilets	Parents, Participants, Members of the Public	Safeguarding Policy Venue Risk Prevention Policy	Adults may wait outside when accompanying juniors to the bathroom, only parents/guardians may enter with the junior.	
	Changing rooms	Participants	Safeguarding Policy Venue Risk Prevention Policy	Adults must be accompanied by another vetted member in junior changing areas. No child shall be alone with an adult that is not a parent or guardian.	
Equipment Is the equipment fit and sound for activity and suitable for age group/ability	Training Aids	Participants	Venue Risk Prevention Policy	Coaches must check training aids. When a defect is found, do not use and report to health and safety officers.	

	Used equipment	Participants	Venue Risk Prevention Policy	Ensure items are in good usable condition, clean before giving to participants	
Participants Is/are the register(s) up to date? Are performers appropriately attired? Safe for Activity	Personal harm through activities	Participants	Health and Safety Policy Venue Risk Prevention Policy	All participants wear safety equipment suitable for sessions	
	Junior/Senior registration	Participants / Coaches	Health and Safety Policy New Member Forms Codes of Conduct Venue Risk Prevention Policy	New members must register with the club	
Emergency Points Can emergency vehicles access facilities? Is there a working telephone?	Coaches / Volunteers	Participants / Coaches	Safeguarding Policy Venue Risk Prevention Policy	All Coaches go through a recruitment process and are vetted. They must agree to all club policies	
	Insurance	Participants / Coaches	Health and Safety Policy Venue Risk Prevention Policy	All members, after their 3 week trial, must have insurance through Inline Hockey Ireland to continue taking part in sessions.	
	Emergency Vehicles Access	Everyone	Venue Risk Prevention Policy	The Car Park is always open and has multiple emergency exits leading to the car park.	In Place
	Emergency Exits	Everyone	Venue Risk Prevention Policy	All emergency exits are clear from obstruction and unlocked (can be opened from inside easily).	In Place
	Telephone	Everyone	Venue Risk Prevention Policy	Coaches must keep their mobile phone on them or close by, please keep charged.	In Place



Safety Information Are there visible evacuation procedures?	Fire	Everyone	Venue Fire Safety Procedures Venue Risk Prevention Policy	The venue has a clearly visible fire alarm, exit signs clear, assembly point directions, multiple fire extinguishers and instructions around the venue. Also multiple fire exits from the training area as well as hallway for changing rooms.	In Place
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Signed: _____

Date: _____

VENUE RISK PREVENTION POLICY

1. Training and Playing Areas

- 1.1. Floors - All areas kept dry and clear from obstruction
- 1.2. Toilets - Adults may wait outside when accompanying juniors to the bathroom, only parents/guardians may enter with the junior
- 1.3. Juniors - Adults must be accompanied by another vetted member in private areas. No child shall be alone with an adult that is not a parent or guardian.

2. Equipment

- 2.1. Training Aids - Coaches must check the condition of all training aids i.e. goals, pucks, sticks must not contain sharp edges or damage that may cause harm e.g. pucks w/cracks, goal posts smooth and free from cracks/sharp edges
- 2.2. Used Equipment - Ensure items are in good usable condition, clean before giving to participants

3. Participants

- 3.1. Personal Harm Trough Activities - All participants must have minimum protective equipment depending on session type.
 - 3.1.1. **Inline Hockey** - Helmet w/cage (if over 19 just helmet), shin and elbow pads, gloves
 - 3.1.2. **Learn To Skate** - Helmet (knee, elbow and wrist protection strongly advised)
- 3.2. Junior/Senior Registration - New members must register with the club via website or form that can be emailed or given to them at the venue
- 3.3. Coaches/Volunteers - All Coaches go through a recruitment process and are vetted. They must agree to all club policies which can be viewed at www.mayobullshockey.com/safeguarding or emailed upon request to mayobullshockeyclub@gmail.com
- 3.4. Insurance - All members, after their 3 week trial, must have insurance through Inline Hockey Ireland to continue taking part in sessions

4. Emergency Points

- 4.1. Emergency Vehicles - The Car Park is always open and has multiple emergency exits leading to the car park
- 4.2. **Emergency Exits** - All emergency exits are clear from obstruction and unlocked (can be opened from inside easily)
- 4.3. Telephone - Coaches must keep their mobile phone on them or close by, please keep charged

5. Safety Information

- 5.1. Fire - The venue has a clearly visible fire alarm, exit signs clear, assembly point directions, multiple fire extinguishers and instructions around the venue. Also multiple fire exits from the training area as well as hallway for changing rooms.

Please visit MayoBullsHockey.com for up to date information, policies and forms as well as online registration.. Everything is available upon request to one of our coaches or by emailing the club at mayobullshockeyclub@gmail.com

GENERAL DATA PROTECTION REGULATION (GDPR) POLICY

1. Policy Statement

- 1.1. Everyone has rights regarding how their personal information is handled. During the course of our activities the Mayo Bulls Ice and Inline Hockey Club (“we”) will collect, store and process personal information and we recognise the need to treat it in an appropriate and lawful manner.
- 1.2. The types of information that we may be required to handle include details of current, past and prospective members, volunteers, contractors and others with whom we communicate.
- 1.3. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) and other regulations. The Acts imposes restrictions on how we may use that information.
- 1.4. Under the Acts, we are known as the ‘Data Controller’ of all personal data used in our club. A Data Controller is the person who or organisation which determines the purposes for which, and the manner in which, any personal data is processed (“Data Controller”). As a Data Controller we have a responsibility to establish practices and policies in line with the Acts.
- 1.5. As we collect and pass data to the Mayo Bulls Ice and Inline Hockey Club (“Data Controller) we also act as a ‘Data Processor’ of personal data. We will only process personal data in accordance with instructions from the data controller.
- 1.6. We require each member, volunteer, contractor or other worker (“you”) to fully comply with this Policy. Any breach of this Policy will be taken seriously and may result in disciplinary action.
- 1.7. The Mayo Bulls Ice and Inline Hockey Club is required to appoint a Data Protection Officer to oversee compliance with data protection laws, as stipulated by Inline Hockey Ireland, who will have overall responsibility for data protection compliance and implementation of this policy within the Club. Any questions or concerns about the operation of this Policy should be referred in the first instance to the Club.
- 1.8. For further advice the Data Protection Commissioner can be contacted in the ROI at 1890 252 231 or 057 868 4800 and its website is www.dataprotection.ie. There is also a specific GDPR website which can be found at www.gdprandyou.ie. Within Northern Ireland further information can be found at <https://ico.org.uk>

2. Status of Policy

- 2.1. This Policy has been approved by the Mayo Bulls Ice and Inline Hockey Club. It sets out our rules on Data Protection and the legal conditions that must be satisfied in relation to the obtaining, handling, storage, transportation and destruction of personal information.
- 2.2. If you consider that the Policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Committee of our Club.

