



Constitution of Renmore AFC

Incorporating

Standing Orders

And Codes of Practice

(As commissioned at A.G.M. July 2011)

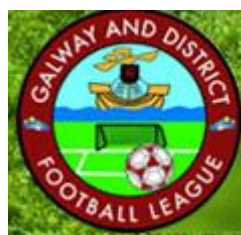


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1. Version Control

Update	Owner	Date
Created Constitution Document Draft 1	Tom Hurley	07 August 2011
Updated Codes of Ethics and Conduct, Vetting	Tom Hurley	06 March 2012
Updated roles and responsibilities and reordered numbering in document. Updated TOC	Tom Hurley	15 August 2012
Updated child protection policy	Tom Hurley	26 November 2012
Updated Garda Vetting	Tom Hurley	16 June 2019



2. Name, address and colours of the Club

1. The name of the Club shall be Renmore A.F.C. and will incorporate any variations of the name, such as, for example: **the Club, Renmore soccer club, Renmore FC, Renmore Soccer**, and will operate under the legal title of **Renmore AFC Ltd.**
2. Renmore AFC is affiliated to the Galway and District League and the Football Association of Ireland.
3. The registered address of the Club shall be: Renmore Ave, Renmore, Galway
4. The registered website of the club is: www.renmoreafc.com
5. The Club colours shall be Maroon and white: maroon jersey, white shorts, and maroon socks.
6. Renmore AFC is a limited company. The name of the Company is: RENMORE A.F.C. LIMITED. The company is limited by guarantee and not having a share capital. The liability of the members is limited. There is a MEMORANDUM OF ASSOCIATION and ARTICLES OF ASSOCIATION. Directors of the company are required to be committee members and can only be replaced by committee members in accordance with a majority vote by the committee.



3. Objectives of the Club

The objectives of the club are:

1. To foster, promote and develop, at all levels, the game of soccer.
2. To constantly seek to improve, progress and maintain standards within the club and within the game,
3. The Club will be non-denominational, non-sectarian and non-political.
4. To create a positive, encouraging environment for children playing football whereby
 - All children receive professional-level coaching
 - All children enjoy proper equipment and facilities
 - All children learn the importance of teamwork and sportsmanship
 - All children enjoy themselves
5. To engage in the construction and maintenance of a clubhouse for members of Renmore Soccer Club.
6. To contribute to the local community in a positive manner.
7. To provide a healthy alternative to the influences of drugs and crime through sport.
8. To raise funds for the clubs development and continued success through membership subscriptions and various other fundraising activities which may take place.



4. Management of the Club

1. The club will consist of:

- a) Honorary President
- b) Chairperson
- c) Officers of the Club who will act as Secretary and Treasurer
- d) Committee Members
- e) Managers/Coaches
- f) Ordinary Members

2. Election of Officers

The Chairman of the Club shall be elected at the Annual General Meeting. The outgoing Chairman will be entitled to submit for re-election. Officers of the Club, who will act as Secretary and as Treasurer shall be elected at the Annual General Meeting; they must be willing to accept and adhere to all the rules of the Club Constitution, if they wish to take office. Outgoing Officers will be entitled to submit for re-election.

To ensure continuity in the management of the Club, persons presenting for officer positions must have been active as a committee member during the previous year and for a period of at least two years. All nominations must be proposed and seconded by an existing club member.

The position of Honorary President is agreed by the committee in recognition of the significant contribution of an individual to the development and standing of Renmore AFC. This position is assigned by the committee for the lifetime of that individual. Upon the passing of the Honorary President, nominations for the position should be submitted to the Secretary by post or email 14 days prior to the next AGM whereon all nominations will be presented and votes cast. The new Honorary President will be decided by majority vote.

3. Ordinary Members of the Club

Ordinary membership of the Club consists of persons who have paid an annual subscription, either as a player, or as a family member, and are registered as such in the Club's Records.

4. Annual Subscription and Fees

Annual subscriptions must be received at the start of each season by a date to be determined by the Club. Any person failing to pay their subscription by the said date may forfeit their right to selection until the money is paid. Non payment of match fees, training fees or fines may also forfeit a player's right to selection.

5. The Committee shall have the power to elect Honorary Life Members

6. All positions are voluntary and without remuneration. The committee shall reserve the right to remunerate or reimburse as they deem appropriate and fair any committee members, coaches, staff or members for any work done or expenses remitted on behalf of the club.



7. Annual audited accounts shall be kept and made available at Annual General Meetings and to the Revenue Commissioners on request. Accounts are the remit of the Club Treasurer.

MEMBERS

8. The number of members with which the Company proposes to be registered is 7 but the Directors may from time to time register an increase in numbers.
9. The subscribers to the Memorandum of Association and such other persons as the Directors shall admit to membership shall be members of the Company.
10. The rights and liabilities attaching to any Member of the Company may be varied from time to time by a Special Resolution of the Company.

DIRECTORS

11. The number of the Directors and the names of the first Directors shall be determined in writing by the subscribers to the Memorandum of Association or a majority of them.
12. The Directors may be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Directors or any committee of the Directors or general meeting of the Company or in connection with the business of the Company.

POWERS AND DUTIES OF DIRECTORS

13. The business of the Company shall be managed by the Directors, who may pay all expenses incurred in promoting and registering the Company, and exercise all such powers of the Company as are not by the Act or by these Articles required to be exercised by the Company in general meeting subject nevertheless to the provisions of the Act and of these Articles and to such directions, being not inconsistent with the aforesaid provisions, as may be given by the Company in general meeting, but no direction given by the Company in general meeting shall invalidate any prior act of the Directors which would have been valid if that direction had not been given.
14. The Directors may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the Directors to be the attorney or attorneys of the Company for such purposes and with powers, authorities and discretion's (not exceeding those vested in or exercisable by the Directors under these Articles) and for such period and subject to such conditions as they may think fit and such powers of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorney as the Directors may think fit, and may also authorise any such attorney to delegate all or any of the powers, authorities and discretions vested in him.
15. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Company shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be by such person or persons and in such manner as the Directors shall from time to time by resolution determine.
16. The Directors shall cause minutes to be made in books provided for the purpose:-
 - of all appointments of officers made by the Directors;



- of the names of the Directors present at each meeting of the Directors and of any committee of the Directors;
- of all resolutions and proceedings at all meetings of the Company, and of the Directors and of committees of Directors.

