



Weightlifting Ireland Club Pathway

Level 1 - Checklist and Resources

Table of Contents

- 1. Club Pathway Check List**
- 2. Club Constitution**
- 3. Health & Safety Statement**
- 4. Risk Assessment Template**
- 5. Disability Inclusion Policy**
- 6. Meetings Minutes Template**
- 7. Members Code of Conduct**
- 8. Club Safeguarding Safety Statement***
- 9. Child Risk Assessment Template***

*Necessary if your club has U18 Athletes.



1. Club Pathway Checklist

- Club Constitution
- Insurance
- List of Committee Members and Club Officers
- Health & Safety Statement
- Club Risk Assessment
- Child Safeguarding Safety Statement*
- Disability Inclusion Policy
- Members Code of Conduct
- Meeting Minutes Template
- First Aid Certificate
- Club Logo

*Needed if the Club has members under 18.

By ticking the above boxes, you are confirming that you have all the relevant documents and that if requested your club can provide these documents to Weightlifting Ireland.

Club President

--/--/----
Date

Club Secretary

--/--/----
Date



2. Club Constitution

NAME OF CLUB

This template is similar to that provided within the Club Pathway criteria and should be used as a guide when writing your own club constitution. Each club should carefully consider the most appropriate constitution for its particular circumstances and amend this template accordingly.

1. Name

The club will be called *NAME OF CLUB* and will be affiliated to the **Weightlifting Ireland**

2. Aims and objectives

The aims and objectives of the club will be:

- To promote the club within the local community and in the Sport of Weightlifting
- To offer coaching and competitive opportunities in the Sport of Weightlifting.
- To manage and respect the *facilities during club hours in a voluntary capacity and assist local clubs, community initiatives in the inclusion to active participation in sport.*
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To respect, abide by and apply the principles and regulations of the association
- Adopt and implement the Weightlifting Ireland's Code of Ethics and Good Practice for Children.

3. Membership

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

4. Officers of the club

The officers of the club will be:

- ✓ Chair
- ✓ Secretary
- ✓ Treasurer
- ✓ Head Coach (Minimum Level 1, full Coach License)
- ✓ Safety Officer
- ✓ Club Children's Officer*
- ✓ Anti-Doping Officer
- ✓ Designated Liaison Officer

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

**Only needed if there are Youth Athletes/U18s in the club*

5. Committee

The club will be managed through the Management Committee consisting of:

NAMES OF OFFICER POSTS. Only these posts will have the right to vote at meetings of the Management Committee.

- The Management Committee meetings will be convened by the Secretary of the club and held no less than *NUMBER OF MEETINGS* times per year.
- The quorum required for business to be agreed at Management Committee meetings will be: *NUMBER [ACCORDING TO NUMBER OF OFFICERS IN POST]*.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club, which must reflect the principles and standards of Weightlifting Ireland.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations /constitution.
- The Management Committee will be responsible for taking any action of suspension or discipline following such hearings, as well as reporting to Weightlifting Ireland where necessary.

7. Finance

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on: *DATE*.
- Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

8. Annual General Meetings

- Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.
- The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM.
- All members have the right to vote at the AGM.
- The quorum for AGMs will be *NUMBER [USUALLY 25% OF THE MEMBERSHIP]*.
- The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Children's Officer is the lead contact for all members in the event of any child protection concerns.
- All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary as well as Weightlifting Ireland.
- The Management Committee will meet to hear complaints within [?] days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made; as well as the Weightlifting Ireland Secretary in confidence, within [?] days of the hearing.
- There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within [?] days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of *NAME OF GOVERNING BODY OR SOME OTHER CLUB WITH SIMILAR OBJECTIVES TO THOSE OF THE CLUB*. The club must ensure that any and all equipment not belonging to the club is returned before any dissolution is commenced.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

NAME OF CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: _____

Date:

Name:

Position: Club Chair

Signed: _____

Date:

Name:

Position: Club Secretary

3. Health & Safety Policy

Weightlifting Ireland is committed to promoting and supporting the development of weightlifting and barbell exercises in cities and local communities within the island of Ireland.

We are strongly committed to encouraging our members to take part in all activities bearing in mind that the health, well-being, and safety of everyone is always our paramount concern. We lead levels of training and participation dependent on age and ability and expect our members to participate within these boundaries.

It is the policy of Weightlifting Ireland to promote standards of health and safety within the federation which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of Weightlifting Ireland in relation to the management of health and safety. Weightlifting Ireland is committed to managing and conducting our activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare of our members and others who may be affected by Weightlifting Ireland activities.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe venues, competition field of play and training areas, including safe access and egress.
- the provision of safe equipment, articles, and substances.
- the provision of safe systems.
- the provision of appropriate information, instruction, training, and supervision.
- determining and implementing appropriate preventative and protective measures.
- having regard to the general principles of prevention.
- the provision of emergency plans and procedures.
- reporting accidents and incidents; and obtaining, when necessary, the services of a competent person to advise on health and safety.

The arrangements for achieving these objectives are set out in the main body of the Safety Statement. Weightlifting Ireland is also committed to managing and conducting federation activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare of members at risk.

When Weightlifting Ireland operates with weightlifting affiliated clubs the club President/Chairperson has overall responsibility for health and safety within the affiliated club. Members share this responsibility in ensuring their own safety while participating in activities. Members are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the affiliated club.

Competitions and Events

DUTIES & RESPONSIBILITIES FOR CLUBS

Club President/Chairman

He / she will ensure that:

- Adequate resources are made available so that the Safety Policy can be carried out efficiently
- The members of the Club Committee are fully aware of their responsibilities in relation to occupational safety and health
- All members are accountable for their performance in relation to occupational safety and health
- The Safety Statement is reviewed regularly, and its operation monitored

Club Committee

They will ensure that:

- Safe systems and practises are incorporated into all activities in the club
- All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated
- Any specialist or H&S training, if required, is discussed, authorised and put into practise
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary

In relation to training and competition facilities they shall ensure that:

- All equipment is stored away when not in use
- Weightlifting equipment is used only by authorised and experienced personnel for Olympic weightlifting and assisted exercises
- The premises are properly secured when in use during Weightlifting Ireland events and not available for any ad hoc activities
- Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming.
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to Weightlifting Ireland designated officer at event
- A fully equipped First Aid Kit is available at the club at all times
- Waste and refuse are managed and collected by the appropriate agency

Club Secretary

He/ She will ensure that:

- The club Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, coaches, etc.
- Any amendments to the Safety Statement that are made from time to time are included in an updated version as soon as possible
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at Committee Meetings are recorded and actioned
- Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records.
- Any correspondence relating to Health and Safety is brought to the attention of the Committee and any subsequent actions are recorded.