3. Definition of Data Protection

- 3.1. “Data” is information which is stored electronically, on a computer, or in structured paper-based filing systems.
- 3.2. “Data subjects” for the purpose of this Policy include all living individuals about whom we hold personal data. A data subject need not be an Irish national or resident. All data subjects have legal rights in relation to their personal data.
- 3.3. “Personal data” means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address, date of birth, image, sound recording or phone number) or it can be an opinion (such as the report of a competition).
- 3.4. “Data Controller” include employees or volunteers whose work involves deciding how personal data is used for. Data Controllers have a duty to protect the information they handle by following this Data Protection Policy at all times.

- 3.5. "Data Processors" include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition, but it could include suppliers which handle personal data on our behalf. Where we work with outside bodies or organisations and only process personal data on their behalf and under their instruction we may be the data processor of that organisation's personal data.
- 3.6. "GDPR" The General Data Protection Regulation (GDPR) will replace current data protection laws in the European Union. The new law will give individuals greater control over their data by setting out additional and more clearly defined rights for individuals whose personal data is collected and processed by organisations.
- 3.7. "Processing" is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any action using the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.
- 3.8. "Sensitive personal data" includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings.

4. Data Protection Principles & Main Obligations

- 4.1. The Data Protection laws set out six principles for maintaining and protecting personal data, which form the basis of the legislation. All personal data must be:
 - 4.1.1. processed lawfully, fairly and in a transparent manner and only if certain specified conditions are met;
 - 4.1.2. collected for specific, explicit and legitimate purposes, and not processed in any way incompatible with those purposes ("purpose limitation");
 - 4.1.3. adequate and relevant, and limited to what is necessary to the purposes for which it is processed ("data minimisation");
 - 4.1.4. accurate and where necessary kept up to date;
 - 4.1.5. kept for no longer than is necessary for the purpose ("storage limitation");
 - 4.1.6. processed in a manner that ensures appropriate security of the personal data using appropriate technical and organisational measures ("integrity and security").
- 4.2. **The main themes of the Data Protection laws are:**
 - 4.2.1. good practices for handling personal data;
 - 4.2.2. rights for individuals in respect of personal data that data controllers hold on them; and
 - 4.2.3. being able to demonstrate compliance with Data Protection laws.
- 4.3. **In summary, the Data Protection laws require us to:**
 - 4.3.1. only process personal data for certain purposes;
 - 4.3.2. process personal data in accordance with the 6 principles of 'good information handling' (including keeping personal data secure, processing it fairly and in a transparent manner and keeping it for no longer than is required);
 - 4.3.3. provide certain information to those individuals about whom we process personal data which is usually provided in a privacy notice, for example you will have received access to our privacy policy which is readily available on the club's website.
 - 4.3.4. respect the rights of those individuals about whom we process personal data (including providing them with access to the personal data we hold on them); and
 - 4.3.5. keep adequate records of how data is processed and, where necessary, notify the regulator and possibly data subjects where there has been a data breach.
- 4.4. **Your Main Obligations**
 - 4.4.1. Treat all personal data with respect;
 - 4.4.2. Treat all personal data how you would want your own personal data to be treated;

- 4.4.3. Immediately notify your committee if any individual says or does anything which gives the appearance of them wanting to invoke any rights in relation to personal data relating to them;
- 4.4.4. Take care with all personal data and items containing personal data you handle or come across so that it stays secure and is only available to or accessed by authorised individuals; and
- 4.4.5. Immediately notify our Committee if you become aware of or suspect the loss of any personal data or any item containing personal data.

5. Practical Guidance on GDPR

- 5.1. Whilst you should always apply a common-sense approach to how you use and safeguard personal data, and treat personal data with care and respect, set out below are some examples of dos and don'ts:
 - 5.1.1. ONLY use specified Club email addresses not personal email for undertaking club business
 - 5.1.2. Never leave any items containing personal data unattended in a public place, e.g. on a train, in a café, etc. and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.
 - 5.1.3. Never leave any items containing personal data in unsecure locations, e.g. in a car on your drive overnight and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.
 - 5.1.4. If you are staying at a hotel then utilise the room safe or the hotel staff to store items containing personal data when you do not need to have them with you.
 - 5.1.5. Do password protect documents and databases containing personal data.
 - 5.1.6. Use confidential waste disposal for any papers containing personal data or have them shredded before placing them in the ordinary waste disposal.
 - 5.1.7. When in a public place, e.g. a train or café, be careful as to who might be able to see the information on the screen of any device you are using when you have personal information on display. If necessary, move location or change to a different task.
 - 5.1.8. Do not transfer personal data to any third party without prior consent or inline with your privacy policy
 - 5.1.9. If any personal data is lost, or any devices or materials containing any personal data are lost, report it immediately to the Club Committee
 - 5.1.10. If using messaging services i.e. WhatsApp, ensure that all members sign up to or opt into be contacted through this way and provide a means to opt out
 - 5.1.11. Review membership/entry forms where applicable

6. Lawful, Fair & Transparent Processing

- 6.1. For personal data to be processed lawfully, certain conditions must be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for our legitimate interest. Where an individual fills out a membership application form, enters a competition or joins a squad then it is understood that they consent to us having this information to process their membership or entry. However, if we wanted to use that membership data for another purpose, for example, to pass it to a third party, we will ask the individual for consent to this.
- 6.2. The GDPR seeks to ensure that personal data is processed lawfully, fairly, and transparently, without adversely affecting the rights of the data subject. The GDPR states that processing of personal data shall be lawful if at least one of the following applies:
 - 6.2.1. The data subject has given consent to the processing of their personal data for one or more specific purposes. In respect of our club the processing is required for application of membership.