QUALIFICATION OF DIRECTORS

17. The office of Director shall be vacated if the director:-

- holds any other office or place of profit under the Company or,
- is adjudged bankrupt in the State or in Northern Ireland or Great Britain or makes any arrangement or composition with his creditors generally, or
- becomes prohibited from being a Director by reason of any order made under Section 184 of the Act, or
- becomes of unsound mind, or
- resigns his office by notice in writing to the Company, or
- is convicted of any indictable offence unless the Directors otherwise determine, or
- is directly or indirectly interested in any contract with the Company and fails to declare the nature of his interest in manner required by Section 194 of the Act.

VOTING ON CONTRACTS

18. A Director may vote in respect of any contract in which he is interested or any matter arising thereout.

19. At the first annual general meeting of the Company, all the directors shall retire from office and at the annual general meeting in every subsequent year one-third of the Directors from the time being, or if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.

20. The Directors to retire in every year shall be those who have been longest in office since the last election, but as between persons who became Directors on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.

21. A retiring director shall be eligible for re-election.

22. The Company, at the meeting at which a Director retires in manner aforesaid, may fill the vacated office by electing a person thereto, and in default the retiring Director shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such Director has been put to the meeting and lost.

23. No person other than a Director retiring at the meeting shall, unless recommended by the Directors, be eligible for re-election to the office of director at any general meeting unless, not less than three not more than 21 days before the date appointed for the meeting, there has been left at the office notice in writing, signed by a Director duly qualified to attend and vote at the meeting for which notice is given, of his intention to propose such a person for election, and also notice in writing signed by that person of his willingness to be elected.



24. The Company may from time to time by ordinary resolution increase or reduce the number of Directors, and may also determine in what rotation the increased or reduced number is to go out of office.
25. The Directors shall have power at any time, and from time to time, to appoint any person to be a director, either to fill a casual vacancy or as an addition to the existing Directors but so that the total number of Directors shall not at any time exceed the number fixed in accordance with these Articles. Any Director so appointed shall hold office only until the next Annual General meeting, and shall then be eligible for re-election, but shall not be taken into account in determining the Directors who are to retire by rotation at such meeting.
26. The Company may by ordinary resolution of which extended notice has been given in accordance with Section 142 of the Act remove any Director before the expiration of his period of office, notwithstanding anything in these Articles or in any agreement between the Company and such Director. Such removal shall be without prejudice to any claim such Director may have for damages for breach of any contract of service between him and the Company.
27. The Company may by ordinary resolution appoint another person in place of a Director removed from office under Article 49. Without prejudice to the powers of the Directors under Article 48 the Company in general meeting may appoint any person to be a Director, either to fill a casual vacancy or as an additional Director. A person appointed in place of a Director so removed or to fill such a vacancy shall be subject to retirement at the same time as if he had become a Director on the day on which the Director in whose place he is appointed was last elected a Director.

PROCEEDINGS OF DIRECTORS

28. The Directors may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. Where there is an equality of votes, the Chairman shall have a second or casting vote. A Director may, and the Secretary on the requisition of a Director shall, at any time summon a meeting of the Directors. If the Directors so resolve it shall not be necessary to give notice of a meeting of Directors to any Director who being resident in the State is for the time being absent from the State.
29. The quorum necessary for the transaction of the business of the Directors may be fixed by the Directors and unless so fixed shall be two.
30. The continuing Directors may act notwithstanding any vacancy in their number but, if and so long as their number is reduced below the number fixed by or pursuant to the Articles of the Company as the necessary quorum of directors, the continuing Directors or Director may act for the purpose of increasing the number of Directors to that number or of summoning a general meeting of the Company, but for no other purpose.
31. The Directors may elect a Chairman of their meetings and determine the period for which he is to hold office, but, if no such Chairman is elected or if at any meeting the Chairman is not present within five minutes after the time appointed for holding the same, the Directors present may choose one of their number to be Chairman of the meeting.
32. The Directors may delegate any of their powers to committees consisting of such member or members of the Board as they think fit: any committee so formed shall in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Directors.
33. A committee may elect a chairman of its meetings; if no such Chairman is elected, or if at any meeting the Chairman is not present within 5 minutes after the time



appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.

34. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and when there is an equality of votes, the Chairman shall have a second or casting vote.
35. All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.
36. A resolution in writing, signed by all the Directors for the time being entitled to receive notice of a meeting of the Directors, shall be valid as if it has been passed at a meeting of the Directors duly convened and held.

SECRETARY

37. The Secretary shall be appointed by the Directors for such term and at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them.
38. A provision of the Act or these Articles requiring or authorising a thing to be done by or to a Director and the Secretary shall not be satisfied by its being done by or to the same person acting both as director and as, or in place of, the Secretary.

ACCOUNTS

39. The Directors shall cause proper books of account to be kept relating to:-
 - all sums of money received and expended by the company, Company and the matters in respect of which the receipt and expenditure takes place;
 - all sales and purchases of goods by the Company, and
 - the assets and liabilities of the Company.
40. The books of account shall be kept at the office or, subject to Section 147 of the Act, at such other place as the Directors think fit, and shall at all reasonable times be open to the inspection of the Directors.
41. The Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the account and books of the Company or any of them shall be open to the inspection of members not being Directors, and no member (not being a Director) shall have any right of inspecting any account or book or document except as conferred by statute or authorised by the Directors or by the Company in general meeting.
42. The Directors shall from time to time in accordance with Sections 148, 150, 157 and 158 of the Act cause to be prepared and to be laid before the annual general meeting of the Company such profit and loss accounts, balance sheets group accounts and reports as are required by those Sections to be prepared and laid before the annual general meeting of the Company.
43. A copy of every balance sheet including every document required by law to be annexed thereto which is to be laid before the Annual General Meeting of the Company together with a copy of the Directors' Report and auditors' Report shall not less than 21 days before the date of the Annual General Meeting, be sent to every person entitled under the provisions of the Act to receive them.



AUDIT

44. Auditors shall be appointed and their duties regulated in accordance with Sections 160 to 163 of the Act.

NOTICES

45. A notice may be given by the Company to any member either personally or by sending it by post to him to his registered address. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of the notice of a meeting at the expiration of 24 hours after the letter containing the same is posted and in any other case at the time at which the letter would be delivered in the ordinary course of post.

