



# Garda/Westmanstown RFC

## Coach/Manager/Assistant Coach Membership Form

### Coach/Manager/Assistant Coach Details (please use block capitals)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Male/Female \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone (landline): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Sport Coaching Qualifications

Name of Course	Name of Award Held	Date of Award

### Previous experience/involvement in Sport. Please give details:

Have you ever been asked to leave a sporting organisation in the past Yes/No \_\_\_\_\_  
(If yes you will be contacted in confidence)

**Note: Coaches/Managers/Assistant Coaches are covered while on Club premises by the existing Club Public Liability Insurance Policy only. A copy of this policy is available on request.**

**I agree to be bound by the rules of Garda/Westmanstown RFC and have read and agreed the code of conduct stated in part 2 of this membership form. I agree to read and abide by the IRFU Child Welfare Document and sign the attached Declaration of Intent. I also agree to complete the attached Garda Vetting form and return it promptly to the Club Child Welfare Officer.**

Signed (Coach/Manager/Assistant Coach) \_\_\_\_\_ Date: \_\_\_\_\_

### DATA PROTECTION & CONSENT

It is necessary for Garda/Westmanstown RFC to collect & record certain personal data relating to each member, including the members name, address, telephone number & date of birth. The data about each member will be used for management & administration purposes only & shall be provided to the IRFU & other third parties to facilitate any services provided by the Club. Any party receiving the information shall not use it for commercial purposes or release it to any party without prior approval. The Club wishes to ensure that each of its members (for the purposes of applicable data protection legislation) explicitly & unambiguously consents to the processing of personal data by the Club in conjunction with its ordinary business. Additionally, Garda/Westmanstown RFC reserves the right to publish match reports & rugby related images including photographs & film of each member on the Garda/Westmanstown website, Facebook page, in club publications & in local or national print or electronic media. I consent to the use of the personal details as set out above for such purposes as the Club considers reasonable & appropriate.

I also agree that any personal data received by me relating to Garda/Westmanstown RFC players or other members, shall be understood to be explicitly for Club use in Club related matters only and shall not be disclosed by me to any third party for any purpose either commercial or otherwise. Additionally, I agree that any information I forward to members via text, email, apps, or other format, shall contain information concerning Garda/Westmanstown RFC day to day business only unless requested otherwise by the Club Committee.

Signed (Coach/Manager/ Assistant Coach) \_\_\_\_\_ Date: \_\_\_\_\_



## Garda/Westmanstown RFC Coach/Manager/Assistant Coach Code of Conduct (part 2)

1. All coaches/managers/ Assistant Coaches in Garda/Westmanstown RFC have a responsibility to ensure the safety of the players with whom they work, as far as possible within the limits of their control.
2. Respect the rights, dignity and worth of every person and treat each equally regardless of age, gender, sexual orientation, race or ability.
3. Children should be taught the rules of the games and encouraged to abide by the rules, keeping in mind they are there for safety of them and others.
4. Be conscious of the development of young players and ensure that they are matched on an individual or team basis.
5. Be punctual, properly attired and lead by examples during all matches and training sessions. Parents/Guardians should be informed of the starting and finishing times of all training sessions/matches.
6. First aid should only be administered by certified personnel. Guardians should be notified of injuries/illness which their children incur while participating in any Garda/Westmanstown RFC activity.
7. Adequate supervision must be maintained at all times to ensure no mentor/coach works alone with children. Best Practice advice would advocate a minimum of two leaders to each group.
8. Ensure adequate preparation for each session and that the necessary equipment is available for all training sessions
9. Don't ridicule players for making a mistake, provide positive reinforcement at all times. Praise and reinforce effort and commitment.
10. Set realistic goals for each individual player based upon their abilities.
11. All trips and away matches must be approved by committee of Garda/Westmanstown RFC before notification to players.
12. Participation is important for children and one should, as a coach, not be pre-occupied with winning.
13. Records of attendance at training & matches must be maintained by the coach.
14. Corporal punishment/physical force should never be used.
15. Improper language and provocative gestures should never be used to a player or coach on an opposing team.
16. All notification/communication should be directed to the player's parents/guardians, and not directly to the player.
17. The code of behaviour for players involved in club activities should be promoted, encouraged and maintained by all coaches.
18. Respect the privacy of all children.
19. Being alone with a player is not appropriate practice. Should circumstances arise where this is unavoidable, immediately inform another responsible adult, by telephone if necessary. Make a note that the meeting with the player took place including the reason for it.
20. As a coach do not engage in or tolerate any behaviour be it verbal, psychological or physical which could be construed as bullying.
21. All coaches/managers/Assistant coaches must be familiar with and abide by the safety policies of the club.
22. Coaches/Assistant Coaches/managers shall promote fair competition through the development of sound training practice and should actively discourage the use of any substance that is perceived to offer short cuts to improved performance.
23. Ensure only registered club members represent Garda/Westmanstown RFC in any match.
24. Players must not be asked to play more than 2 years above their age group

### **Sanctions and rules drawn out should always be fair, consistent and applied evenly, and in the case of a persistent offence, should be progressively applied.**

1. Rules should be clearly stated and agreed between coaches and players.
2. A warning should be given if a rule is broken.
3. A time-out should be given to the offender if the rule is broken a second time.
4. If a rule is broken three or more times, the child should be spoken to and the parent/guardian involved if necessary.
5. Sanctions should only be used in a corrective way that is intended to help children improve both now and in the future. Sanctions should not be used to make the coach/manager/assistant coach feel more powerful.
6. When violations of the team rules or other misbehaviours occur, sanctions should always be applied in an impartial and fair manner.
7. Sanctions should never be used as threats. If a rule is broken, the appropriate sanction/s should be implemented consistently, fairly and firmly.
8. Sanctions should not be applied if the coach/manager/assistant coach is not comfortable with them. If an appropriate action cannot be devised immediately, the child should be told that the matter will be dealt with later, at a specified time and as soon as is possible.
9. Once a sanction/s has been imposed, it is important to make the child feel s/he is a valued member of the team again.
10. A child should be helped, to understand if necessary why sanction/s are imposed.
11. A child should not be sanctioned for making errors whilst playing rugby.
12. Physical activity (e.g. running laps or doing push ups) should not be used as a sanction as to do so may cause a child to resent physical activity which is something that s/he should learn to enjoy throughout his/her life. Remember rugby has to be fun if participants are to continue playing.
13. Sanctions should be used sparingly. Constant criticism and sanctioning can cause participants to turn away from Rugby games.

Signed (Coach/Manager/ Assistant Coach) \_\_\_\_\_

Date: \_\_\_\_\_