- 6.2.2. The processing is necessary for the performance of a contract to which the data subject is a party, or in order to take steps at the request of the data subject prior to entering into a contract with them
- 6.2.3. The processing is necessary for compliance with a legal obligation to which the data controller is subject
- 6.2.4. The processing is necessary to protect the vital interests of the data subject or of another natural person
- 6.2.5. The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller or
- 6.2.6. The processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- 6.3. When sensitive personal data is being processed (e.g. medical records of athletes), the data subject's explicit consent to the processing of such data will be required. An individual must declare he or she read and understood the Mayo Bulls Ice and Inline Hockey Club Privacy Policy and consents to processing his or her sensitive personal data information.
- 6.4. Where an outside organisation seeks to transfer personal data or sensitive personal data from its members, customers or suppliers to us, we must first ask that outside organisation to ensure that it is entitled to transfer that data to us and, where relevant, that it has obtained the consent from the relevant data subjects to the transfer to us. If an outside organisation proposes to transfer third party personal data to us and you are unsure whether you should accept such information, please contact our Committee for assistance.
- 6.5. If an outside organisation that you need to transfer personal data to is based outside the EEA, then special considerations may apply. This includes informing the data subject and asking for his or her consent to the transfer.

7. Kept & Processed for Specified & Lawful Purposes

- 7.1. Personal data may only be kept and processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by GDPR. This means that personal data must not be collected for one purpose and then used for another (e.g. videos taken of members competing at a competition for training purposes and then used in a marketing campaign). If it becomes necessary to change the purpose for which the data is processed, the data subject will be informed of the new purpose and written consent must be sought before any processing occurs.
- 7.2. Sensitive personal data such as medical records must be restricted to those who specifically need to access it. Physical records should be stored in locked filing cabinets. Electronic records should be encrypted with a password that is only known to those who need to access it. Those who do not need to access sensitive personal data are prohibited from accessing it.
- 7.3. The Mayo Bulls Ice and Inline Hockey Club will complete a Club Processing Activities Log, this is a key step towards compliance with the GDPR's accountability principle, which requires us to demonstrate (and, in most cases, document) the ways in which we comply with data protection principles when transacting business.

8. Data Security

- 8.1. The Mayo Bulls Ice and Inline Hockey Club shall ensure that all personal data collected, held and processed is kept secure and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- 8.2. GDPR requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection through to the effective and safe destruction of that personal data. Personal data may only be transferred to a third-party organisation if it agrees to comply with those procedures and policies or puts in place its own adequate security measures.

- 8.3.** Maintaining data security also means ensuring that the personal data is kept confidential. Only people who are authorised to access or use personal data should have access to it. This can be achieved by storing physical data in a filing cabinet or room that can be locked and the key is kept securely by one authorised person who can monitor access. On a computer security can be achieved by using document passwords and limiting access to shared folders.
- 8.4.** Data Security storage and disposal procedures include:
- 8.4.1.** All electronic copies of personal data should be stored securely using passwords and data encryption
 - 8.4.2.** All hard copies of personal data, along with any electronic copies stored on physical, removable media should be stored securely in a locked box, drawer, cabinet, or similar;
 - 8.4.3.** It is best practice that personal data should not be stored on any mobile device (including, but not limited to, laptops, tablets and smartphones), whether such device belongs to the club or otherwise without the approval of the committee and, in the event of such approval, strictly in accordance with all instructions and limitations described at the time the approval is given, and for no longer than is absolutely necessary
 - 8.4.4.** No personal data should be transferred to any device personally belonging to a volunteer/member and personal data may only be transferred to devices belonging to the Club, coaches, or other parties working on behalf of the Club where the party in question has agreed to comply fully with this Policy and of the GDPR (which may include demonstrating to the Club that all suitable technical and organisational measures have been taken)
 - 8.4.5.** Create specified email contacts for completing club business
 - 8.4.6.** Paper documents should be shredded. Hard disc storage devices and other electronic storage devices should be physically destroyed when they are no longer required.
 - 8.4.7.** When any personal data is to be erased or otherwise disposed of for any reason (including where copies have been made and are no longer needed), it should be securely deleted and disposed of.

9. Accurate Data

- 9.1.** The Mayo Bulls Ice and Inline Hockey Club shall ensure that all personal data collected, processed, and held by it is kept accurate and up-to-date. This includes, but is not limited to, the rectification of personal data at the request of a data subject.
- 9.2.** The accuracy of personal data shall be checked when it is collected and at regular intervals thereafter. If any personal data is found to be inaccurate or out-of-date, all reasonable steps will be taken without delay to amend or erase that data, as appropriate.
- 9.3.** Data subjects have the right to require the Mayo Bulls Ice and Inline Hockey Club to rectify any of their personal data that is inaccurate or incomplete. The Mayo Bulls Ice and Inline Hockey Club shall rectify the personal data in question, and inform the data subject of that rectification, within 30 days of the data subject informing the Mayo Bulls Ice and Inline Hockey Club of the issue.

10. Adequate, Relevant & Non-Excessive Processing

- 10.1.** Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place. For example, where we do not need to know the religious beliefs of an individual to register them as a member, this will not be asked on membership application forms.

11. Data Retention

- 11.1.** Personal data will not be kept longer than is necessary for the reason it was collected. This means that data will be destroyed or erased from our systems when it is no longer required. For example, when a person does not renew his or her membership with us then we will not keep prior information collected on him or her indefinitely and we will delete it in line with our retention periods in appendix 1.