Coaches

They will ensure that:

- All coaches are current weightlifting Ireland members and up to date registered coaches.
- All coaching activities in the various sections are carried out according to guidelines laid down by the Club and Weightlifting Ireland
- All child protection guidelines are adhered to.
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment. are used only if there are qualified supervisors present
- Under-age members are not allowed to engage in 'horse play' either on the club premises or at another club
- Persons who are not paid-up members are not allowed to use Weightlifting Ireland equipment
- First-aid kits are immediately available for both training and competitions.
- Significant breaches of the code of conduct are brought to the attention of the Club Committee and Weightlifting Ireland

Event Organiser

The Event Controller duties are as follows when the Club hosts or organises any Weightlifting Ireland competitions or events.

They include:

- Overall responsibility for the management of events and reports to the Weightlifting Ireland designated competition director
- Ensuring that pre-event and post-event meetings are held in consultation with Weightlifting Ireland and the Child Protection Officer.
- Ensuring the provision of adequate personnel for the event such as officials and volunteers, etc
- Liaising with the Safety Officer and other members of the event management team.
- Having medical and first aid provision appropriate to the particular event in place,
- Holding of a post-event de-brief to ensure that actions have been put in place for all incidents or problems identified.

Safety Officer

A Safety Officer must be appointed for each event organised by the club and have sufficient competence and authority to take responsibility for safety at the venue. Safety should be the sole responsibility of the Safety Officer and a deputy should also be appointed for each event.

Key duties of the Safety Officer include:

- Ensuring compliance with the Codes of Practice for Safety at Weightlifting events and any other relevant guides or legislation.
- Drawing up and implementing a programme of checks, inspections, tests, training and remedial works so as to eliminate or minimise the potential risk to participants, spectators and volunteers.
- Keeping appropriate records of checks, inspections and tests on all structures, installations and equipment.
- Ensuring that records of club members training are kept.
- If required attend pre event planning meetings and post event meetings.
- Being in direct contact with the Competition Director
- Carrying out pre events checks for every event and ensuring that remedial action has been taken for non-conformances.
- Ensuring all medical provisions such as ambulances, medical personnel and medical equipment are in place.
- Producing an Event Safety Management Plan incorporating contingency planning, medical and risk assessments.

Competition Director

The Competition Director has responsible for co-ordinating the responsibilities of all volunteers. The Competition Director works directly with the Event Controller

Some of the key duties of the Competition Director include:

- Attendance at all pre event planning and post event meetings with the Weightlifting Ireland board member where appropriate.
- Controlling all Stewards / volunteers and ensuring that an effective means of communication is in place.
- Designating supervisory Stewards / volunteers to each sector of the venue, and other general duties as required.
- Briefing all Stewards /volunteers in advance of each event.
- Ensuring all accident and incident report cards are collected after each event and handed over to the Safety Officer.
- Mobilising stewards / volunteers to assist the emergency services in the case of a serious incident or activation of the emergency plan.

Note: As the Competition Director and Event Controller have different roles and functions, if possible one person should not be assigned to both posts for the same event.

Stewards / Volunteers

The primary role of a steward is to steward and not to spectate.

General duties of stewards:

- Control or direct spectators who are entering or leaving the event
- Prevent overcrowding by ensuring that crowd limits in various parts of the venue and field of play are complied with and that walkways and exits are kept clear.
- Ensure safe dispersal of spectators from the event.
- Log all incidents and accidents and report them to Steward Supervisor.
- Undertake duties relating to emergency and evacuation procedures.
- Remain in their designated area unless directed otherwise by the supervisory stewards.
- Keep walkways and designated sterile areas clear at all times.
- Participate in all training and briefings as required.

Club Members

They will ensure that:

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times
- They take no action which could endanger either themselves or their fellow members
- They are familiar with the location of fire extinguishers
- They are familiar with all fire exits on the club premises
- They comply with any safety directives which may be issued from time to time.

All Members must report to their Coach and the Club Committee as soon as practicable:

- Any activity which may endanger the health and safety of themselves or others.
- Any defects to equipment which may endanger the health and safety of themselves or others
- Any breach of health and safety legislation of which he or she is aware.

Members must not:

- Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at the club.
- Place anyone at risk in connection with the club's activities.
- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at the club.

Children

Weightlifting Ireland is committed to the safeguarding of all children and young people in the sport of Olympic weightlifting. The welfare and protection of children and young people in our sport is paramount. The Weightlifting Ireland welfare and safeguarding policies have been adopted by the board and has been developed in line with the national guidelines as outlined in Children First and by Sport Ireland. In 2019 our Weightlifting Ireland Code of Ethics was published ensuring that our sport is up-to-date and in line with relevant documents, best practices and child protection legislation.

The Code of Ethics forms our Child Protection Policy and is available from the Weightlifting Ireland website. As a sport we must ensure that children's early experiences are positive and enjoyable,

irrespective of their ability, gender, social class and race. Our volunteers deliver these positive experiences nationwide each week as role models in their dealings with young people. In particular the work of club Children's Officers are instrumental in implementing our child protection policy contained within the Weightlifting Ireland Code of Ethics. We will continue to build on this excellent work to ensure that all young people see their involvement in athletics as a valuable and rewarding part of their lives, for all of their lives.

If you have any concerns regarding the welfare of a child in your weightlifting club or community please contact the statutory authorities (TUSLA, the Child and Family Agency or the Gardai) to report your concerns. We all have a duty to care and act on our concerns.

Visitors

It is the responsibility of visitors and non-members to a Weightlifting Ireland event to:

- Cooperate with host club with respect to all matters relating to health and safety;
- Obey all reasonable safety instructions given by the host club Committee members, coaches, mentors and bar staff;
- Take note of, and obey all safety signage, where necessary.