46. Notice of every general meeting shall be given in any manner hereinbefore authorised to:-

- every member,
- every person being a personal representative or the Official Assignee in bankruptcy of a member where the member but for his death or bankruptcy would be entitled to receive notice of the meeting; and
- the Auditor for the time being of the Company.

No other person shall be entitled to receive notices of general meetings.



5. Annual General Meeting

GENERAL MEETINGS

1. All general meetings of the Company shall be held in the State.
2. The Company shall in each year hold a general meeting as its annual general meeting in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one annual general meeting of the Company and that of the next.
3. So long as the Company holds its first annual general meeting within 18 months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such time and at such place in the State as the Directors shall appoint.
4. All general meeting other than annual general meeting shall be called extraordinary general meetings.
5. The Directors may, whenever they think fit, convene an extraordinary general meeting and extraordinary general meetings shall also be convened on such requisition or in default may be convened by such requisitionists as provided by Section 132 of the Act. If at any time there are not within the State sufficient Directors capable of acting to form a quorum any Director or any two members of the Company may convene an extraordinary general meeting in the same manner as nearly as possible as that in which meetings may be convened by the Directors.

NOTICE OF GENERAL MEETINGS

6. An annual general meeting and a meeting called for the passing of a special resolution shall be called by 21 days' notice in writing at the least and a meeting of the Company (other than an annual general meeting or a meeting for the passing of a special resolution) shall be called by 14 days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day from which it is given and shall specify the place, the day and the hour of meeting and in the case of special business the general nature of that business, and shall be given in manner hereinafter mentioned to such persons as are under the Articles of the Company entitled to receive notices from the Company.
7. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

8. All business shall be deemed special that is transacted at an extraordinary general meeting, and also all that is transacted at an annual general meeting, with the exception of the consideration of the accounts, balance sheets and the reports of the Directors and Auditors, the election of Directors in the place of those retiring, the re-appointment of the retiring auditors, and the fixing of the remuneration of the Auditors.
9. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, three members present in person shall be a quorum.
10. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next



week at the same time and place, or to such other day and at such other time and place as the Directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

11. The Chairman, if any, of the Board of Directors shall preside as Chairman at every general meeting of the Company, or if there is no such Chairman, or if he is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Directors present shall elect one of their number to be Chairman of the meeting.
12. If at any meeting no Director is willing to act as Chairman or if no Director is present within 15 minutes after the time appointed for holding the meeting the members present shall choose one of their number to be Chairman of the meeting.
13. The Chairman may with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.
14. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded:-
 - by the Chairman, or
 - by at least three members present in person or by proxy, or
 - by any member or members present in person and representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
15. Unless a poll is so demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or by a particular majority or lost, and an entry to that effect in the book containing the minutes of proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.
16. Except as provided in Article 5.3.10, if a poll is duly demanded it shall be taken in such manner as the Chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
17. Where there is an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
18. A poll demanded on the election of a Chairman, or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.
19. Subject to Section (4) of the Act, a resolution in writing signed by all the members for the time being entitled to attend and vote on such resolution at a General Meeting for being bodies corporate by their duly authorised representatives shall be as valid and effective for all purposes as if the resolution had been passed at a general meeting of the Company duly convened and held, and if described as a special resolution within the meaning of the Act.



20. Every member shall have a vote.

- A member of unsound mind, or in respect of whom an order has been made by any Court having jurisdiction in lunacy, may vote, whether on a show of hands or on a poll, by his committee, receiver, guardian, or other person appointed by that Court, and any such committee, receiver, guardian, or other person may vote by proxy on a show of hands or on a poll.
- No member shall be entitled to vote at any general meetings unless all moneys immediately payable by him to the Company have been paid.
- No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairman of the meeting whose decision shall be final and conclusive.
- Votes may be given either personally or by proxy.
- The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or, if the appointer is a body corporate, either under seal or under the hand of any officer or attorney duly authorised. A proxy need not be a member of the Company.
- The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the office or at such other place within the State as is specified for that purposes in the notice convening the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 48 hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.
- An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

I/We,

of

in the County of _____,

being a member/members of the above named Company, hereby appoint

of _____

or failing him

of _____

as my/our proxy to vote for

me/us on my/our behalf at the (annual or extraordinary, as the case may be) general meeting of the Company to be held on the

day of _____

and at any adjournment thereof.

Signed this _____ day of _____ 19____

This form is to be used in favour of/against the resolution.

Unless otherwise instructed. The proxy will vote as he thinks fit.

Strike out whichever is not desired.



The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

21. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, if no intimation is received by the Company at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

BODIES CORPORATE ACTING BY REPRESENTATIVES AT MEETINGS

22. Any body corporate which is a member of the Company may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Company, and the person so authorised shall be entitled to exercise the same powers on behalf of the body corporate which he represents as that body corporate could exercise if it were an individual member of the Company.
23. A majority vote by those present at the A.G.M. shall be sufficient to alter, delete or add to any rules of the Club, providing such alteration, deletion or addition have been specifically included on the agenda of the A.G.M.
24. Each Officer of the Club shall present a report to the A.G.M.
25. Items for inclusion on the agenda must be forwarded to and received by the Secretary 14 days prior to the A.G.M.
26. The agenda of the Annual General Meeting shall be prepared by the Secretary and agreed at a committee meeting prior to the A.G.M.