12. Data Subject Rights

- 12.1. Under GDPR Laws individuals have certain rights (Rights) in relation to their own personal data. In summary these are:
- 12.1.1. The rights to access their personal data, usually referred to as a subject access request
 - 12.1.2. The right to have their personal data rectified;
 - 12.1.3. The right to have their personal data erased, usually referred to as the right to be forgotten;
 - 12.1.4. The right to restrict processing of their personal data;
 - 12.1.5. The right to object to receiving direct marketing materials;
 - 12.1.6. The right to portability of their personal data;
 - 12.1.7. The right to object to processing of their personal data; and
 - 12.1.8. The right to not be subject to a decision made solely by automated data processing.
- 12.2. The exercise of these Rights may be made in writing, including email, and also verbally and should be responded to in writing by the committee of the Mayo Bulls Ice and Inline Hockey Club without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We must inform the individual of any such extension within one month of receipt of the request, together with the reasons for the delay.
- 12.3. Where the data subject makes the request by electronic form means, any information is to be provided by electronic means where possible, unless otherwise requested by the individual.
- 12.4. If we receive the request from a third party (e.g. a legal advisor), we must take steps to verify that the request was, in fact, instigated by the individual and that the third party is properly authorised to make the request. This will usually mean contacting the relevant individual directly to verify that the third party is properly authorised to make the request.

13. Dealing with Data Access Requests

- 13.1. Data subjects may make Subject Access Requests (“SARs”) at any time to find out more about the personal data which the Mayo Bulls Ice and Inline Hockey Club holds about them, what it is doing with that personal data and why.
- 13.2. Data subjects wishing to make a SAR may do so in writing, using the Club Subject Access Request Form (this can be found as Appendix 2), or other written communication. SARs should be addressed to the Mayo Bulls Ice and Inline Hockey Club Secretary. Inline Hockey Ireland will be notified of all requests.
- 13.3. Responses to SARs shall normally be made within 30 days of receipt, however, this may be extended by up to 60 days if the SAR is complex and/or numerous requests are made. If such additional time is required, the data subject shall be informed.
- 13.4. All SARs received shall be handled by the Mayo Bulls Ice and Inline Hockey Club Committee.
- 13.5. The Mayo Bulls Ice and Inline Hockey Club does not charge a fee for the handling of normal SARs. The Mayo Bulls Ice and Inline Hockey Club reserves the right to charge reasonable fees for additional copies of information that has already been supplied to a data subject, and for requests that are manifestly unfounded or excessive, particularly where such requests are repetitive.

14. Data Breach Notification

- 14.1. A “Personal data breach” is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This includes breaches that are the result of both accidental and deliberate actions.
- 14.2. Examples of a personal data breach include the following:
- 14.2.1. Access by an unauthorised third party
 - 14.2.2. Deliberate or accidental action (or in-action) by Club or processor
 - 14.2.3. Sending personal data to an incorrect recipient
 - 14.2.4. Computing devices containing personal data being lost or stolen
 - 14.2.5. Alteration of personal data without permission

14.2.6. Loss of availability of personal data, e.g.

14.2.6.1. Where personal data has been deleted accidentally or maliciously

14.2.6.2. Where for example an encryption key has been lost.

14.3. All personal data breaches must be reported immediately to the Club's Committee and Inline Hockey Ireland.

14.4. If a personal data breach occurs and that breach is likely to result in a risk to the rights and freedoms of data subjects (e.g. financial loss, breach of confidentiality, discrimination, reputational damage, or other significant social or economic damage), the Data Protection Commissioner's Office is informed (breaches@dataprotection.ie) without delay, and in any event, within 72 hours after having become aware of it. The Mayo Bulls Ice and Inline Hockey Club will decide who will notify/report breach to the Data Commissioner's office.

14.5. If a personal data breach is likely to result in a high risk to the rights and freedoms of data subjects, all affected data subjects are informed of the breach directly and without undue delay. The Mayo Bulls Ice and Inline Hockey Club will decide who will notify/report breach to the subject.

14.6. Data breach notifications shall include the following information:

14.6.1. a description of the nature of the breach

14.6.2. the name and contact details of the data protection officer or other contact point

14.7. a description of the likely consequences of the breach

14.8. a description of the measures taken or proposed to be taken by the controller to address the breach, including, where appropriate, measures to mitigate its possible adverse effects.

15. Providing Information Over The Telephone

15.1. We will not provide personal data over the phone unless we are sure you have the right to receive it. Where you are asked to provide personal data, we should:

15.1.1. Check the caller's identity to make sure that information is only given to a person who is entitled to it.

15.1.2. Suggest that the caller put their request in writing if they are not sure about the caller's identity and where their identity cannot be checked.

15.1.3. Refer to the Mayo Bulls Ice and Inline Hockey Club's Committee for assistance in difficult situations. No-one should be pressured into disclosing personal information.

16. Monitoring and Review of The Policy

16.1. This Policy should be reviewed periodically to ensure it is achieving its stated objectives. The Mayo Bulls Ice and Inline Hockey Club will review its own Data Protection Policy and will issue recommendations or updates that may be of assistance.

