



KILKENNY SPARTANS VOLLEYBALL CLUB

CLUB CONSTITUTION

The Constitution of *Kilkenny Spartans VC* acts as a core element to achieving quality, providing a solid basis for developing standards and making decisions. The idea of a constitution is to minimize misunderstanding and provide a consistent approach towards developing a sports club and providing a guideline for making decisions. The Club Constitution will be reviewed regularly and changed accordingly to incorporate any new changes in the law or the volleyball sector.

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1. INTRODUCTION

1.1 *Kilkenny Spartans Volleyball Club* is affiliated to Volleyball Ireland (VLY.), National Governing Body for Volleyball.

1.2 The club was established in August 2018, and it is a non profit organization exclusively run by volunteers.

2. AIMS AND OBJECTIVES

The core aims of the Kilkenny Spartans VC are:

2.1 to organize, administer and coordinate opportunities in the volleyball sport for youth and adults in our community.

2.2 to create an opportunity for continued participation in volleyball, and the development of advanced volleyball skills and knowledge.

2.3 to develop relationships with parents and players to create ‘a volleyball family’ that can help to maintain a high level of volleyball participation in Kilkenny Spartans VC for years to come.

2.4 to teach volleyball skills as well as sportsmanship, discipline, goal achievement, self-confidence, teamwork and a mindset of continuous learning and improvement through volleyball.

3. MEMBERSHIP & FEES

3.1 All members joining the club and those who wish to participate in the National League and Cup Competitions, and to be covered by the Public Liability Insurance are required to purchase the club membership.

3.2 This fee is set before the commencement of the season at the Annual General Meeting.

3.3 The fee is payable from September to June, or at the time of a new player joining the Club.

3.4 The club membership is used in order to cover the cost of renting the sports hall facilities, cover coach expenses and other club events.

3.5 The membership must be paid at the time of the member joining the Club. Members can avail of the options to spread the membership cost either by monthly payment, or over 1 or 2 bundle payments (payable on the 1st of September, covers September - December, January-April).

3.6 There will be 2 membership categories with different club payments:

- Adult & Teens Membership (+12 years old)
- Primary School Membership (Under 12)

3.7 If a player misses one or more training sessions, for whatever reason, their membership is still payable. A balancing statement can be made available upon request from the Club treasurer.

3.8 A reduction of membership fees, or an alternative payment structure, may be allowed in the following circumstances, and at the discretion of the Committee:

- Pregnancy
- Unemployment
- Long term illness/injury
- A significant contribution to the development of the club

The member seeking the reduction or cancellation on membership must make their request to the Club Committee in writing, by emailing the Club Secretary on volleyballkilkenny@gmail.com

3.9 The Kilkenny Spartans VC reserves the right not to issue the players' transfer form until all standing fees have been repaid.

3.10 All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of Volleyball Ireland.

4. COMMITTEE MEMBERS

4.1 The club has a committee consisting of a Chairperson, Honorary Secretary, Treasurer, Public Relations Officer, Equipment Officer, Junior Coordinator, Team Representative and Children's Officer. These positions will be filled at the AGM, which is to be held in the first four weeks of the new volleyball season every year (May/June).

4.2 If for any reason, any of the above posts go unfilled after the AGM, their duties shall be distributed to other members of the Committee.

4.3 Officers will be elected annually at the AGM.

4.4 All officers will retire each year but eligible for reappointment.

4.5 Chairperson

- Chair committee meetings and Annual General Meeting •
Ensure appropriate documents, including minutes, are available for committee members
- Ensure that committee members are aware of their roles and responsibilities

- Formulates strategic partnerships, alliances and sponsorships
- Act as the ambassador and/or spokesperson for the Club
- May be called upon to act as a mediator

4.6 Secretary

- The first point of contact for all enquiries
- Organising meetings
- Taking and distributing minutes
- Booking a sports hall or its' cancellation,
 - At the end of May and December create a survey to evaluate the work of the club and coaches,
- Advertising job offers/ volunteering if needed,
- Dealing with correspondence:
 - Record date of incoming mail
 - Deal with correspondence promptly
 - To make life easier, create some standard letters that can be re-used with just changes of dates, names, etc.

4.7 Treasurer

- Managing all income and expenditure, including banking arrangements
- Managing legal requirements where required
- Reports regularly to the committee/chairperson on the club's financial status

- Prepares /presents the financial year-end report to AGM
- Financial planning, budgeting and monitoring cash flow.