6. Role of the Committee

1. The Committee will consist of a minimum of 8 persons
2. Nominations for positions on the Committee should be forwarded to the Committee Secretary one week in advance of the A.G.M.
3. New committee members may volunteer at the A.G.M.
4. As of June 2019, the current Committee has agreed that each team will appoint 2 representatives from each age group. For Junior teams, this may be players or appointed representatives. For Juveniles and Academy, it is agreed that 2 parents from each age group will join the Committee for the season. Parents may volunteer by contacting their team manager or a Committee member.
5. The Committee will have the power to rule and instruct on all matters relating to the Club, in accordance with the Club's Constitution.
6. The Committee will meet at least once every calendar month, in accordance with Standing Orders.
7. Minutes are to be kept of all Committee meetings.
8. The Committee will have the right to co-opt new members onto the Committee, for the following reasons:
 - As a replacement for members who resign
 - As a replacement for members whose membership is withdrawn in accordance with the rules of the Club
 - To carry out duties of the Club as determined by the Committee
9. Each team can be represented by their Coach/Manager at Club meetings, when such meetings are called by the Club Committee.
10. Committee members who are absent for more than five (5) consecutive meetings without excuse or reason, will be deemed to have resigned as a member of the Committee.
11. Should any officer or committee member resign be removed from office, the Committee will have the power to appoint a suitable replacement, if considered necessary.
12. The Club Committee shall be entitled to impose disciplinary measures for behaviour likely to bring the Club into disrepute and/or behaviour which is inconsistent with the good order and proper running of the Club and/or results in breaches of discipline and/or breaches of Club Codes of Practice and Conduct and any other rules of the Club, or arising from outcome of the investigation of a complaint.
13. Disciplinary measures imposed by the Club Committee may take the form of expulsion, suspension, a fine, a combination of a fine and suspension, or any other sanction considered appropriate in relation to the nature of the misconduct.
14. In the event of a complaint made against any member of the Club, as defined in Section 4.1, the Club Complaints procedure should be invoked. The Complaints Procedure will involve one or more designated members of the Committee, as decided by the Club Committee, undertaking an investigation. The manner of the investigation will have due regard to the response of the person complained against. It will be a matter for the Club Committee to impose any sanctions that may be required, following the investigation.



15. The Committee may convene an extraordinary general meeting when they consider necessary. A two-thirds majority of the Committee is necessary to approve the calling of such a meeting.
16. The Chairperson shall be the final arbitrator on any point of procedure. He/she shall have a casting vote within the Club on occasions when such a vote is required.
17. If, at a meeting, a quorum has not assembled within 30 minutes after the time appointed for such meeting, the Secretary may at his/her discretion declare such meeting abandoned.



7. Role of the Chairman

The Chairman is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities.

He/she will:

1. Chair meetings and act as senior club officer throughout the year, by making decisions whenever the need arises, in consultation with other club officers when appropriate.
2. Attend meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion with a neutral person in the chair.
3. Provide direction for the club by effective leadership and management.
4. Monitor and evaluate the progress of agreed actions – both short term and strategic.
5. Ensure that succession and forward planning are integral and ongoing in the club.
6. Constitute and resource any special working groups and ensure that their activities are reported to the Executive.
7. Manage other Club Officers to ensure the delivery of their responsibilities.
8. Ensure that the Club structure and responsibilities are transparent and available to the membership.
9. The Chairman must work in close liaison with the Executive Committee, Club Secretary and Chairman.
10. The Chairman must also set the agenda for meetings and ensure it is in line with the club, Galway FA and FAI policies.
11. Act as a mediator in the event that disagreements arise between particular sub committees or sections.
12. Ensure that the safety statement is reviewed regularly and its operation monitored.
13. Be a member of the committee and contribute to policy creation.
14. Act as chairman of the committee in the absence of the chairman.
15. Provide advice and assistance to any of the officers of the committee as required.
16. Provide liaison and communication between the various sections of the club.
17. Act as a member of any sub-committee if required, and if such a request is deemed suitable.
18. Contribute to the general standard of the club and provide an understanding of the ethos and codes of conduct required.



8. Role of the Secretary

The Secretary manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, he/she records the deliberations and decisions of the club committee.

He/she will:

1. Responsible for the day to day business and administration of the club.
2. Maintain records of all members and former members of the club.
3. Provide such club details as required by the Galway FA and FAI.
4. Manage and ensure action on club correspondence including legal and insurance matters.
5. Organise AGM, Executive Committee and club meetings.
6. The Secretary shall take the minutes of the Committee meetings and any other meetings of the Club, including the A.G.M.
7. Record and deal with disciplinary matters.
8. Ensure all relevant forms and publications are with the responsible club officers and make the system available to members.
9. Attend such meetings as required by the Executive Committee.
10. The Secretary shall deal with all correspondence.
11. Other members of the Committee may be delegated to assist the Secretary in the performance of any of the above or other duties as required.
12. The Secretary will be entitled to act as Chairperson in the absence of the Chairperson.



9. Role of the Treasurer

Chief financial manager of the club – maintains the integrity and accurate recording of the club's financial position.

He/she will:

1. Responsible for the management of the club finances in accordance with the decisions of the executive committee.
2. Recommend action on financial matters to the committee.
3. Collect subscriptions and all money due to the club.
4. Pay bills on behalf of club and record the information.
5. Keep up to date records of all financial transactions.
6. Ensure all cash and cheques are promptly lodged to club's account(s).
7. Ensure funds are spent properly.
8. Report regularly to the committee on the financial position of the club.
9. Prepare and present accounts for the end-of-year financial report and audit.
10. Financial planning including producing an annual budget and monitoring it throughout the year.
11. To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and tax returns).
12. Ensure club pays all affiliation and competition fees.
13. The Treasurer will be entitled to act as Chairperson in the absence of the Chairperson.



10. Role of Director of Football

The Director of Rugby is responsible for the recruitment, development and management of players and coaches at the Club.

He/She will:

1. Develop and implement a coordinated coaching programme throughout all sections of the Club.
2. Co-ordinate the implementation of the Club's "agreed playing philosophy" throughout all teams.
3. Oversee the implementation of a Long Term Player Development programme throughout the Club.
4. Take responsibility for the recruitment and retention of players, coaches and management and developing and maintaining links with local schools and community.
5. Provide succession planning to ensure that qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses.
6. Report to the Executive Committee on football matters and make recommendations on improvements/ initiatives that need to be implemented.
7. Set behavioural standard policies for all teams and members at the start of the season.
8. Liaise with the Club coaches, players committee and team captains on matters such as playing facilities, equipment, playing gear, etc
9. Be aware of all administrative procedures regarding player registration and eligibility.



11. Role of Child Welfare Officer

The Club Child Welfare Officer is appointed by a club to implement the Child Welfare Policies and Best Practices as recommended by FAI and Irish Supports Council.

He/she will:

1. Act at all times in the best interests of players.
2. Be fully familiar with the provisions of the relevant Codes and Policies and with such further information and requirements as may be provided or put in place by the Irish Sports Council and FAI.
3. Be the contact person in the club for the Statutory Authorities regarding the welfare of players who are members of the club.