16.2. This Policy was adopted in December 2022.

17. Data Retention Periods

Type of Information	Maximum Retention Period	How to Destroy/Archive
Member data including contact details, emails and correspondences	12 months from member's departure from Club	<ul style="list-style-type: none"> • Archive in a secure location • Delete from lists within 12 months of cancellation of membership (unless member requests immediate removal) • Shred physical files and delete from IT systems, address books, mobile phones 12 months
Member images and video footage	This data should be deleted as soon as it is not required but see 'How to Destroy/Archive' column for more detail.	<ul style="list-style-type: none"> • Our privacy Policy informs members that images, or video footage may be taken at training, events or competitions. • If a member objects or ask you to delete footage or an image this must be carried out immediately • Destroy the video once it is no longer required or within 6 months of a member leaving the Mayo Bulls Ice and Inline Hockey Club • If you would like to retain the image or video for longer than 6 months, permission of the member featured in that video or image must be sought. This permission must be retained to prove that you have the right to hold this video. If the video or image is destroyed at a future date, this written permission should be kept for a further 2 years past this date and then it can be destroyed
Member Medical Records	On departure	<ul style="list-style-type: none"> • Shred physical files and delete from IT systems on departure
Credit or debit card details	1 day where there is no valid reason for holding this data. Where a reason exists, the maximum retention period is 12 months	<ul style="list-style-type: none"> • Shred physical records and delete from IT systems immediately after processing unless there is a valid reason for holding • If retained on foot of a valid reason, shred physical files and delete from IT systems within 12 months
Bank account details	2 months from date when individual is no longer engaged with Club	<ul style="list-style-type: none"> • Treasurer to delete it from his or her own records (unless you have a valid reason for holding it) • Treasurer to shred physical files and delete from IT systems within 2 months
Complaints or Disciplinary Matters	12 months from member's departure from Club or whilst any sanction is active	<ul style="list-style-type: none"> • Shred physical records and delete from IT systems after 12 months
Garda Vetting Information	DO NOT RETAIN	<ul style="list-style-type: none"> • Transfer to National Children's Safety Officer
Documents relevant to current or potential litigation, investigations, inquiries	DO NOT DESTROY	<ul style="list-style-type: none"> • Transfer this information to Club Chair or Secretary • Under Irish Law there is a positive obligation to preserve documents where litigation is anticipated or ongoing. These documents must be preserved and not destroyed

PRIVACY POLICY (WEBSITE)

1. Policy Statement

1.1. Mayo Bulls Ice & Inline Hockey Club (Mayo Bulls IIHC) are an independent non profit sports club based in Castlebar, Co. Mayo, Rep. of Ireland. We are registered with Inline Hockey Ireland and affiliated with Mayo Sports Partnership and the Mayo PPN Network. This privacy policy will explain how our organisation uses the personal data we collect from you when you use our services and website.

1.2. Topics:

- 1.2.1.** What data do we collect?
- 1.2.2.** How do we collect your data?
- 1.2.3.** How will we use your data?
- 1.2.4.** How do we store your data?
- 1.2.5.** Marketing
- 1.2.6.** What are your data protection rights?
- 1.2.7.** What are cookies?
- 1.2.8.** How do we use cookies?
- 1.2.9.** What types of cookies do we use?
- 1.2.10.** How to manage your cookies
- 1.2.11.** Privacy policies of other websites
- 1.2.12.** Changes to our privacy policy
- 1.2.13.** How to contact us
- 1.2.14.** How to contact the appropriate authorities

2. What data do we collect?

2.1. Our Club collects the following data:

- 2.1.1.** Personal identification information (Name, address, email address, phone number, date of birth, nationality, etc.)
- 2.1.2.** No financial information is retained by Mayo Bulls IIHC, we process payments using WixPayments and Stripe.

3. How do we collect your data?

3.1. You directly provide Mayo Bulls IIHC with most of the data we collect. We collect data and process data when you:

- 3.1.1.** Register online or place an order for any of our products or services.
- 3.1.2.** Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- 3.1.3.** Use or view our website via your browser's cookies.
- 3.1.4.** Voluntarily complete forms our club requires in relation to volunteering, vetting, training, competition and taking part in club activities to name a few examples.

3.2. Mayo Bulls IIHC may also receive your data indirectly from the following sources:

- 3.2.1.** Inline Hockey Ireland (when you voluntarily register as a club member on their site)

4. How will we use your data?

4.1. Mayo Bulls IIHC collects your data so that we can:

- 4.1.1.** Process your order and manage your account.
- 4.1.2.** Email you with special offers on other products and services we think you might like.
- 4.1.3.** To respond to your requests and queries.
- 4.1.4.** To manage your Mayo Bulls IIHC membership.
- 4.1.5.** Inline with club activities as laid out in our Constitution.

- 4.2. If you agree, Our Company will share your data with our partner companies so that they may offer you their products and services.
 - 4.2.1. Inline Hockey Ireland
 - 4.2.2. Mayo Sports Partnership
- 4.3. When Mayo Bulls IIHC processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

5. How do we store your data?

- 5.1. Mayo Bulls IIHC securely stores your data online using password protection and anti virus software on all computers that access it. Only Club personnel with permission will have access to it.
- 5.2. Mayo Bulls IIHC will keep your information for as long as you are a club / site member, after a person is no longer a club / site member we aim to keep this information no longer than 3 years. Once this time period has expired, we will delete your data by incinerating hard copies and deleting all digital information.

6. Marketing

- 6.1. Mayo Bulls IIHC would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies.
 - 6.1.1. Inline Hockey Ireland
 - 6.1.2. Mayo Sports Partnership
- 6.2. If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop Mayo Bulls IIHC from contacting you for marketing purposes or giving your data to other members of the Mayo Bulls IIHC partner companies. If you no longer wish to be contacted for marketing purposes, please contact us (see 'How To Contact Us').

7. What are your data protection rights?

- 7.1. Mayo Bulls IIHC would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:
 - 7.1.1. **The right to access** – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.
 - 7.1.2. **The right to rectification** – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.
 - 7.1.3. **The right to erasure** – You have the right to request that Our Company erase your personal data, under certain conditions.
 - 7.1.4. **The right to restrict processing** – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.
 - 7.1.5. **The right to object to processing** – You have the right to object to Our Company's processing of your personal data, under certain conditions.
 - 7.1.6. **The right to data portability** – You have the right to request that Our Company transfer the data that we have collected to another organisation, or directly to you, under certain conditions. If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at:
 - 7.1.6.1. by email at mayobullshockeyclub@gmail.com
 - 7.1.6.2. by phone at +353 (0) 87 170 2464
 - 7.1.6.3. by post at Mayo Bulls Ice & Inline Hockey Club, Skehogues, Burren, Castlebar, Co. Mayo, Rep. of Ireland, F23 Y171.