4.8 Public Relations Officer

- Regular updates as to club activity in local media with advertising for members
- Ensuring results of competitions are given to the local papers and radio
- Establish your own website and social media
- Positive appropriate promotion regularly in every possible way
- Establish social media channels and monitor content

4.9 Equipment officer

- The Equipment Officer shall be responsible for maintaining the club's equipment, and purchasing new equipment when necessary.
- An inventory shall be kept detailing all equipment currently owned by the club. The Equipment Officer shall ensure that equipment is always available to club members whenever a session takes place.
- The Equipment Officer shall also be responsible for organising team jerseys and club tracksuits in conjunction with other members.

4.10 Children's officer

- To promote awareness of the code of ethics
- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with Athletics Ireland Child Welfare Manager
- To ensure that children know how to make concerns known to leaders in the club
- To act as an advisory resource to club leaders on best practice in children's sport
- To report regularly to the Club Management Committee • To monitor changes in membership
- To ensure that the children have a voice in the running of their club
- Ensure all children/athletes, volunteers and parents agree to abide by and sign up to the Code of Conduct
- Ensure that the club maintain effective rules and regulations including complaints, disciplinary and appeals procedures • Ensure that the club has an anti-bullying policy • Ensure Safe Recruitment Guidelines are followed including Garda Vetting and acceptable references
- Monitor and promote the correct use of Social Media as a communication tool within the club

4.11 The club will be managed through the Management Committee consisting of Chair Person, Honorary Secretary, Treasurer, Public Relations Officer, Equipment Officer, Junior Coordinator, Team Representative and Children's Officer. Only these posts will have the right to vote at meetings of the Management Committee.

4.12 The Management Committee will be convened by the Secretary of the club and held no less than 4 meetings per year.

4.13 Committee meetings shall require a quorum of 50% of its designated full-strength membership. Decisions may be taken by a simple majority vote.

4.14 In the event of a tied vote the most senior Committee member shall have a casting vote.

4.15 The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

4.16 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

4.17 The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.

4.18 The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

4.19 The Committee shall have the right to co-opt members of the club to fill any vacancy arising out of the resignation of any of its officers or committee members.

5. FINANCE

5.1 All club monies will be banked in an account held in the name of the club.

5.2 The Club Treasurer will be responsible for the finances of the club.

5.3 The financial year of the club will end on the 30th of September.

5.4 An audited statement of annual accounts will be presented by

the Treasurer at the AGM.

5.5 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to one other designated officer.

5.6 The appointed Committee may organise fundraising events throughout the year. It is expected that all members will participate in the Club fundraising events.

6. ANNUAL GENERAL MEETINGS

6.1 Notice of AGMs will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

6.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

6.3 Nominations for officers of the Management Committee will be sent to the Secretary before the AGM.

6.4 Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.

6.5 The quorum for AGMs will be at least 50 % of all committee members.

6.6 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

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7. UPSKILLING THE MEMBERS

7.1 Waiting for Garda Vetting a new coach/ volunteer will not be left alone with children.

7.2 It is in our constitution that all volunteers, members and coaches will have access to ongoing training to keep up to date and to develop their volleyball skills.

7.3 Relevant courses and details will be displayed on the Facebook Page and said face – to face to the members.

7.4 A coach may recommend a particular course to a particular member.

7.5 A member training file is kept to a record of all courses attended.

8. COACH ABSENCE

8.1 Any coach that is calling sick must do at least 24 hours before the training.

8.2 The Kilkenny Spartans VC has two qualified coaches available to cover absences. All coaches are Garda vetted.

8.3 The training will not take place if the appropriate number of coaches are not available.

8.4 Coaches/ volunteers suffering from a contagious illness should not work with children, i.e. gastroenteritis, etc.

9. MEMBERS AND COACHES ACCIDENT/INCIDENT DURING THE TRAINING

9.1 If a player or coach has an accident/ incident in the sports hall please report immediately to the club secretary and the Manager of the sports hall.

9.2 If you are unable to finish your training make this known to the

coach/ your adult players/other coaches.

9.3 If you leave training due to an accident please seek medical advice that day.

9.4 All accidents that occur in the sports hall (during the training)

will be recorded on an accident/ incident form by coach.

The responsibility of the coaches:

9.5 Coaches must report any possible hazards in the sports hall to the Manager of the sports hall.

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9.6 Coaches and players must not come to training/ continue to train if they are unfit to train as this may cause injury.