12. Role of Public Relations Officer

To raise the profile of the club in the community through information, publicity and promotion.

He/she will:

1. Ensure the submission and distribution of press releases, articles, newsletters and reports internally and externally.
2. Responsible for advertising the club, its activities and to highlight the work of volunteers.
3. Create a local media contact list.
4. Co-ordinate weekly match reports for all teams to be forwarded to local press.
5. Invite local press and media to events.
6. Undertake the role of club webmaster ensuring it is constantly updated.



13. Role of Managers/Coaches

He/She will be responsible for

1. Selecting and preparing the team for matches. Team selection, including the playing of substitutes, will be the sole responsibility of the Team Manager/Coach and his/her decision will remain final.
2. Planning and preparing for training sessions and activities.
3. Ensuring all players get equal opportunity to take part in all club/team activities.
4. Setting the right example for players on and off the field.
5. Educating players in the ethos of rugby and the values of being a true sportsman.
6. Be fair in the treatment of all players at all times.
7. Conforming to all club and/or FAI policies on young children in sport.
8. Attending coaching courses. Any Manager/Coach taking on the responsibility of managing a team must have completed the FAI Kick start 1 training course at a minimum or must be accompanied by a person who has completed this level of training.
9. Ensuring all activities are safe and supervised at all times.
10. Persons who are not paid up members are not allowed to use the club facilities.
11. Medical kits are immediately available for both training and matches.
12. Operating in accordance with the Code of Conduct for Managers as incorporated into this document.



14. Role of Volunteer Co-ordinator

Responsible for the retention, training, organisation, recruitment and welfare of a sufficient number of volunteers for the club to operate effectively on a weekly and ongoing basis.

He/she will:

1. Provide a focal point for volunteers and volunteering within the club.
2. Facilitate the recruitment, retention, recognition, and reward of volunteers within the club.
3. Determine each year the various tasks that are need for the club to operate efficiently and effectively and match volunteer skills and interests to those positions.
4. Ensure that new volunteers are welcomed appropriately and are clear on their role/responsibilities including whom to approach if any difficulties are encountered.
5. Each year arrange orientation and appropriate briefings for each volunteer.
6. Issue documentation that clearly sets out each volunteer's role and commitments; make any adjustments as necessary.
7. Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm.
8. Identify means of recognising and rewarding volunteers.
9. Attend club events, matches, and social evenings to promote and encourage new volunteers.



15. Accounts of the Club

1. The Treasurer will operate bank accounts on behalf of the Club.
2. All cheques of the Club must be signed by any two officers of the Club.
3. The Accounts of the Club must be audited and signed off by the Committee before the A.G.M. and be available at the following A.G.M.
4. The Committee of the Club shall be indemnified against any expenses incurred by them in the course of carrying out the duties of the Club, the said expenses to be approved by the Committee of the Club.



16. Standing Orders for meetings of the Committee of the Club

1. **Venue, date and time** of each meeting to be decided at the previous meeting.
2. **The quorum** for all meetings of the Committee shall be **four**.
3. The Secretary shall draw up **Agenda items**. Committee members will be entitled to raise any matters of concern by way of advance notice to the Secretary or under the agenda item "any other business".

4. Order of Procedure:

The procedure at Committee meetings will be:

- Minutes of the last meeting will be read, proposed, seconded and passed, signed by the Chairperson.
- All matters arising from the minutes to be settled
- Reports from Chairperson, Secretary and Treasurer, sub-committees etc., as follows:
 - Chairperson: To report on all happenings concerning the Club and to be the spokesperson on matters relating to the Club's best interest.
 - Secretary: To read all correspondence, and to inform the meetings of all relevant matters.
 - Treasurer: To make a statement on the state of the accounts of the Club and all relevant matters and if requested to make available a statement of the accounts. To pay all bills accrued and as approved by the Committee.
 - Sub-Committees (if appointed): A Spokesperson to report to the Committee, when requested and necessary.
 - Any Other Business (A.O.B.): This will be the last item on the agenda.

5. Mode of Voting - A show of hands shall determine all ballots, except when members wish a secret vote.
6. In the event of the Chairperson being absent, one of the officers will be appointed as Chairperson for that meeting, and shall have the same voting powers under the constitution and rules of the Club.
7. Suspension of Standing Orders: A two thirds majority of those present is required to suspend standing orders.
8. Mode of Speaking: Each member should address him/herself to the Chairperson and not to any other member. During the time any other member is speaking, the Chairperson shall not allow interference until the speaker finishes, or a point of order has to be made. Members should indicate they wish to speak on any discussion by getting the attention of the Chairperson, who will allow them to speak in order, and reply to any questions thereafter. The aim of all discussions should be to reach conclusions.
9. Points of Order: Any member may bring to the notice of the meeting, through the Chairperson, points of order relating to the constitution, rules and standing orders of the club.
10. Rescinding resolutions: When a motion has been voted on and passed, a decision to rescind the original motion shall not be allowed unless a two-thirds majority of the meeting present and voting agrees.



17. Codes of Ethics

Renmore AFC has a comprehensive range of ethics policies which are published on the club website.

- Child Protection & Welfare Policy Statement
- Coach, Manager, Volunteer Education & Support Policy
- Players Code of Conduct
- Code of Conduct and Best Practice for Coaches
- Code of Conduct for Parents and Guardians
- Code of Conduct for Spectators

Irish Sports Council

1. The Irish Sports Council and the Sports Council for Northern Ireland published a joint Code of Ethics and Good Practice for Children's Sport in 2000. This major joint publication recognised the commitment of both Councils to ensure that young people are safeguarded in their participation in sport in the island of Ireland.
2. The Code has been adopted and implemented by governing bodies of sports, clubs, local sports partnerships and community/voluntary groups on an on-going basis since 2000.

https://www.sportireland.ie/Participation/Code_of_Ethics/

Renmore AFC endorses The Code of Ethics and Good Practice for Children's Sport in Ireland

Football Association of Ireland

3. The FAI has produced two Code of Ethics guidelines, one aimed at parents and the other aimed at coaches. The Code of Ethics for Parents outlines how parents / guardians can best encourage children to take part in football, while the Code of Ethics for coaches outlines how those involved in teaching the game should maximise a player's enjoyment and potential. The new requirements will oblige all clubs to adopt and implement the policies and procedures as outlined in the FAI code of ethics document.
4. Renmore Also endorses the FAI code of Ethics and is implementing the required procedures to meet the requirements as set down by the FAI.