8. What are Cookies?

8.1. Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

8.1.1. For further information, visit www.allaboutcookies.org.

9. How do we use cookies?

9.1. Mayo Bulls IIHC uses cookies in a range of ways to improve your experience on our website, including:

9.1.1. Keeping you signed in

9.1.2. Understanding how you use our website

10. What types of cookies do we use?

10.1. There are a number of different types of cookies, however, our website uses:

10.1.1. Functionality – Mayo Bulls IIHC uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

10.1.2. Advertising – Mayo Bulls uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

10.1.3. Most of the above is done as part of using Wix as our website host.

11. How to manage cookies

11.1. You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

12. Privacy policies of other websites

12.1. The Mayo Bulls IIHC website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

13. Changes to our privacy policy

13.1. Mayo Bulls IIHC keeps its privacy policy under regular review and places any updates on our website and to our members via email. This privacy policy was last updated on 19th July 2022.

14. How to contact us

14.1. If you have any questions about Mayo Bulls IIHC's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

14.1.1. Email us at: mayobullshockeyclub@gmail.com

14.1.2. Call us: +353 (0) 87 170 2464

14.1.3. Or write to us at: Mayo Bulls Ice & Inline Hockey Club, Skehogues, Burren, Castlebar, Co. Mayo, Rep. of Ireland, F23 Y171.

15. How to contact the appropriate authority

15.1. Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

15.1.1. Email: info@oic.ie

15.1.2. Address: 6 Earlsfort Terrace, Dublin 2, D02 W773

OPEN SKATE CODE OF CONDUCT

Roller Skating can be a dangerous sport, which you do at your own risk. The Club requests that all visitors to an Open Skate Session observe the following safety code.

- All participants must be registered with the [Mayo Bulls Ice & Inline Hockey Club](https://www.mayobullshockey.com) and [Inline Hockey Ireland](https://www.mayobullshockey.com). (visit <https://www.mayobullshockey.com/club-registration> to do this).
- All visitors to an Open Skate Session are expected to treat the facility, its sports leaders/volunteers and all other visitors with care and respect.
- The use of abusive, threatening, dangerous, criminal or violent behaviour and foul or abusive language is not permitted anywhere in the building or grounds.
- Smoking is not permitted anywhere in the building.
- **Photographers with no relationship to anyone taking part in the session MUST make themselves known to the Child Safety Officer)**
- We recommend that children under 12 years old are accompanied by an adult.
- Do not climb or sit on the barriers/wall at any time.
- Do not throw any objects on the skating surface.
- First time skaters are strongly advised to take formal lessons, details of which can be found on our website www.MayoBullsHockey.com
- Skating with particular injuries, medical conditions and/or when pregnant is not recommended. Please consult with your doctor prior to skating if you have any medical condition.
- We would strongly encourage patrons to wear appropriate safety gear, e.g. helmets, elbow and knee pads.
- Flashing and strobe lighting is sessionally used which can bring on adverse medical conditions.

Before Skating

- Please put on your skates in the changing area only. (See signs on the day or ask a sports leader)
- Lace your skates tightly and securely and avoid loose ends.
- No headwear, scarves or any other loose clothing are to be worn as these can cause accidents, however we do recommend that long sleeved tops and long trousers be worn on the skating surface if not wearing elbow and knee protection.
- No headphones to be worn on the skating surface.
- No mobile phones or other equipment to be used on the skating surface.
- Walk around the facility as running can cause accidents.
- Persons who are under the influence of drugs, alcohol or other control-impairing substances are not permitted on the skating surface.
- Please see a sports leader prior to taking part in the session to take attendance.

Whilst Skating

- If you hear a long whistle, **STOP SKATING IMMEDIATELY.**
- Do not carry children, especially infants, on the skating surface.
- Do not push, trip or kick any other skaters.
- Skate in an anti-clockwise direction unless directed otherwise.
- No speed skating or weaving through other skaters is permitted.
- No horseplay, tag or other games that result in reckless skating.
- Do not skate backwards without due care and attention to other skaters.
- No chains of 3 or more skaters on the skating surface.
- In the interests of safety, do not stand still on the skating surface unless directed by a sports leader.
- If an injury is sustained, notify a sports leader immediately.
- No food or drink is permitted on the skating surface.
- No jumps to be performed on the skating surface during open sessions.
- You may be asked to leave the skating surface if you engage in dangerous practices.
- Follow instructions from sports leaders at all times.

FAILURE TO OBSERVE ALL RULES AND REGULATIONS MAY RESULT IN SUSPENSION FROM THE SESSION.

The club reserves the right to refuse admission to anyone in violation of this code. When in the facility please take care of yourself and your possessions. In the absence of any negligence or other breach of duty by Mayo Bulls Ice & Inline Hockey Club, the club does not accept responsibility for loss, injury or damage suffered by patrons.

SCRIMMAGE CODE OF CONDUCT

Inline Hockey can be a dangerous sport, which you do at your own risk. The Club requests that all visitors to a Scrimmage Session observe the following safety code.

- All participants must be registered with the [Mayo Bulls Ice & Inline Hockey Club](https://www.mayobullshockey.com) and [Inline Hockey Ireland](https://www.inlinehockeyireland.com). (visit <https://www.mayobullshockey.com/club-registration> to do this)
- All visitors to a Scrimmage Session are expected to treat the facility, its sports leaders/volunteers and all other visitors with care and respect.
- The use of abusive, threatening, dangerous, criminal or violent behaviour and foul or abusive language is not permitted anywhere in the building or grounds.
- Smoking is not permitted anywhere in the building.
- **Photographers with no relationship to anyone taking part in the session MUST make themselves known to the Child Safety Officer)**
- We recommend that children under 12 years old are accompanied by an adult.
- Do not climb or sit on the barriers/wall at any time.
- Do not throw any objects on the skating surface.
- First time skaters are strongly advised to take formal lessons, details of which can be found on our website www.MayoBullsHockey.com
- Skating with particular injuries, medical conditions and/or when pregnant is not recommended. Please consult with your doctor prior to skating if you have any medical condition.
- All participants **MUST** wear appropriate safety gear, this consists of at a minimum:
 - Helmet (with cage if under 19 years old)
 - Shin Guards
 - Elbow Pads
 - Gloves
- Flashing and strobe lighting is sessionally used which can bring on adverse medical conditions.