9.7 Annual risk assessments are carried out by the committee and shared with players.

9.8 That any unsafe equipment or situations are reported immediately to the Equipment Officer/ Coach and Manager of the sports hall.

10.3 A member must inform the coach/ committee if she is unable to carry out part of her duties.

10.4 The player/volunteer or coach must provide a letter from GP which states that the doctor has no contraindications for a player to continue the training.

10. PREGNANT COACH/ VOLUNTEER/ PLAYER

10.1 When a coach/ volunteer or player is pregnant she should tell a coach as soon as possible for Health and Safety reasons.

10.2 A coach will go through the specific health and safety risk assessment form with the member.

11. SAFEGUARDING CHILDREN

11.1 The Kilkenny Spartans VC is fully committed to safeguarding the well being of its members. Every individual in the Kilkenny Spartans VC 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 organisation and the guidelines provided by Volleyball Ireland and contained in the Safeguarding Policy.

12. EQUITY POLICY STATEMENT

12.1 The Kilkenny Spartans VC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“ Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is

about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

12.2 The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

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can occur. This is how we try to prevent accidents during training for children:

12.3 The club is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment and abuse.

12.4 All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

12.5 The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

13.2 Children will be adequately supervised in accordance with the recommended child/adult ratios. For groups, including children from 9-12 years of age, the recommended coach/participant ratio is 1:8. For groups comprising children over 12-18 years of age, the recommended coach/participant ratio is 1:10.

13.3 There must be at least two adults present at any one time for groups of four or more.

13. CHILDREN’S ACCIDENTS / INCIDENTS

13.1 At the Kilkenny Spartans VC it is in our constitution to promote the health, well being and personal safety of all our children and members. Although we adhere to all safety accidents

13.4 Our coaches fill the attendance form and they know which children are present at any one time.

13.5 Coaches ensure that no child can leave the sports hall undetected.

13.6 Only suitable and age-appropriate materials and equipment are available to children.

13.7 Furniture and equipment are arranged to minimize safety risks.

13.8 Insurance about our staff who is fully trained and understand the importance of constant and correct supervision of the children.

In the event of an accident

13.9 The First Aid box is always fully equipped, easily identifiable

and the location is known to all coaches and members.

13.10 Medical supplies are checked regularly.

13.11 A designated First Aid Officer/coach is on the premises at all times.

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13.12 Minor accidents will be treated at the sports hall and parents will be informed of the injury and the action is taken when parents arrive.

13.13 If a child is involved in an incident or accident, they will be taken into a quiet area, if possible.

13.14 All accidents/incidents even minor ones are recorded in an accident record form, minor accidents will be treated and parents informed of the injury. Parents will be asked to sign off on the accident report and will receive a copy if they would like one.

13.15 In the case of a serious accident, the child's parents will be contacted immediately or we will call an ambulance.

13.16 If the child has to go to the hospital immediately one of the coaches will accompany the child if the ambulance personnel permit.

13.17 A coach will not sign for any treatment to be carried out on the child in the hospital.

13.18 A coach will wait with the child until the parent/carer arrives.

13.19 All serious accidents will be reported to the Insurance Company.

13.20 Parents are responsible for all doctors or hospital fees where applicable.

14. LIFE-THREATENING EMERGENCIES

14.1 In the case of the life-threatening call 911 without delay.

14.2 The first aid trained staff remain with the child.

14.3 All other children are removed to another area of the sports hall.

14.4 A first coach treats the child e.g. heavy bleeding, CPR may be

needed.

14.5 A second coach is the communicator calling parents after medical advice has been sought and the ambulance has been called.

14.6

- Never give the child a drink or food,
- Keep the child as still as possible,
- Observe and monitor vital signs.

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Bear in mind with any serious accident a child may go into shock. Never panic as this will cause the child to panic.

14.7 If you notice that one of the coaches is panicking pull them away and tell them assertively that you are taking over. **14.8** If you are unsure of your ability to handle the situation, inform another member immediately and ask them to take over. The child will be frightened so staff must always comfort and reassure throughout any medical situation.

15. CHILDREN WITH ALLERGIES

15.1 Asthma inhalers are regarded as "oral medication" Oral medications must be prescribed by a GP and have the manufacturer's instructions written on them.

15.2 The parent must provide with clear written instructions on how to administer such medication.

15.3 Life-Saving Medication and Invasive Treatments Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

15.4 The coach must have a letter from the child's GP stating the child's condition and what medication if any is to be administered;

15.5 The coach must have written consent from the parent or guardian allowing coaches to administer medication. This consent must be kept on file.