- FAI Code of Ethics & Good Practice for Children's Soccer

<https://www.fai.ie/sites/default/files/atoms/files/club%20league%20sample%20policies%20%20procedures%20document%202012%20doc%202.pdf>

- FAI Code of Conduct for Coaches

– https://www.fai.ie/sites/default/files/atoms/files/FAI_code_of_conduct_for_coaches.pdf

- FAI Code of Conduct for Parents\Guardians

– https://www.fai.ie/sites/default/files/atoms/files/Parents_code_of_conduct.pdf



Application of Codes of Ethics and Conduct in Renmore AFC

5. Renmore AFC recognises and accepts that in all matters concerning child protection, the welfare and protection of our underage players is the priority.
6. Members of the Club shall at all times endorse Codes of Ethics and Good Practice and the Club rules. Should any act of misconduct or deliberate act in breach of rules by a Club member result in the Club being fined, then that member may be asked to reimburse the Club the amount of the fine.
7. Misconduct by any member, members are as defined by Section 4.1, may be reviewed by the Club Committee. The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interest of the Club for them to remain a member. There shall be no appeals procedure.

The following summarises the code of conduct we support:

Managers/Coaches

8. It is the aim of the managers and coaches of the club to promote the highest standards to their players in training and match days.
9. All team managers/coaches should have the appropriate interest and competence. It is intended that all managers would have a coaching badge (according to the Coach Education Unit of the FAI Technical Department, beginning with Kick start 1) before being given the responsibility of managing a team.
10. Team managers and coaches must plan and prepare their coaching sessions in advance, which should include:
 - Facilities available
 - Availability of equipment in working order (balls inflated etc.)
 - Players available
 - The coaching structure for the training session
11. Team managers must give advice, encouragement and support to their players in coaching sessions and on match days, promoting sportsmanship and fair play at all times, also ensuring that players shake hands with their opponents and the referee.
12. Team managers are expected to conduct themselves in a manner that is honourable and in keeping with the spirit of fair play and sportsmanship. They should not indulge themselves in tactics, either by words or action that are likely to bring the game, this Club, or the League in which they play, into disrepute.

Players

13. It should be the aim of all players to attend training sessions and match days on time with all their boots/trainers and training kit clean and be ready 15 minutes before training starts and 30 minutes before the game starts.
14. All players must conduct themselves in training and match days, ensuring that their level of behaviour is of the highest standards at all times and show respect to their Manager/Coach, other players in their team, opponents and the equipment/building they are using.
15. All players representing the Club who fall below the expected standards and levels of behaviour will be subject to disciplinary action. Examples of unacceptable action include:



- Disrupting training
 - Abusive behaviour/language towards team mates/ opponents
 - Threatening behaviour
 - Violent conduct
 - Bad sportsmanship
 - Persistently being cautioned or sent off
16. Any player displaying unsporting behaviour will be liable to immediate substitution or suspension by the Club for a period as determined by the Team Coach/Manager in the first instance, and/or by the Club Committee.
17. All players should seek to shake hands with their opponents and also the referee at the end of the game, treating victory with humility and defeat with dignity.
18. Any player found to be in breach of the code of conduct will be subject to sanction, which will, in the first instance, be a matter for the Team Manager/Coach and could include a fine and/or suspension and/or face the Committee of the Club to explain their behaviour. This could result in their membership being suspended or in certain cases, being expelled from the Club.
19. All players should:
- Play for enjoyment, not just to please parents and coaches
 - Play by the rules of the game
 - Always accept the referees decision
 - Play with control and not to lose your temper
 - Play for yourself and your team – your team’s performance will benefit and so will your own
 - Be a “good sport”. Applaud all good play whether your team or the opponent
 - Respect your opponent. Treat all players as you would like to be treated. Do not “bully” or take advantage of any player
 - Co-operate with Team Manager/ Coach, team mates and opponents.
 - Remember that the goals of the game are to have fun, improve your skills and feel good
 - At the final whistle applaud and thank your opponents and the referee for the match
 - Always remember that you owe a duty of care to your opponents. Tackle hard but fairly, do not intend to hurt your opponent.
20. All players play at their own risk. While the Club will provide appropriate insurance cover, there is no requirement on the Club to meet any costs arising for any player who may be injured while playing or training.

Parents, Guardians and Spectators

21. It is the aim of this Club to promote the highest standards of sportsmanship and fair-play and to ensure the spirit of the game is not abused.



22. Any adult taking part in any activity organized by the Club, or attending such an activity with the Club as a guest or another, shall conduct himself or herself in an exemplary manner.
23. Adult behaviour must be of the highest standard to set the correct example to the players.
24. Players should expect advice, encouragement and support and not be embarrassed or humiliated by the adults watching them.
25. Adults should not shout, swear, argue, become violent or use sarcasm. Wherever possible players who require help should be assisted and encouraged to overcome any difficulties.
26. Adults should:
 - Always look for aspects to praise rather than rebuke
 - Praise good behaviour to show that adults value it
 - Praise effort and performance, rather than just achievement, most often in the case of a victory
 - Emphasise the importance of involvement first, winning second
 - Display patience
 - Ensure players have a clear understanding of the standards of behaviour expected
 - Help players understand the rules; talk to them, not at them!
27. Matters of team selection, including the playing of substitutes, remain the sole responsibility of the Team Manager/Coach and his/her decision will remain final. Any parent/ guardian or person associated with a playing member who attempts to unduly influence the Team Manager/Coach with regard to team selection shall be in contravention of rule above and shall be dealt with in accordance with rule below.
28. At all times, during the course of the game, the decisions made by the referee, qualified or unqualified, appointed to officiate, will remain final. In many cases newly qualified referees are appointed to youth matches in order to gain experience and these officials, male or female, should be given support and encouragement and support.
29. Any parent/guardian or spectator (associated with a playing member) whose behaviour is considered to fall below the required standard, may result in the membership of that player being suspended or cancelled.
30. Any complaint regarding the opposition, referee, spectators, or any other aspect of the game must be dealt with by the Team Manager. If the matter is considered serious enough, the Club Secretary will inform the appropriate authority. It will not be acceptable for individuals to take the law into their own hands.
31. All parents, guardians and spectators shall abide by the rules of the Football Association of Ireland and its constituent youth and schoolboys leagues.
32. Spectators should:
 - Be of your best behaviour and lead by example
 - Remember that although young people play organised soccer, they are not miniature internationals
 - Applaud good play by the visiting team as well as your own



- Show respect for your team's opponents. Without them there would not be a match
- Condemn the use of violence in all forms at every opportunity
- Verbal abuse of players or referees cannot be accepted in any shape or form. Players and referees are not fair targets for ignorant behaviour
- Encourage young players to play by the laws of the game.