Before Skating

- Please put on your equipment and uniform in the changing area only. (See signs on the day or ask a sports leader)
- Lace your skates tightly and securely and avoid loose ends.
- Ensure all equipment fits correctly and does not slip or move and in a usable condition.
- Helmets chin straps / cage straps to be present and fastened when playing.
- No headwear, scarves or any other loose clothing are to be worn as these can cause accidents, however we do recommend that long sleeved tops and long trousers be worn on the skating surface if not wearing elbow and knee protection.

- No headphones to be worn on the skating surface.
- No mobile phones or other equipment to be used on the skating surface.
- Walk around the facility as running can cause accidents.
- Persons who are under the influence of drugs, alcohol or other control-impairing substances are not permitted on the skating surface.
- Please see a sports leader prior to taking part in the session to take attendance.

Whilst Skating

- Please read and understand the rules of the sport - **World Skate Rule Book 2021** (find this at www.MayoBullsHockey.com/Downloads)
- **IMPORTANT:** Scrimmages are designed to be fun as well as a practical way to develop. We aim to keep scrimmages fun, safe and to play to the abilities of those around you. There will be opportunities to play competitively within the club and will organise these opportunities throughout the season against other clubs or specific sessions.
- If you hear a long whistle, **STOP SKATING IMMEDIATELY.**
- Do not push, trip or kick any other skaters.
- If an injury is sustained, notify a sports leader immediately.
- No food or drink is permitted on the skating surface.
- You may be asked to leave the skating surface if you engage in dangerous practices.
- Follow instructions from sports leaders at all times.

FAILURE TO OBSERVE ALL RULES AND REGULATIONS MAY RESULT IN SUSPENSION FROM THE SESSION.

The club reserves the right to refuse admission to anyone in violation of this code. When in the facility please take care of yourself and your possessions. In the absence of any negligence or other breach of duty by Mayo Bulls Ice & Inline Hockey Club, the club does not accept responsibility for loss, injury or damage suffered by patrons.

NEW SENIOR MEMBER FORM

Please find and make yourself familiar with our clubs documents and policies, including our Codes of Conduct relevant to you via www.mayobullshockey.com/downloads or email mayobullshockeyclub@gmail.com

Senior Information			
Name:			
Gender:		Date of Birth:	
Address:			
Telephone (Home):		Telephone (Mobile):	
E-Mail:			
MEDICAL HISTORY INFORMATION (details of any known allergies, conditions, medications):			
Any other special needs, requirements or directions that would be helpful for leaders to know about:			
Emergency Contact Information (Secondary Contact)			
Name:			
Address:			
Telephone (Home):		Telephone (Mobile):	
E-Mail:			
Declaration			
I am:			
In the event of illness, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I need emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.			
Photographs / Recordings - Photographs / Recordings will be taken during or at sport related events and may be used in the promotion of the sport/club or even as coaching aids. To govern this we have a 'Photography and Mobile Phones Policy' in place to safeguard those taking part which can be found in the club's Safeguarding Policy.			

Drug Testing (for elite players only) - I give permission to be tested for prohibited substances in accordance with the Sports Council Anti Doping Rules (where applicable)

I confirm that all details are correct and understand the risks involved in sports when attending and taking part in activities including travel to and from.

I confirm that I have read and agree to abide by Mayo Bulls IIHC Policies and Codes of Conducts.

Signature:

Signed Name:



COMMITTEE MEMBER DECLARATION FORM

As a committee member you have a responsibility to provide a safe and secure environment within the club. You have volunteered your time and effort and you, and any other person working with you should abide by Mayo Bulls IIHC Codes of Conduct. (which can be found in our 'Governance Handbook' and 'Safeguarding Policy')

The Code of Conduct for Committee Members:

You should

- Be familiar with and follow the Mayo Bulls IIHC Safeguarding Policies (latest update), Rules and any operating procedure of the Club
- Appoint suitable qualified and recruited individuals to roles/positions ensuring all requirements are met
- Ensure all roles undertake a safe induction and supervision is in place for all
- Carry out your required duties for Mayo Bulls IIHC with the understanding that the welfare of young people is paramount

Committee members must:

- Create a safe environment for young people
- Provide adequate supervision for training sessions with an attendance record being kept
- Understand and implement the complaints and disciplinary procedures, ensuring complaints (including rumours) are not ignored and dealt with appropriately.
- Ensure any activities, including away trips, are run appropriately and parent/carers consent is sought where required and for activities outside the aquatic disciplines
- Ensure all required procedures contained in the Mayo Bulls IIHC Policies (latest update) are adopted
- Ensure all relevant legislation is adhered to and implemented
- Comply with all additional Mayo Bulls IIHC policies and protocols as introduced for clubs and regions

As a committee member your responsibilities are to:

- Keep and store securely all documentation i.e. member details, minutes of meetings and correspondence etc.
- Set up, revise and implement rules in the best interests of Mayo Bulls IIHC. Rules should not contravene any Mayo Bulls IIHC Rules and must be communicated to the relevant members
- Ensure effective communications with members through recognised means
- Inform parents/carers where a problem arises in relation to their child
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern Mayo Bulls IIHC
- Respect the confidentiality of sensitive information discussed and/or held by Mayo Bulls IIHC. This would constitute:
 - Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring)
 - Personal information
 - Information received in confidence
 - Comply with relevant statutory provisions relating to access to information (e.g. Data Protection legislation)
 - Confidential information discussed by committee members e.g. within committee meetings, phone calls and emails
- Work to create and be part of an environment where members can express their views freely and openly without fear of reprisal
- Declare any conflict of interest prior to any discussion on a relevant topic
- Share joint responsibility for decisions taken and avoid distancing oneself from decisions of the committee

As a Mayo Bulls IHC committee member, you should:

- Be properly recruited and supported in your role
- Have access to and attend required training for your role

Self Declaration

By signing below, you are committing to abide by the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the clubs Code of Discipline.