Employees and Volunteers

All employees and volunteers during Weightlifting Ireland competitions and events shall:

- Read and understand the Safety Statement;
- Report any accident or damage, however minor, to the club committee as soon as possible;
- Co-operate in the investigation of accidents;
- Not try to use, repair or maintain any equipment or machinery for which they have not received full instructions or training;
- Know the procedure in the event of a fire;
- Clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene;
- Ensure that their work does not compromise safety regulations or impede emergency exit routes;
- Not attempt to lift or move articles or materials so heavy as likely to cause injury;
- Not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb;
- Suggest ways of eliminating hazards and improving working methods;
- Heed all caution and warning signage on site;
- Take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on others and bring any problems regarding health and safety to the notice of the Club Committee.
- Adhere to all club safety rules and requirements.
- the Club Contact is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with legal requirements and best practice noting that young persons use the club on a daily basis; and
- they respect the Club's right to see documentary clarification of contractors' insurance arrangements – public liability and employer liability

Promoting a Safe Club Environment

To actively carry out the club's policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe club environment, the following will be kept in place:

- General stewardship by the Club Committee of Health and Safety policy in the club
- Promoting awareness of safety issues
- Giving safety instructions regularly to the under-age sections of the club
- Using external expertise to maintain fire extinguishers, training in same and in First Aid
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence

Identification of hazards and assessment of risks is an ongoing process and any identified hazard or risk should be immediately reported to the Club Committee (or Coach). The Committee will ensure the hazard or risk is assessed immediately as 'high', 'medium' or 'low' and appropriate action taken depending on its level. This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

Monitoring & Revision

The Club President/Chairman will ensure that:

- Accidents and accident investigations are reviewed
- Resources are provided to correct such exposures to health and safety hazards.
- The Safety Statement is reviewed periodically or when significant changes take place.
- All accidents are reported in writing to Weightlifting Ireland general secretary within 2 days of happening. Such reports must give full details of the incident, what, when and where it happened, including who was involved, details of any witnesses and details what remedial action taken. Any photographs relevant to the incident should be included.

Safety Consultation

Weightlifting Ireland is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. Weightlifting Ireland is committed to a policy of cooperation and consultation between all members and will take account of any representations made by members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

First Aid

It is the desire of Weightlifting Ireland to have a trained first-aider at all training sessions. Due to the fact that the club is run on a voluntary basis this is not always possible.

Weightlifting Ireland will continue to encourage all coaches and members to be trained in first-aid and facilitate the provision of first-aid training courses at their club.

The club will maintain a first-aid kit on the club premises. It is located in clear view to all members and visitors.

Each club coach shall ensure that a first-aid kit is available for use on training days. Coaches have responsibility for checking the first-aid kit on a regular basis and ensuring that it is adequately stocked.

It is important to remember the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound;
- No tablets, drugs or medicines to be kept or administered; and
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Details of all cases treated should be entered as per Table 2, Appendix 1 in the first-aid treatment record book, which must be kept in a suitable secure place, respecting their confidential nature. These records will be readily available and shown to a Health and Safety Authority inspector if requested.

The club will review the risks associated with its activities and has deemed them to be low risk and therefore a First Aider is not required on the premises at all times.

FIRST AID INFORMATION

First Aid

The table below gives a broad indication of the type of first aid equipment and supplies which should be provided, be conveniently located and kept up to date as outlined in the H.S.A. Guide to Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 7 First Aid.

Accident Reporting

All accidents related to the Club's Activities including those on the premises and accidents which occur when travelling or at away events, however slight, must be reported immediately to the Coach who shall instigate an investigation where required and report the outcome to the Club Committee.

All accidents related to visitors or contractors while on the premises must also be reported immediately to the appropriate Club Contact.

An accident report form is completed by the Coach or Person in Charge of the Bar as appropriate in conjunction with the person who had the accident. This form is signed by a member of the Club Committee who forwards the form to the insurer as appropriate.

In some circumstances the insurer may also carry out a more formal accident investigation.

It is essential that the documentation attached to this statement is completed by the senior club official present (e.g. Accident Report and Witness Reports) immediately, if any accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached. Routine documentation (cleaning of floors) is equally important as it may provide evidence on behalf of the club in the case of an accident. All such documentation will be handed over to the Secretary who will take action as directed by the Club Committee.

Materials	Travel Kit	1-10 Persons	11-25 persons	26-50 persons***
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3)(28 x 17.5 cms)	1	2	3	4
Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	10	10	20	40
Sterile water where there is no clear running water ** 1	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) ** 2	1	1	1	1
Water Based Burns Dressing Large *** 3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Table 1 Recommended Contents of First Aid Box

*Note 1: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked

ACCIDENT REPORT FORM

Name: _____

Address: _____

Club: _____

Venue: _____

Date of Incident: _____

Time of Incident: _____

Date & Time of

Reporting: _____

REPORTED TO: _____ WITNESSES: _____

Player sent: Hospital / Doctor Called / First Aid / Home

HOW DID THE ACCIDENT OCCUR ? (use separate sheets of paper and include sketches / photographs if necessary:

IMMEDIATE ACTION TAKEN:

SAFETY OFFICER'S COMMENT:

ACCIDENT PROCEDURE

When a serious accident occurs the procedures below must be followed

1. Call for immediate assistance and emergency services
2. Observe accident location and status of injured person/s
3. If there is risk of further injury and the area cannot be made safe, seek appropriate advice and move injured person to safety. If there is signs of back or neck injuries keep injured person's spinal column as straight and supported as possible to prevent damage to spinal cord
4. See the First Aid is administered as required by a competent person
5. If an ambulance is called, make sure the exact address is given and that the ambulance can access as near as possible to the injured person
6. Establish location of hospital and appoint a suitable person to travel with the injured person
7. Inform the Safety Officer who will notify family of injured person and if required arrange for transport to hospital
8. Gather all information immediately about the accident and what led up to it.
9. Obtain witness statements, write them down as they are given.
10. Take sketches/photographs of area where accident happened
11. If H.S.A are required to inspect site and location of accident, do not remove anything unless further risks have to be avoided
12. Every accident must be recorded in the accident report book

Weightlifting Ireland Event Safety

Responsibility for the safety of athletes, spectators, staff and volunteers at each event organised by host club, lies with the Club Management. It is the policy of host club to comply with all legislative safety guidelines.

An Event Safety Management Plan will be developed for sanctioned Weightlifting Ireland Events.