Managing medicines on trips and outings

15.6 If children are going on volleyball tournament which is held outside of the Watershed sports hall, the club recommends the parent to join the trip or outings.

15.7 If the parent can not attend the trip, then the Kilkenny

Spartans VC will provide an extra member to assist the child in this trip.

15.8 Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the signed consent form and a card to record when it has been given, with the details as given above.

15.9 On returning to the setting the card is stapled to the medicine record book.

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16. CHILDREN WITH SPECIAL NEEDS OR MEDICAL CONDITIONS

16.1 When parents enrol their children at Kilkenny Spartans VC they are asked if their child suffers from any medical conditions. Parents should state on the registration form if their child has any additional or special needs, such as impaired vision, brittle bones, eczema or speech delay (examples only). This is recorded on the registration form.

16.2 If a child has additional needs, a risk assessment form is completed to detail the following:

- Details of the additional need (i.e. the area of physical, intellectual delay or medical condition.)
- The nature of the need (e.g. severe/mild medical condition, mild learning difficulty, a child has an SNA etc.) What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).
- Control measures – to prevent worsening of any condition.
- Suggested approaches – to help ensure any additional needs are dealt with appropriately.
- This form is kept in the child's private file and a copy is given to relevant members/coaches.
- Parents train coaches on how to administer any medication /

preventative measures.

16.3 Kilkenny Spartans VC may not always be in a position to accept all children with additional needs, should there we perceive the group care environment to not be a safe one for a child or should our coaches not be able to safely manage a medical condition or behaviour. We will always act in the best interest of the children.

17. CHILDREN COLLECTION

Arrivals & Collections

17.1 Parents/guardians must inform a member of staff/ coach about the arrival of the child.

17.2 Parents/guardians must collect their child(ren) on or before

ensure that arrangements are made in these circumstances to avoid worry and unnecessary embarrassment to all involved.

17.6 Children should be collected only by the adults named on the registration form.

17.7 In exceptional circumstances where this is not possible, the parent or named collector must contact the coach or club secretary detailing who will be collecting the child.

the agreed time.

17.3 Children will not be released into the care of a person under the age of 18 years.

17.4 Children will not be released into the care of a person who appears to be under the influence of alcohol or drugs or to a person who appears to be incapable of caring for the child. Should this situation arise the staff will contact another authorized collector.

17.5 If no one is available to collect the child then the staff should contact the HSE social work child protection team. Please

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17.8 A signed letter/email confirming details including appearance, time and date of collection will be required.

17.9 In the event of a parent collecting another fellow parent's child, a prior arrangement must be made as detailed above.

17.10 We must be informed if there are any changes to the designated collector's list or if anyone has been denied legal access to the child.

17.11 Once you present yourself to a member of staff for collection, you are responsible for the supervision of your child.

Late collections

17.12 At Kilkenny Spartans VC, we do understand that sometimes a parent is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents in this situation must contact the coach to say that they will be late if no other arrangements can be made.

17.13 Should a parent not contact us and be late for collection, the Manager will try to contact them, if this fails, we will contact people designated to collect your children on the registration form.

18.1 At Kilkenny Spartans VC we ensure that all coaches are fully qualified, experienced and suited for the position. We use our interview process to ensure that each coach is capable and suitable to work with, care for and educate the children. All necessary steps are taken to ensure that children are protected, as far as possible, in the recruitment and selection processes, and that Kilkenny Spartans VC fulfils its duty of care in relation to the safe recruitment and selection of all those who will have access to the children. This includes requiring appropriate Garda/Police Vetting and written references in accordance with Children First.

18.2 Selection of applicants is based on the applicants having the relevant qualifications, skills, competencies and experience to meet the requirements of the post, without bias on grounds of

18. RECRUITMENT OF COACHES & VOLUNTEERS

gender, marital or family status, age, disability, religion, sexual orientation, race or membership of the Traveller community.

Interviews

18.3 An interview panel with a minimum of two people is selected by the Management Committee and always includes at least one

member of the shortlisting panel.

18.4 Each member of the panel is supplied with the CVs in advance.

18.5 All candidates are required to present two written references or contact number to 2 referees which will be verified verbally

before offering a position in our club.

18.6 A list of interview questions based on the coaching job description is prepared in advance of the interviews. Each candidate is asked the same questions. A marking system and score sheet are also prepared.

18.7 When the interviews are completed a full report of the interview process is prepared by the interview panel. The report is signed by each member of the panel and is kept on file for at least one year, together with the shortlisting report and the interview score sheet.