Leader Name:

Date:

Leaders Signature:



EQUIPMENT RENTAL AGREEMENT

This Equipment Rental Agreement (hereinafter referred to as the "Agreement") is entered into as of

Date:

This agreement is entered into by and between the following collectively known as the 'Parties', both whom agree to be bound by this agreement:

Owner

(This person/body is hereafter referred to as the 'Owner')

Name:	
Address:	
Tel:	Email:

Renter

(This person/Body is hereafter referred to as the 'Borrower')

Name:	
Address:	
Tel:	Email:

1. Equipment Being Rented

The Owner agrees to rent the following equipment to the Renter:

Item (Make, Model, Size, Colour)	Condition	Value (€)

Used For (Purpose):

The above described equipment will be hereinafter be described as 'Equipment'.

2. Rental Amount

The amount of the Equipment Rental is:

€	Per (period):
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3. Loan Period

This Agreement will begin on:

Date:

and remain in full force and effect until the Equipment is returned to the Owner. It is agreed that the Renter will return the Equipment on

Date:

unless the Agreement is terminated earlier.

4. Damage or Loss

As permitted given the extent of the law, the Renter will be responsible for risk of theft, damage, loss, or destruction of the Equipment from any and every cause. If while in the Renter's possession the Equipment becomes damaged, the Renter agrees to pay for any and all costs of repair, up to the current value of the Equipment. If while in the Renter's possession, the Equipment becomes lost, the Renter agrees to pay the Owner its current value.

5. Late Returns

If the Equipment is returned to the Owner after the date and time that the rental period ends, the Renter agrees to pay the Owner a charge of

€

Per day for each day beyond the end of the rental period, until the Equipment is returned. The Owner is also allowed to subtract these charges from the security deposit (if applicable).

6. Security Deposit

In addition to the fees listed in Section 2 (Rental Amount) and Section 5 (Late Return), the Renter agrees to pay a deposit of

€

at the time this Agreement is signed. The Owner may use this deposit to cover any amounts due under this Agreement.

7. Insurance

No Insurance coverage is required for the Equipment under this Agreement.

8. Equipment Care

It is agreed that the Equipment must only be used in a proper and careful manner consistent with the Owner's instructions and/or as the Equipment was originally designed.

9. Legal Fees

In the event of a dispute resulting in legal action, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees, collection fees and the like.

10. Legal and Binding Agreement

This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.

11. Legal and Binding Agreement

The Parties agree that this Agreement shall be governed by Irish law.

12. Legal and Binding Agreement

The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

OWNER

Name:
Signed:
Date:

RENTER

Name:
Signed:
Date:

E & INLINE HOCKEY CLUB

ACCIDENT REPORT FORM

Coach/leader in Attendance:	
-----------------------------	--

INJURED PARTY	
Name:	
Home Address:	
Date of Birth:	
Contact Details:	
Please confirm if persons injured are:	<input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Member <input type="checkbox"/> General Public

Form completed by:	
Role within the club:	
Date:	
Time:	
Exact Location:	
Time reported:	
Reported by who:	
Nature of Injury & how accident happened:	
Name and contact details of witnesses:	
First aid involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were the following contacted?	<input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> None
Did the injured person attend the hospital / doctor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, provide further details:	
Parents informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
By Whom:	
When:	
Referred to designated Safeguarding Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safeguarding Officer Signature:	
Date:	
Any further action to be taken?	
Has the person returned to Mayo Bulls IIHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No

All of the above facts are a true record of the accident/incident.

Signed: _____

Date: _____

Name: _____

In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of an updated Risk Assessment Form.

E & INLINE HOCKEY CLUB

OFFICIAL COMPLAINT FORM

We will do our best to reply within a reasonable timeframe and aim to deal with your complaint quickly and professionally.

In the meantime please see our Code of Discipline regards our complaints process found in our Governance Handbook

Details of Complaint	
Date(s):	Time(s):
Witnesses (who was present):	
Details of concern(s), allegation(s) or incident(s):	

Statements from other parent's view(s), child's view(s), etc.:

Details of the entity / person the complaint is regarding

Name(s):

Role(s):

Details of person making complaint

Name:

Telephone No.

Email:

Relationship with Club:

DROPOUT MONITORING FORM

As a Club we aim to provide a safe and fun environment for anyone who wants to skate. We ask that you fill in this form (all questions are optional) to highlight any issues that the club may have and also to support our community to participate as best as possible.

Details of Participant		
Age:	Gender:	Nationality:
Circumstances		
Are you or the Parent/Guardian In receipt of Income Based Welfare Payments? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Dropout		
What is the reason that you or your child(ren) has stopped coming to Mayo Bulls IIHC? <input type="checkbox"/> Other commitments <input type="checkbox"/> Financial Constraints <input type="checkbox"/> Travel <input type="checkbox"/> Injury <input type="checkbox"/> Conflict with another member <input type="checkbox"/> Sessions not appropriate to skill level <input type="checkbox"/> Discrimination <input type="checkbox"/> Other / Non of the Previous		
If you answered other , please elaborate:		
Is there anything we can do to support you or your child to remain part of the club? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes , please give details:		
Feedback / Final Comments		
Any other comments on your experience with Mayo Bulls IIHC:		

SUBJECT ACCESS REQUEST FORM

In compliance with Article 15 of the General Data Protection Regulation, Mayo Bulls Ice & Inline Hockey Club use the following form for subject access requests.

Request for a copy of Personal Data

Important: a photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see Note below).

Section A - please complete this section

Full Name:

Postal address:

*Telephone/e-mail:

(include area code)

*As we may need to contact you to discuss your Access Request

Section B - please complete this section

I, [insert name] wish to have access to data that I believe Mayo Bulls Ice & Inline Hockey Club retains on me as outlined below (please include the name of service(s) and anything relevant to your access request)

Signed.....Date.....

Please return this form to the Club secretary at mayobullshockeyclub@gmail.com

Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately

CHANGING ROOM SIGN JR



JUNIORS
CHANGING ROOM
JUNIORS ONLY

Accompanied Coaches and
Parents/Guardians With
Their Children Permitted



ADULTS
CHANGING ROOM

ADULTS ONLY

Adults Only Beyond This Point
Unless With a Parent/Guardian
or Accompanied Coaches