Further information and Safety Statement documents are available by contacting secretary@weightliftingireland.com



SAMPLE- CLUB SAFETY INSPECTION CHECKLIST

Club Safety Inspection Checklist-

There are sections within this document that you may need to amend to suit your facility

Ref	Description	✓ /* N/A	Comments or Action required	Photo(s)	Due	Responsibility
1	Documentation					
1.1	Safety Statement updated in the previous 12 months					
1.2	Safety Statement signed by the Head of the Executive Committee					
1.3	Child Protection Policy in Place					
1.4	Are all coaches Garda vetted?					
1.5	Fire Safety Management Plan in Place					
1.6	Is there a fire register in place with records of all fire detection and firefighting equipment and its service history					
1.8	Are practice evacuations/fire drills held at least twice per year with records maintained?					
1.9	Copy of Safety Management Guide available					
1.10	Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?					
1.11	Is all electrical equipment checked regularly by a competent person. Are records maintained and available.					

1.12	Are there service records available for equipment and machinery					
1.15	Have statutory inspections been performed on the boiler					
3	Circulation Areas					
3.1	Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?					
3.2	Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?					
3.3	Are there any areas of loose paint, plaster, etc					
3.4	Are rails in place on steps and/or ramps where deemed necessary?					
3.5	Are floor coverings, tiles, etc, in good condition and not slippery?					
3.6	Are non-slip mats in place in shower areas and at the entrance to the club?					
3.7	Where relevant, are steps/stairways/ramps painted to ease visibility?					
3.8	Are surfaces in external areas, i.e. paths, car-parks, etc in good condition?					
3.9	Is there adequate lighting in car parks, on paths?					
3.10	Are waste materials properly collected?					
3.11	Are arrangements in place on event occasions to ensure that emergency vehicles may access/exit grounds?					

3.12	Are circulation areas accessible to those with special needs, e.g. mobility difficulties					
4	Fire Safety					
4.1	Are all designated fire exits clearly marked?					
4.2	Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?					
4.3	Do fire doors open outwards?					
4.4	Is muster area clearly marked?					
4.5	Are evacuation procedures clearly displayed?					
4.6	Are all staff/members familiar with evacuation procedures?					
4.7	Is the firefighting equipment at its designated fire points?					
4.8	Is firefighting equipment serviced as required and a record of service maintained?					
4.9	Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc, stored correctly, away from any sources of heat?					
4.10	Is the defibrillator available and regularly serviced? Are there an adequate \no of people trained in its use?					
5	Electrical Equipment					

5.1	Is electrical equipment suitable for use intended?					
5.2	Are plugs and sockets in good condition with no cracks or pieces missing					
5.3	Are socket screws and mountings secure					
5.4	Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp					
5.5	Do indicator lights on sockets function correctly					
5.6	Is al insulation on leads free from cracks or signs of deterioration.					
5.7	Where extension leads are being used, they are fully unwound and not left plugged in and unattended.					
6	Lighting					
6.1	Are all light fittings are in working order and are kept in a clean condition?					
6.2	Is lighting is adequate for the type of activities being undertaken					
6.3	Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring?					
6.4	Are all cables to external lighting either protected or kept at a height which does not present a hazard to the public?					
7	Equipment and Machinery					

7.1	Is equipment and machinery used suitable and appropriate for purpose?					
7.2	Are they stored in a locked area away from access of members of the public?					
7.3	Are they operated by competent persons only?					
7.4	Are weight stacks and moving parts adequately guarded?					
7.5	Is all machinery in good working order					
8	Maintenance					
8.1	Is a safe system of work in place, e.g., cleaning and other maintenance take place only when the area is free from non involved persons, particularly children?					
8.2	Is maintenance only carried out by competent persons?					
8.3	Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?					
8.4	Are staff, members and volunteers, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves) when appropriate					
8.5	Are all maintenance materials, paints, etc stored safety and securely?					
9	Doors and Windows					
9.1	Are all doors unobstructed?					

9.2	Are all doors free from broken and/or damages hinges, locks, etc					
9.3	Are windows free from broken fastenings?					
9.4	Do glazed windows, doors etc have toughened, laminated glass?					
9.5	Are windows safe when open from contact with passers by?					
9.6	Do doors and windows open without unnecessary force being applied?					
9.7	Are windows free from broken or cracked panes, frames, etc					
10	Working at Heights					
10.1	Are safe systems of working at heights documented? i.e. access to raised newsboards, erection of flags, lighting, etc					
10.2	Are facilities in place to facilitate safe working at heights?					
10.3	Are ladders and others equipment using for working at heights stored safely and securely when not in use?					
11	Moving and Handling					
11.1	Is equipment available to move and handle equipment, furniture, waste, etc?					
11.2	Are staff and those moving equipment provided with training in moving and handling?					

12	Heating and Ventilation systems					
12.1	Is the heating system regularly serviced and maintained in good order?					
12.2	Is maintenance carried out by competent person?					
12.3	Is boiler house kept clean and tidy and free from waste materials.					
13	Gymnasium					
13.1	Is the Gymnasium locked /access controlled when not in use?					
13.2	Is the equipment in good condition, maintained and serviced as specified by suppliers?					
13.3	Is the Gym supervised by a qualified, competent person when in use?					
13.4	Is gymnasium kept tidy and equipment appropriately stored					
13.5	Is first aid box available and accessible?					
13.6	Are floors clean, even and non-slip?					
13.7	Are changing rooms clean and tidy and disinfected?					
13.8	Is an induction evening provided to all members and a record of such induction maintained?					
14	Waste Management					
14.1	Are there adequate waste containers in place in ground/dressing rooms/other facilities?					

14.2	Is there a system to collect waste litter following matches/events?					
14.3	Is waste stored in a secure place pending collection/disposal?					
14.4	Is all waste disposed of in accordance with local authority regulations?					
14.6	Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves)					
15	Signage					
15.1	Are safety or health signs in place where hazards cannot be avoided or adequately reduced?					
15.2	Are all exit routes clearly visible?					
15.3	Is the Occupiers Liability sign erected and clearly visible?					
16	First Aid					
16.1	Does a First Aid box exist, and is appropriately stocked and available when required?					
16.2	Are there adequate numbers of trained first aiders available during training sessions and other events?					
16.3	Is a stretcher available?					
16.4	Is a defibrillator in place and available?					
16.5	Does the club have members trained (up to date) in CPR and in use of defibrillator?					
17	Event viewing areas, i.e. Stands, terracing, etc					

17.1	Are all viewing areas in good condition, free from slips, trips and falls hazards,					
17.2	Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc					
17.3	Are changes in level marked for visibility impaired persons					
18	Toilet areas					
18.1	Are urinals, w.c.s, basins, etc intact?					
18.2	Are hand washing facilities available (including hand drying facilities) and in working order?					
18.3	Is there a cleaning programme in place?					
19	Emergency Planning					
19.1	Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc					
19.2	Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?					
20	All Weather training areas					
20.1	Is the area in good condition and fit for use and free from defects?					
20.3	Are the keys maintained by a competent person?					
20.4	Is a record of use maintained?					
20.5	Is the area hired to non members?					