18. Club Rules

1. The cost of subscriptions, match fees, training fees and any other fees will be decided by the Club Committee.
2. All members must be registered with the Club and appropriate league before they are allowed to play matches.
3. Completed membership forms along with appropriate fee to be handed in along with player registration form a week before commencement of respective league.
4. Once players have started participating in training and games, there will be no refund of subscription fees (whether fully or partially paid).
5. Coach/Managers are to be appointed each season to run the various teams.
6. Teams within the Club shall play home games at grounds designated by the Club Committee.
7. Players must only wear kit provided by the Club or team sponsors at matches and it must not be worn at any other time unless with the permission of the Team Coach/Manager.
8. Club notepaper and any other paper bearing the Club logo can be used only by the Officers of the Club.
9. All members of the Club shall operate and behave in accordance with the Club's Code of Practice (See Section 11).
10. The Club's purchasing policy requires the approval of the Club Secretary and/or Treasurer for any expenditure in excess of €50.00. The collection of training fees and match fees etc. will be returned on standard forms, as drafted by the Club, and expenditure on any one item shall not exceed €50.00 without approval and any such expenditure will be receipted.
11. A player must give first commitment to his/her own age group but can play for a team in the next upper age group, provided it is by agreement with both managers, on a match by match basis.
12. National Cup – One team to represent each age group irrespective if they are in the premier division.
13. The Club shall not be liable for payment of non-sanctioned items of expenditure.
14. All adults involved directly with children will be aware of the guidelines regarding behaviour towards children. It is the duty of each Coach/Manager to ensure that all children are safe and every effort will be taken to protect them.
15. Training schedules should be drafted in consultation with the Team coaches/Managers.



19. Dissolution

1. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
2. The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.
3. If upon the winding up or dissolution of the company there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the company but shall be given or transferred to some other charitable institution or institutions having main objects similar to the main object(s) of the Company and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the company under or by virtue of Clause 8 hereof, such institution or institutions to be determined by the members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then to some charitable object.



20. Policies

Renmore AFC has a comprehensive range of policies which are published on the club website.

- Child Protection & Welfare Policy Statement
- Coach, Manager, Volunteer Education & Support Policy
- Data Protection and Privacy Policy
- Disciplinary, Complaints and Appeals Procedure
- Social Media Policy
- Procedure for dealing with Child Abuse Concerns or Allegations
- Recruitment Policy and Procedure
- Safety and Supervision Policy
- Social Media Policy
- Travel Policy

Further information follows on fundamental policies adopted by the club.

Anti-Discrimination Policy

1. Renmore AFC is committed to setting standards and values to apply throughout the Club. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. Equality of opportunity at Renmore AFC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:
 - The selection of candidates for volunteers
 - Courses
 - External coaching and education activities and awards
 - Football development activities
 - Selection for teams
 - Appointments to honorary positions
2. Renmore AFC will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
3. Renmore AFC supports awareness raising events and activities in order to promote the eradication of all forms of discrimination within football.

Equal Opportunities Policy

4. Renmore AFC is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the codes of practice issued by the Equal Opportunities Commission and Commission for Racial Equality. Specifically discrimination is prohibited by:



- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which is different from the requirements for others.
- Imposing, on an individual, requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.



Child Protection Policy

5. Renmore AFC is committed to the FA! Child Protection policy, the aims of this policy are:
- To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
 - The child's welfare is, and must always be, the paramount consideration.
 - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
 - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, in accordance with the Football Association's Regulations which is defined in the FA handbook and Child Protection booklet.
 - Not to treat any individual on grounds of gender, colour, marital status, race, nationality, ethnic or national origin, religion, sexual orientation or disability less favourably than others.
 - To appoint a FA Child Protection Designated Person in the Club and have such procedures and policies in place in case any issues arise.

Child Protection Drop-off/Pick-up Policy

6. Following advice from our Child Protection Officer, our Senior Academy Coach, feedback from parents and aligning to recommendations from Football Association of Ireland and Irish Sports Council, Renmore AFC are going to adhere to a drop-off and pick-up policy for the academy. All players will be dropped off by parents to Dressing Room 3 in our clubhouse 10 minutes before training begins and all payers will be picked up in clubhouse by parents at end of scheduled training session.

Club Complaints Procedure

7. In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.
- They should report the matter to the Club Secretary or another member of the Committee. Your report should include:
 - Details of what, when and where the occurrence took place.
 - Any witness statement and names
 - Names of any others who have been treated in a similar way.
 - Details of any former complaints about the incident, date, when and to whom made.
 - A preference for a solution to the incident.
 - The Club's Management Committee will sit for any hearings that are requested.



- The Club's Management Committee will have the power to:
 - Warn as to future conduct
 - Suspend from membership
 - Remove from membership any person found to have broken the Club's Policies or Codes of Conduct

8. Bullying Policy & Guidance. The following is taken from the Football Association of Ireland and constitutes the Renmore AFC approach to bullying.

http://www.fai.ie/images/stories/pdf/Bullying_Information.doc

Bullying can be defined as repeated verbal, psychological or physical aggression conducted by an individual or group against others. It is behaviour which is intentionally aggravating and intimidating, and occurs mainly in social environments such as schools, clubs and other organisations working with children.

It includes behaviours such as teasing, taunting, threatening, hitting or extortion behaviour by one or more children against a victim. While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reportable to Health Board or Gardai, dealing with bullying behaviour is normally the responsibility of the club where it is taking place.

It is important to recognise the impact that bullying and discrimination can have in the lives of young people. Some people may not regard bullying and discrimination as child abuse because of the settings in which this often takes place and also because it is often other young people who are responsible for the behaviour.