18.8 All referees must be contacted in person/by phone in order to :

- Either obtain a verbal reference, which must be documented on a verbal reference form, signed and dated by the chairperson and recorded confidentially on the employee's file; or
- Verify a written reference from the referee. The referee is

vettted as they will not have unsupervised access to children other than their own.

People Working with Children are required to:

18.14 Agree, in writing, to abide by this Safeguarding Policy;

asked to confirm that they authored the written reference. The reference, once verified, is signed and dated by the chairperson or the named person responsible on behalf of the chairperson.

18.9 The position is offered to the candidate with the highest mark on the score sheet, subject to references being satisfactory.

18.10 Photo ID and original certificates of accredited training are sought before the successful candidate starts his work.

Garda Vetting

18.11 All coaches/volunteers of Kilkenny Spartans VC will each have two references taken up and will also be Garda Vetted.

18.12 Garda Vetting is renewed every three years.

18.13 Parents/guardians who go on occasional outings and/or who work in a supportive role with the club are not required to be

(Volunteer Charter)

18.15 Attend a Child Safeguarding workshop;

18.16 Complete a vetting check prior to up-taking their role. Garda Vetting checks must be completed by individuals engaging with

young/vulnerable persons.

18.17 Complete the Disclosure/Application form contained within this Safeguarding Policy.

18.18 Provide 2 referees and their contact details

18.19 The Code of Conduct should be read through and discussed with the applicant. This Code should be agreed upon prior to appointing the individual to any position.

18.20 Volleyball Ireland has a database of suitably qualified coaches and referees.

18.21 The role envisaged will be clearly stated and the responsibilities relating to the role and the level of experience or qualifications required will be clarified.

18.22 Support structures which are available through the club, Volleyball Ireland, Sport Ireland or your Local Sports Partnership

(LSP) such as Foundation Level Coaching, First Aid or Safeguarding Training will be offered to the person when they are recruited.

19. PHOTOGRAPHING & FILMING

19.1 Kilkenny Spartans VC will try to use models or illustrations when promoting activity and avoid the use of the first name and surname of individuals in a photograph.

19.2 Kilkenny Spartans VC has no power to stop members of the public, parents or spectators taking photographs in public areas. If there is a cause for concern the coach/committee member may ask a person to desist from taking pictures or contact the Gardaí.

19.3 The Kilkenny Spartans VC can decide who may photograph a volleyball event.

19.4 Amateur photographers/film operators wishing to record at a Volleyball Ireland event/Kilkenny Spartans event will be asked to give their name and contact details and will be given accreditation to do so. However, they must agree to follow Volleyball Ireland's

guidelines.

19.5 Kilkenny Spartans VC will follow the guidelines on safe photographing/video filming:

19.6 If the player is named, avoid using child's photograph unless parental permission is obtained;

19.7 If a photo is used, avoid naming the player;

19.8 If a child within the Kilkenny Spartans VC is under a court order or is in care of TUSLA/social services, their image must not be placed in the public domain without the permission of the statutory agency;

19.9 The Kilkenny Spartans VC will only use images of players in suitable dress to reduce the risk of inappropriate use. The content of the photo will focus on the activity, not on a particular child;

19.10 If a player or their parent is not comfortable with a certain image being published, and ask for it to be removed, this will be respected;

19.11 Coaches, and volunteers are permitted to use video equipment as a legitimate coaching aid and as a means of recording special occasions.

19.12 Anyone using photographic or filming equipment on a regular basis will need to complete the vetting process prior to taking this role.

20. DISCIPLINE & APPEALS

20.1 All concerns, allegations or reports of poor practise/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures.

20.2 The club welfare/designated officer is the lead contact for all members in the event of any safeguarding concerns.

20.3 All complaints should be presented and submitted in writing to the Secretary on the volleyballkilkenny@gmail.com (We advise to look into the complaint policy before filing the complaint in writing.)

20.4 The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

20.5 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the

hearing.

20.6 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

21. STORAGE OF DATA

21.1 The security of personal information relating to players, children and families is a very important consideration under the Data Protection Acts. Appropriate security measures will be taken by the Kilkenny Spartans VC against unauthorized access to this data.

A minimum standard of security will include the following measures:

21.2 Access to the information will be restricted to authorized staff on a “need-to-know” basis.

21.3 Manual files will be stored in a lockable filing cabinet located away from public areas.

21.4 Computerised data will be held under password protected

files with a limited number of users.