20.6	Is there a hire form with a waiver in place?					
20.7	Is a record of all use by third parties maintained?					
20.8	Is the area closed during adverse weather? Such as frost/snow?					
20.9	Is all signage on boundary free from sharp edges and not protruding onto the field of play?					
21	Facilities for Hire					
21.1	Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?					
21.2	Is this insurance vetted on an annual basis					
21.3	Is a schedule of use of facilities documented and maintained?					
21.4	Are the premises checked and cleaned after each use?					

The above is not an exhaustive list and where other hazards are identified they should be included.

Signed _____

4. Risk Assessment Template

NAME OF CLUB / ORGANISATION	Check carried out by
Venue:	Name:
Date of check:	Position:

Area	Hazards	Who might be harmed?	Existing controls What is already in place to minimise the risk?	Action What needs to happen to minimise the risk?	Date achieved
Training Area					
Is the area and surroundings safe and free from obstacles?					
Equipment					
Is the equipment fit and sound for activity and suitable for age group/ability?					
Participants					
Is/are the register(s) up to date? Are performers appropriately attired?					
Safe for Activity?					



Area Points to consider	Hazards	Who might be harmed?	Existing controls What is already in place to minimise the risk?	Action What needs to happen to minimise the risk?	Date achieved
Emergency Points Can emergency vehicles access facilities? Is there a working telephone?					
Safety Information Are there visible evacuation procedures?					

SIGNED: _____

DATE: _____

NAME: _____

N.B. A new risk assessment form should be completed at the start of each year, to ensure the club is covered should an incident happen again and as a result of changes made to the club's code of practice.

5. Disability Inclusion Policy

Our Mission:

The mission of **Weightlifting Ireland** is to value the ability and individuality of people with disabilities by providing everyone with the opportunities they need to reach their full potential as participants within an inclusive ethos/culture.

At **Weightlifting Ireland**, we will achieve disability inclusion by continually reviewing an approach that is implemented by the members, staff and management and by working in partnership with clubs, disability services and in consultation with people with disabilities and their families. This will ensure that our organisation is inclusive for everyone.

Our Commitment:

Our organisation welcomes all members of the community, regardless of their abilities. We will include people with disabilities in our organisation in both playing and non-playing roles to the greatest extent that we can.

We will endeavour to make our organisation as inclusive and accessible as possible, based on our commitment to comply with the Equal Status Acts 2000-2012, the Disability Act 2005 and Article 30.5 of the United Nations Convention on the Rights of Persons with Disabilities. We are also committed to fulfilling the requirement of the Sports Ireland Policy on Participation in Sport by People with Disabilities and to signing and engaging with the Sport Inclusion Disability Charter.

Accessibility:

We are committed to ensuring that as far as reasonably practicable, our organisational environment, clubs, training and education and physical facilities are accessible to people with disabilities. We are ready to consider all reasonable adjustments that would, over time, help us to achieve this aim more fully and effectively.

In our efforts to deliver on this we will:

- Improve on the physical layout out of the facilities that we use
- Update our training and education to reflect disability awareness/inclusion
- Adjust how we deliver/promote our information to people with disabilities
- Organise disability awareness/inclusion training for all board, staff and members
- Ensure that all resources are produced in accessible formats
- Improve accessibility of all programmes
- Review all areas in line with health and safety requirements

Participation:

By developing our capacity and capabilities within our organisation we will strive to deliver inclusive programmes, promote and advocate for disability inclusion and increase the numbers of people with disabilities participating in our sport and organisation.

In our efforts to deliver on this we will:

- Adopt an inclusive approach across all aspects of the entire organisation by consulting with our members
- Consult with and listen to the voices of people with disabilities in all of our deliberations and programme development
- Work in partnership with other organisations and individuals who are advocates for the inclusion of people with disabilities
- Promote good governance across the entire organisation to ensure that participation of people with disabilities is delivered
- Acknowledge and support the contributions, achievements and successes of people with disabilities in our organisation
- Commit to and adopt the Sport Inclusion Disability Charter

Support:

In the development of a Disability Inclusion Policy we understand that it requires a lot of support across all aspects of our organisation. We will endeavor to provide supports where they are needed and where financially and strategically possible.

In our efforts to deliver on this we will:

- Increase the capabilities of our management, staff and members so that they have a better understanding of what is required to deliver an inclusive environment. We will do this by providing disability awareness/inclusion training to all our board members, staff and members
- Appoint a Disability Inclusion Officer to monitor, support and assist in our work to be more inclusive of people with disabilities
- Educate and support management, staff and members to be accepting of people with disabilities throughout our organisation
- To ensure that all future policies, strategies and plans are inclusive of people with disabilities
- Develop our coaching/training pathway to include disability awareness training
- Develop a standalone disability inclusion workshop specific to our sport or organisation
- Collaborate with external organisations who work in the area of disability and consult with them and their members in the development of our programmes

Reporting:

We will endeavour to review and update the organisations Disability Inclusion Policy annually and to review any recommendations and developments that will have arisen as a result of the development of the policy.

In our efforts to deliver on this we will:

- Review the work that has being completed during the time frame
- Check the list of actions or measurable outcomes that were set as part of the policy development
- Consult with people with disabilities, members and organisational staff on their views and achievements in relation to the policy
- Update the policy where necessary
- Request approval of any updates to the policy by the board of management

Measurable Outcomes:

It is important to set a list of measurable outcomes so that the organisation can monitor and track that the Disability Inclusion Policy is being implemented.

