

CODE OF CONDUCT FOR OFFICIALS, INSTRUCTORS / EXAMINERS, TEAM TRAINERS / SELECTORS / CHAPERONES / GROOMS, SPORTS LEADERS



All Officials/Leaders must act as a role model and promote the positive aspects of sport and of horse riding and maintain the highest standards of personal conduct.

Remember your behaviour to members, other officials, and opponents will have an effect on the members in your care.

Encourage the development of respect for opponents, officials, selectors and other Instructors and avoid criticism of fellow Instructors.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity. Leaders must not use alcohol or any banned substance before teaching/coaching, during events, or on trips away with members.

Be generous with praise and never swear, ridicule or shout unnecessarily at child members.

All members are entitled to respect. Be careful to avoid the “star system”. Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her performance or family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Co-operate with the recommendations from medical and ancillary practitioners in the management of a member’s medical or related problems. You may request a certificate of medical fitness to ensure **safe** continued participation.

Keep any information in relation to a member of a personal or medical nature strictly confidential, unless the immediate welfare of the child requires the passing on of this information, strictly on a need to know basis.

Insist that members in your care respect the rules of the organisation. Insist on fair play and ensure that your members know that you will not tolerate cheating or bullying behaviour. Familiarise yourself with the Irish Pony Club Anti-Bullying policy and ensure its implementation while you are responsible for a group of members.

Remember that young people ride for fun and enjoyment and that skill and riding for fun have priority over highly structured competition. Never make winning the only objective. Set realistic goals for the participants relative to their ability and do not push members beyond what is reasonable to expect for them. Create a safe and enjoyable environment.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders. Avoid ever working alone and ensure there is adequate supervision for children undertaking all riding activities.

Leaders must not interact with any under 18 yr. members in any social media communication. (See IPC Social Media Policy for details p. 48).

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendly approach with members. It is advisable for Instructors and Officials not to involve members in their personal life i.e. visits to Instructors/ Officials home or overnight stays, unless a family friendship existed prior to the sporting association.

When travel/overnight travel is involved, the Leaders travelling with members must sign a separate agreement. Parents and members will also be asked to sign permission forms in these instances.

Avoid giving advice of a personal or medical nature – if you are not qualified to do so nor attempt to deliver any form of intervention to a child beyond what a parent has signed consent to

Where an official / instructor or Sport's Leader is concerned about a colleague's behaviour with regards to a child/ren; they must report these concerns to the DC or if necessary to the National Children's Officer.

Physical Contact – Sport's Leaders should:

- Avoid unnecessary physical contact with a child member
- Any necessary contact should be in response to the needs of the child and not the adult
- It should be in an open environment with the permission and understanding of the participant
- It should be determined by the age and developmental stage of the participant - Don't do something that the child can do for itself
- Never engage in inappropriate touching

An Official and/or an Instructor or Sport's Leader may be required to assist a member in the course of their duties with the following:

Leg-up to mount a pony/horse, opening or closing a body protector, tightening a girth etc. thus requiring relatively close physical contact. These actions should always be performed in an open environment, in full view of others and with the prior permission and understanding of the child rider

Inappropriate physical contact includes but is not limited to the following: touching the thigh, buttock, or breast or any part of the body that could be deemed inappropriate and overly intimate.

Supervision – where possible Instructors, Officials and Sport’s Leaders should not be alone with one child. The Branch Committee should ensure that there is adequate supervision in place for all activities. The accepted ratio of children to adults is 8:1, the maximum ratio is 10 children to 1 adult.

Accidents /Incidents:

An Instructor / Examiner should complete an:

Incident report form (see Appendix xx) where a member falls but is not injured. The Instructor should complete a form pass it on to the District Commissioner who should retain these forms and review them monthly to ascertain if one member is involved in a high level of incidents and if the training regime or level of competition is safe.

Accident report form (see Appendix xx) where a member is injured and requires medical assessment / assistance. When completed the accident report form should be given to the District Commissioner who should keep a copy and send the original to Headquarters.

The District Commissioner must inform parents when their child has a fall and of the action taken.

Behavioural problems

It is advisable to record attendance at training.

Where behavioural problems arise, which are seen to compromise a member’s or others overall safety and welfare and a member has to be ‘corrected’. A brief record of problem/action/outcomes should be kept. The DC or Branch Official should be informed. Warn the member (with witness where possible) about the impact of their behaviour with a request to cease behaving that way, verbally twice, if a third incident occurs, request that the member reports to the DC or Branch Official who will deal with the matter.

Officials / Instructor's (Sport Leaders) Code of Conduct

(to be used with Sign-up Form)

Leaders should be:

Positive during session, praise and encourage effort as well as results.

Plan and prepare appropriately.

Put welfare of members first, strike a balance between this and winning / results.

Encourage fair play, treat participants equally.

Recognise developmental needs and abilities relative to stage of child's development.

Qualified and up-to-date with knowledge and the skill of their sport for young people.

Involve parents where possible and inform parents when problems arise.

Keep records of attendance at all Pony Club activities.

Keep a brief record of injuries and action taken. Any incidents requiring medical attention must be recorded on an IPC Accident Report Form (available from DC).

Keep a brief record of problem/action/outcomes, if behavioural problems arise

Where possible Leaders should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car.

Sports Leaders should not:

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult/s.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Instructors / Officials should familiarise themselves with the Code of Conduct for Children's Sport and with The Irish Pony Club Rules the Irish Pony Club Safeguarding policies and follow the procedures if they suspect or receive complaints of abuse of any sort.

I have read and agree to abide by the above guidelines

_____ (Signed) _____ (Date)

Please print your name.