21.5 Any information which needs to be disposed of will be done so carefully and thoroughly.

Dealing with Access Requests

21.6 Every individual about whom a data controller keeps personal information has a right to request a copy of the data which is kept about them.

To make an access request the data subject must:

21.7 Apply to Kilkenny Spartans VC in writing (which can include email)

21.8 Give any details which might be needed to help you identify him/her and locate all the information you may keep about him/her e.g. previous addresses, date of birth, etc.

22. CONFIDENTIALITY

22.1 It is in our constitution to keep confidential all personal information about the children, families, members, and volunteers involved in our sports club.

22.2 Personal information about families in relation to Child Protection concerns will be shared on a need to know basis in line with our Children Officer.

22.3 Parents will have access to records only in relation to their own child

22.4 Information held in the service in relation to Child Protection Concerns will be stored in a separate locked drawer and will be shared only on a need to know basis in line with Data Protection Legislation.

23. INFECTION CONTROL

23.1 We aim to promote and maintain the health of children and staff through the control of infectious illnesses. Kilkenny Spartans VC is minimising the spread of infection for members, children and their parents through the implementation of controls which reduce the transmission and spread of germs.

23.2 Any child or adult with symptoms of an infectious illness will be asked not to attend the training until they are no longer infectious.

23.3 The management of the Watershed, Kilkenny will ensure that all areas of the premises are thoroughly disinfected.

23.4 A coach/ management committee will ensure that all equipment which belongs to the club is sterilised after each training.

23.5 Players can use the hand sterilizer provided by the club during the training.

23.6 In the event of an outbreak of an infectious illness, management committee will contact the Health Service Executive or the Public Health Department.

24. PARTNERSHIP WITH PARENTS

24.1 The Kilkenny Spartans VC recognises the importance of working in partnership with parents to promote the best interests of children.

The Kilkenny Spartans will:

24.2 Ensure that parents are given regular information about their child's progress through informal feedback – verbal.

24.3 Ensure that all parents are informed about meetings and any other activities being organised by the sports club.

24.4 Ensure all parents are aware of the club constitution and codes of conduct.

24.5 Provide parents with regularly updated information by way of parent's notice board, Facebook Page.

24.6 Parents will complete a parental information section on the junior membership form at registration.

24.7 Ensure parents views and needs are incorporated, parents rights respected, regarding all cultural and religious differences.

24.8 Welcome comments and feedback.

24.9 Encourage parents to let us know and keep us up to date with any relevant changes to a child's life.

24.10 It is our constitution to offer a bright, warm, welcoming environment. Parents are welcome to visit or stay at any time they wish.

25. DISSOLUTION & OWNERSHIP OF THE ASSETS

25.1 All assets (including but not limited to money received through subscriptions, grants, fundraising and sponsorship) are the property of the Club, and not any person.

25.2 All equipment (including but not limited to balls, scorekeeping equipment) are the property of the Club

25.3 In the event of the dissolution of the Club, all assets remaining after clearance of any debt outstanding to creditors will be donated to the Volleyball Association of Ireland.

26. AMENDMENTS TO THE CONSTITUTION

26.1 Alterations in or additions to this constitution shall be made only at a general meeting and must obtain the votes of at least 2/3 of the members present.

27. COVID-19 PRINCIPLES

27.1 Physical distancing on court to be adhered to where possible.

27.2 Social distancing off court to be adhered to, this includes a no handshake or High5 policy.

27.3 All players must have completed online Sport Ireland Covid Awareness training.

27.4 All Covid-19 Issues should be reported to the Covid-19 Officer in the Club.

27.5 Players should travel to the session alone or with members of the same household

27.6 All attendees must ensure hands have been sanitised before attending a session, bringing their own hand sanitisers with them

27.7 If players are using a public car park, and park next to another car, they should wait for the other person to exit or enter their car

before doing so themselves

27.8 Players should arrive at the court no more than five minutes before the scheduled start of the session. It is important players maintain social distancing during this time

27.9 Players should observe social distancing and resist the temptation to mingle

28. Players should where possible, wear face masks

28.1 No changing rooms will be used, players should arrive ready to play

28.2 Players should ensure they use toilet facilities at home, before travelling to play. However, toilet facilities may be open for usage

28.3 Any player repeatedly not adhering to these guidelines will be asked to leave the session and may be prohibited from participating in future events

Secretary

Wala Agnieszka

Chairperson (Updated 18.08.2021)

Fergus Horgan