In our efforts to deliver on this we will:

- Ensure that the Disability Inclusion Policy has been approved by all board of management and all members of the organisation
- Ensure that the board of management, staff and members understand the policy
- Ensure that the board of management, staff and members commit to the policy and adopt the Sport Inclusion Disability Charter
- Ensure that the policy is included in the organisations handbook and is part of induction training of all new staff
- Ensure that the policy is displayed publicly within the organisation
- Ensure that the training needs of the organisations board, staff and members in relation to the Disability Inclusion Policy has been identified and met
- Ensure that all incidents are recorded and dealt with in line with the policy
- Conduct an inclusion audit of the organisation and all the environments and facilities used for programmes and events

sport inclusion disability charter

People with disabilities should have every opportunity to be active within their local communities. This Charter, developed through consultations with people with disabilities, clearly outlines the five key areas people with disabilities are asking all organisations to consider in making active and healthy lifestyles possible for them.

To this end, we here in _____
have committed to the **Sport Inclusion Disability Charter**, and will:

Be open to and understanding of all people with disabilities

Openness

Access training for our staff/volunteers to facilitate the inclusion of people with disabilities

People

Develop and deliver inclusive activities

Activities

Review our facility/venues/equipment to make our organisation more accessible

Facilities

Promote the inclusive nature of our activities, in a variety of formats

Promotion

Signature: _____ Position: _____ Date: _____

6. Meeting Minutes Template

Annual General Meetings (AGM)

These are open to all club members and are held to make decisions that will affect what your club does and how it is run.

AGMs are an opportunity to:

- Highlight the progress and achievements of the club over the past 12 months.
- Elect the Committee for the following year.
- Discuss and vote on any changes to the constitution.
- Produce (and review) the club's annual accounts.
- The secretary is normally responsible for making arrangements for the AGM.
- Usually the notice for an AGM is a minimum of 21 days (this should be stated in the club's constitution).
- All members should be notified and invited to make nominations for the election of officers.
- The constitution should state the minimum number of members needed to attend for the AGM to be quorate.

Typical AGM Agenda:

- Last AGM Meeting Minutes
- Chairperson's address
- Secretary's address
- Treasurers address
- Elections of Officers
- Any Other Business.

Committee Meetings

These are meetings where officers meet to discuss club business and related matters on a regular and recorded basis.

- Discussion items may vary from meeting to meeting and range from who are the registered coaches to competitions.
- Your club constitution should state how often the committee meets and the minimum number of committee members in attendance needed. It is recommended that a club of committee should meet at least once every 3 months.
- During the process of setting up a club it may be necessary to meet more often, reducing the frequency once the club is established.
- The club secretary is generally responsible for the meeting time and venue and for giving notice to committee members.
- You should appoint someone to take minutes at committee meetings to make sure all key discussion points and decisions are captured and recorded. These should be reviewed and approved by the committee members and if possible, circulated to the wider club so that they know what was discussed.

Club Name

Meeting Name

XX/XX/XXXX(Date)

ATTENDEES

Jane Smith (Chair), Joe Bloggs (Secretary), John Dow (Treasure) etc.

AGENDA

Last Meeting Follow-up

1. *Include points from your previous meeting(s) that you need to re-cap*
2. .

New Business

1. *Specify the new topics you want to discuss; you could include timings to stay on track*
2. .

NOTES

Make notes of what was discussed and any decisions that were made, remember to include names or initials, and dated, figures, for example:

- *JB agreed to start the process of becoming an u18 coach for the year 2021.*

ACTION ITEMS

Remember when you are noting down actions, to capture owners and deadlines, for example:

1. *AB to circulate next month's newsletter for review by 15/11/2020*

NEXT MEETINGS AGENDA

Include any key points that will be carried over to or need to be reviewed at the next meeting.

- .

APPROVAL

These minutes have been reviewed and signed-off by:

Signature: _____

Name:

Position: Chairperson

Date:

Signature: _____

Name:

Position: Secretary

7. Members Code of Conduct

Members Code of Conduct

Weightlifting Ireland is the National Governing Body for the sport of Olympic Weightlifting in Ireland and operates in the public spotlight. Weightlifting Ireland is expected to conduct affairs on a basis consistent with the great trust that has been placed in us. This requires that our membership behaviours conform to the highest ethical principles.

The mission of Weightlifting Ireland is to encourage participation and the pursuit of excellence in all aspects of Olympic Weightlifting. Membership is open to individuals and groups committed to the same mission. The privilege of membership may, therefore, be withdrawn or denied by Weightlifting Ireland at any time when determined that a member's conduct, past or present is inconsistent with the mission of the organisation or the best interest of the sport and those who participate.

- All athletes, coaches, members and officials pledge to abide by the following Code of Conduct:
- Abide by all Weightlifting Ireland & International Weightlifting Federation rules, selection procedures and safety guidelines.
- As an ambassador, exhibit the highest standards of fairness, discipline, ethical behaviour and genuine sportsmanship by mutually respecting and bringing honour to Weightlifting Ireland, the Olympic Federation of Ireland and Sport Ireland.
- Respect teammates, athletes, coaches, officials, spectators, volunteers, Anti-Doping representatives and sponsors without regard to race, religion, national origin, age, civil status, veteran status, marital status, language, social condition, mental or physical ability, sexual orientation, or gender.
- Will not use offensive language/gestures or non-consensual physical contact as a response to the referees/jury/official's decision as an expression of frustration and/or self-admonishment.
- Will not engage in any form of discriminatory, verbal, physical or sexual harassment/abuse, fraud, stealing, deception or dishonesty related to Weightlifting Ireland events or activities.
- Will not disrespect, intimidate or embarrass other members, teammates, athletes, coaches, officials, spectators, sponsors, volunteers, Board of Directors, Committee members, Sport Ireland/W.A.D.A. and/or Weightlifting Ireland and National Office staff in person, electronically, and/or through social networking venues (i.e. Facebook, Twitter, blogs or websites, etc.).
- Will not participate in any non-consensual sexual contact or advance or other inappropriate sexually oriented behaviour or action directed towards any member by a coach, official, athletic trainer or other person who is in a position of authority.
- Respect and not cause damage to private or public property of others while at an event sanctioned by Weightlifting Ireland or at a designated Weightlifting facility.
- Will not sell or distribute any substance on the World Anti-Doping Agency (WADA) list of banned substances.
- Will not knowingly misrepresent competitive achievements, professional qualifications, education, experience, eligibility, criminal record or affiliations of oneself or another member.
- Will not misrepresent the nature or extent of an injury in order to decline an invitation to participate in or withdraw from a competition, training camp or other similar activity.
- Will not use illegal drugs in the presence of teammates, athletes, coaches, officials, volunteers, spectators, sponsors and staff of Weightlifting Ireland and/or at any Weightlifting Ireland event or activity.