The Football Association of Ireland recognises that bullying is an increasing problem. It is imperative that clubs should have in place a policy to deal with bullying, and that volunteers/coaches are aware of this policy and of procedural guidelines to deal with bullying.

In situations where the incident is serious and where the behaviour is regarded as potentially abusive, clubs should consult the relevant Health Board with a view to drawing up an appropriate response such as a management plan. (Children First 1999)

All coaches/managers/volunteers/players/parents have a part to play in ensuring that nobody in soccer is the victim of any type of "bullying behaviour". Everyone should be aware that bullying of any kind will not be tolerated and they have a duty to report any such behaviour to our managers/coaches/volunteers who will in turn report to the Committee.

9. Peer Abuse

In some cases of child abuse, the alleged perpetrator will be a child. In these situations, the child protection procedures should be adhered to for both the victim and alleged abuser, that is, it should be considered a child protection issue for both children.

Work must be done to ensure that perpetrators of abuse, even when they are children themselves, take responsibility for their behaviour and acknowledge that the behaviour is unacceptable.

It is important that clarity exists in respect of which behaviours constitute peer abuse, particularly child sexual abuse. Consultation with the health board should help to clarify the nature of any sexual behaviour by children which gives rise to concern.

Bullying is often defined in terms of three components.

- It must occur over time, rather than being a single aggressive act.
- It involves an imbalance of power, the powerful attack the powerless.
- It can be psychological, verbal, or physical in nature.



Types of Bullying

Child to child – includes physical aggression, verbal bullying, intimidation, damage to property, stealing property and isolation

Adult to child- this includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade a child

Child to adult- this includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual or group of children

A UK study found that the most common experiences of bullying and discrimination reported by young people were at the hands of other young people.

This included:

- Being called names, insulted or verbally abused;
- Being deliberately embarrassed and humiliated by other children;
- Being made to feel different or like an outsider;
- Being lied about;
- Being physically assaulted or threatened with violence;
- Being ignored.

In the study, boys were most likely to experience physical bullying or threats, have property stolen or damaged. Girls on the other hand, were more likely to be ignored or not spoken to.

Bullying by adults was a less common experience however one in ten reported this. Of this type of bullying the most common reported experiences were:

- Being deliberately embarrassed or humiliated;
- Being unfairly treated or verbally abused;
- Being ignored or not spoken to.

10. Response to Bullying

Vigilance is the most potent deterrent against bullying so that children and young people who bully will know that it will be dealt with, and the victims of bullying will have confidence in this.

There needs to be open discussion about bullying and a clear statement of its unacceptability. Managers/coaches/children/parents should be advised at the start of every season that “bullying” in any shape or form is not acceptable or permitted in (insert club name here).

In confronting the bully or bullies in relation to specific incidents it is important to:

- Be absolutely certain about the known facts
- Confront the “bully/bullies” with the allegations
- Make it clear that the behaviour is unacceptable
- See each “bully” separately if appropriate
- Be specific about sanctions if the bullying does not stop
- Follow up to check that the behaviour has ceased
- Record all instances of bullying and action taken.

11. Who should deal with bullying?



While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochána, dealing with bullying behaviour is normally the responsibility of all coaches/managers/volunteers in this club / organisation.

12. How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Ensure adequate supervision at all times
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault
- All incidents of "bullying" should be reported to the Committee of (insert club name here)

Alternatively you may try the "No blame" Approach

13. What is the 'No Blame' Approach?

- Step 1 – Interview with the victim
 - If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:
 - Was it verbal or physical intimidation?
 - How hurt is the victim
 - Was it within his/her own peer group?
 - Ensure the victim that his/her name will not come out in the investigation
 - Actively listen
- Step 2 – Meet with all involved
 - Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.
 - Have a maximum of six to eight in the group – keep the number controllable
 - Make a point of calling a 'special' meeting
 - Ensure the severity of the topic is understood by all



- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?
- Step 3 – Explain the problem
 - The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed.
 - Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:
 - Would they like it if it happened to them
 - “Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?”
 - Listen, watch out for reactions, and pick up on any without isolating anyone
- Step 4 – Share the responsibility
 - Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result
- Step 5 – Ask the group for their ideas
 - At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them
- Step 6 – Leave it to them
 - Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done
- Step 7 – Meet them again
 - Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.
 - Again enforce the idea of the ‘team’ looking after each other at regular intervals to ensure it is know that bullying or intimidating behaviour will not be tolerated.

Club personnel are advised that they are not expected to deal with all situations on their own as sometimes “bullying” can be very difficult to deal with. They can be assured that the Committee of (insert club name here) are available to provide support and advice and if necessary professional expertise.

See also www.bullying.co.uk/schools/sport



21. Applications to Join Renmore AFC and Garda Vetting

1. The ISC is rolling out Garda vetting on a phased basis to National Governing Bodies of sport. This arrangement has been approved by the Implementation Group on Garda Vetting.
2. Garda vetting of individuals can only be accessed through the National Governing Body
3. Renmore AFC will work with the FAI as it rolls out this initiative across Ireland and endeavours to have all committee members, coaches and staff vetting in compliance with established procedures as laid out by the Irish Sports Council and the FAI.

Applying to Join Renmore

4. Anyone wishing to join Renmore AFC must fill out the forms in the link <https://www.fai.ie/domestic/safeguarding/garda-vetting> and return to a committee member.
5. The person's application will be assessed by the committee at the next scheduled committee meeting and the committee will vote on that person's application.
6. All applicants will be required to undertake
 - Garda Vetting through the FAI
 - Code of Ethics and Child Protection Courses via Galway Sports Partnership
 - FAI Kickstart / PD 1 (minimum) via the FAI
 - First Aid Course (by a suitably accredited organisation)
7. Failure to meet these criteria as directed by the club committee may result in the committee rescinding their invitation to join the club and that person will no longer be considered as a member of Renmore AFC and will not be permitted to be involved in coaching or sporting activities on behalf of Renmore AFC.
8. Renmore AFC committee reserves the right to restrict individuals from coaching activities or representation of Renmore AFC in any capacity.

This document comprises the Constitution of Renmore A.F.C.

Incorporating Standing Orders

And Codes of Practice