- Will not commit a doping violation as defined by the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), Sport Ireland Anti-Doping Agency or the International Weightlifting Federation (IWF).
- When representing Weightlifting Ireland, members must wear team outfits when possible and promote Weightlifting Ireland before clubs or individuals. This to include social media posts and uploads.

Disciplinary action for violation of any provision in this Code of Conduct may include any or all of the following: (i) a reprimand; (ii) suspension from competition participation (iii) withholding of Direct Athlete Support payments; (iv) imposition of fines (including with respect to reimbursement of expenses incurred by Anti -Doping violation; (v) removal from team; (vi) termination of memberships with Weightlifting Ireland (vii) any combination of the foregoing.

If a Weightlifting Ireland member receives a disciplinary penalty or otherwise has a grievance related to this Code of Conduct, the member has the right to file a written request to the Board of Directors of Weightlifting Ireland within thirty (30) day of the action giving rise to the members claimed grievance, to seek a review of the action in question pursuant to Weightlifting Ireland Bylaws and Grievance Procedures.

In the event any member of Weightlifting Ireland has a complaint/grievance that falls under the control of Weightlifting Ireland, NO individual may contact any sponsor (i.e., employees, partners, suppliers, concerned individuals, et. Al.) for any reason related to the complaint'/grievance until such time that all hearing (including appeals) related to the complaint/grievance have been fully completed.



8. Child Safeguarding Safety Statement

Section 1 – NGB / club information

(Insert NGB/club name) provides various sporting activities and opportunities for young people through participation in clubs, regional/provincial events and through our national teams.

NGB/Club details:

- Name:
- Sport:
- Location (National/Local level):
- Size (Number of staff/members/clubs):
- Activities:

Section 2 - Principles to safeguard children from harm

(Insert name of NGB/club) is committed to safeguarding children and by working under the guidance of our NGB Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in sport.
- **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in relationships** - Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** - Competition is an essential element of sport and should be encouraged in an age appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

This (insert name of NGB/club) written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> • Lack of coaching qualification. • Supervision issues. • Unauthorised photography & recording activities. • Behavioural Issues. • Lack of gender balance amongst coaches • No guidance for travelling & away trips • Lack of adherence with misc procedures in Safeguarding policy 	<ul style="list-style-type: none"> • Coach education policy/Recruitment policy. • Supervision policy/Coach education policy • Photography & Use of Images policy • Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. • Coach education policy / Supervision policy. • Travel/Away trip policy / Child Safeguarding Training. • Safeguarding Policy / Complaints & disciplinary policy
<p>Complaints & Discipline</p> <ul style="list-style-type: none"> • Lack of awareness of a Complaints & Disciplinary policy. • Difficulty in raising an issue by child & or parent • Complaints not being dealt with seriously 	<ul style="list-style-type: none"> • Complaints & Disciplinary procedure/policy / Communications procedure. • Complaints & Disciplinary procedure/policy / Communications procedure. • Complaints & Disciplinary procedure/policy.

<p>Reporting Procedures</p> <ul style="list-style-type: none"> • Lack of knowledge of organisational & statutory reporting procedures • No DLP appointed. • Concerns of abuse or harm not reported. • Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> • Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour. • Reporting procedures/policy. • Reporting procedures/policy / Child Safeguarding Training – Level 1 • Post the names of CCO, DLP and Mandated person.
<p>Use of Facilities</p> <ul style="list-style-type: none"> • Unauthorised access to designated children’s play & practice areas & to changing rooms, showers, toilets etc..... • Unauthorised exit from children’s areas. • Photography, filming or recording in prohibited areas. • Missing or found child on site. • Children sharing facilities with adults e.g. dressing room, showers etc... 	<ul style="list-style-type: none"> • Supervision policy / Coach Education. • Supervision policy / Coach Education. • Photography policy and use of devices in private zones. • Missing or found child policy. • Safeguarding policy.
<p>Recruitment</p> <ul style="list-style-type: none"> • Recruitment of inappropriate people. • Lack of clarity on roles. • Unqualified or untrained people in role. 	<ul style="list-style-type: none"> • Recruitment policy. • Recruitment policy. • Recruitment policy.

<p>Communications</p> <ul style="list-style-type: none"> • Lack of awareness of ‘risk of harm’ with members and visitors. • No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. • Unauthorised photography & recording of activities. • Inappropriate use of social media & communications by under 18’s • Inappropriate use of social media & communications with under 18’s. 	<ul style="list-style-type: none"> • Child Safeguarding Statement / Training Policy. • Child Safeguarding Statement (display) / Code of Behaviour (distribute). • Photography & Use of Images policy • Communications policy / Code of conduct • Communications policy / Code of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> • Harm not being recognised. • Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. • General behavioural issues. • Issues of Bullying. • Vetting of staff/volunteers. • Issues of Online Safety 	<ul style="list-style-type: none"> • Safeguarding policy / Child Safeguarding Training. • Safeguarding policy / Child Safeguarding Training. • Code of Conduct. • Anti-Bullying policy. • Recruitment policy / Vetting policy. • Social Media / Online Safety policy.

The Risk Assessment was undertaken on (insert date).

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, ([the Children First: National Guidance, and Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice \(if 32 county insert equivalent in NI\)](#)). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

(Insert name of Club/Region) has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.

Please note that all procedures listed are available on request.

The Mandated/Relevant Person for NGB is Áine Byrne.

Section 5 – Implementation

We recognise that implementation is an ongoing process. Our NGB/Club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

- That all staff have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- **This statement will be displayed in a prominent place by the NGB/Club.**
- **Add your Club Children’s Officer photography and contact details and print of the ‘Know your Officers’ page and this must be displayed in a prominent place by the NGB/Club**

This Child Safeguarding Statement will be reviewed on **(insert date <24 months)**

Signed: _____ Date: _____

(On behalf of the *Club/Region/NGB – this is the Provider*)

Name: Áine Byrne.

Phone no: 0863486119

For queries on this Child Safeguarding Statement, please contact

Áine Byrne 0863486119

CPO@weightliftingireland.com

**WIT Sports Arena,
Carrignore,
Co. Waterford**

Weightlifting Ireland Child Safety Statement- Know Your Children's Officers

Weightlifting Ireland is committed to Safeguarding Children.

Weightlifting Ireland request that as well as Weightlifting Ireland's Child Safety Statement, we also require each club to print off and hang this 'Know your Children's Officers'. This document has your clubs Children's Officer's photography, name and contact details along with your NGB National Children's Officer's photography, name and contact details.

It is recommended, according to Sport Ireland and good governance, that each clubs have two Children's Officers.

(Insert NGB/club name) has already signed and agreed to the 5 sections of the Weightlifting Ireland Child Safety Statement which include: Providing club Information, Identifying the Principles to safeguard children from harm, Completed a Risk Assessment, Applying all safeguarding Procedures and Policy's and Implementing same.

Who are our Children's Officers?



Weightlifting Ireland National Children's Officer
Áine Byrne
CPO@weightliftingireland.com
0863486119



(Insert Club Name) Children Officer
Name:
Email:
Phone Number

When to go to your Club Children's Officer?

The Children's Officers represents the 'voice of the children' in the Club.

The appointment of Club Children's Officers is an essential element in the creation of a quality atmosphere in any club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can freely talk of their experiences. All clubs are required to have a Children's Officer in place and appropriate training will be made available to them through the Club and Weightlifting Ireland in conjunction with the Local Sports Partnerships and Sport Ireland. All affiliated Clubs are required to appoint a Club Children's Officer if there are Under 18 or Vulnerable Adults within the club.

9. Child Risk Assessment Template

Child Safeguarding Risk Assessment Document for *insert name of Club*

This risk assessment considers the potential for harm to come to children whilst they are in your club's care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of *Section 11 (1) of the Children First Act 2015 the risk is of abuse and harm, not general health and safety risk (covered under a separate H&S policy and risk assessment).*

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

(a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a "risk").

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility for risk	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	High	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	Club/Weightlifting Ireland (WI)	<i>Proof of qualification to be confirmed, provision of child focused coach education by WI</i>
Supervision issues	High	<ul style="list-style-type: none"> Supervision policy Coach education policy 	Club	<i>Ongoing review and education</i>
Unauthorised photography & recording activities	High	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club/Weightlifting Ireland	<i>Ongoing review and education about the updated Code of Ethics for Children in Weightlifting and Appendices of same</i>
Behavioural Issues	High	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) 	Club/Weightlifting Ireland	<i>Ongoing review and education about the updated Code of Ethics for Children in Weightlifting</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility for risk	Further action required ...
		<ul style="list-style-type: none"> Complaints & Disciplinary policy 		
Lack of gender balance amongst coaches	High	<ul style="list-style-type: none"> Coach education policy Supervision policy 	Club/Weightlifting Ireland	<i>Ongoing review and education about the updated Code of Ethics for Children in Weightlifting</i>
No guidance for travelling and away trips	High	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club/Weightlifting Ireland	<i>An update of the travel documents and rules required prior to next WI away trip</i>
Lack of adherence with procedures in Safeguarding Policy (ratio's, transport,etc.)	High	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	Club/Weightlifting Ireland	<i>Ongoing review and education about the updated Code of Ethics for Children in Weightlifting</i>
COMPLAINTS & DISCIPLINARY				
Lack of awareness of a Complaints & Disciplinary policy.	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club/Weightlifting Ireland	<i>Greater communication required. Support required for Children's Officer. Clubs to have Photo and Contact Details of CO and Mandated Person clearly displayed</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club/Weightlifting Ireland	<i>Review the communication / responsibilities of the procedure/policy as required. Clubs to have Photo and Contact Details of CO and Mandated Person clearly displayed</i>
Complaints not being dealt with seriously	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 		<i>Educate Clubs on the revised reporting procedure for Child Protection and Welfare</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	High	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	Weightlifting Ireland Mandated Person Club	<i>Make policies and procedures available Include in Safeguarding Training (L1)</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility for risk	Further action required ...
			Clubs Children's Officer	<i>Include in Coach Education Training. Ensure all clubs have Copy of Children First National Guidance Doc</i>
No Mandated Person appointed	High	<ul style="list-style-type: none"> Reporting procedures/policy 	Weightlifting Ireland	<i>Publicise identity of Mandated Person on Website and Via Photo ID and contact details in each club Train Mandated Person in their role</i>
No Club Children's Officer appointed/Relevant person appointed	High	<ul style="list-style-type: none"> Reporting procedures/policy 	Weightlifting Ireland Club	<i>Train all Children's Officers Publicise identity of Children's Officers</i>
Concerns of abuse or harm not reported	High	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP	<i>Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i>
Not clear who Young People should talk to or report to	High	<ul style="list-style-type: none"> Post the names of Children's Officers, Relevant Person and Mandated Person 	CCO DLP	<i>Communicate in Club Include in Safeguarding Training (L1) Photo of Children's Officer and Mandated Person with contact info to be on display in Club.</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	High	<ul style="list-style-type: none"> Supervision policy Coach education/Safeguarding 1 	Club	<i>Clarify roles and responsibilities before session starts</i>
Unauthorised exit from children's areas	High	<ul style="list-style-type: none"> Supervision policy Coach education 	Club	<i>Clarify roles and responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	High	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Club	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	High	<ul style="list-style-type: none"> Missing or found child policy 	Club/ Event organisers/WI	<i>Refer to policy and inform Gardai. use form in Appendix of Code</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility for risk	Further action required ...
Children sharing facilities with adults e.g. dressing room, showers etc.	High	<ul style="list-style-type: none"> Safeguarding policy 	Club	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	High	<ul style="list-style-type: none"> Safe Recruitment policy Appropriate forms in the Appendix to the Code 	Weightlifting Ireland Club CO's/Relevant Person	<i>Ongoing review and education</i>
Lack of clarity on roles	Medium	<ul style="list-style-type: none"> Safe Recruitment policy 	Club	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	High	<ul style="list-style-type: none"> Safe Recruitment policy 	Club	<i>Check qualification Ongoing review</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	High	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	National Club Relevant Person/CO's	<i>Communicate Child Safeguarding Statement</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	High	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Weightlifting Ireland Club Executive Relevant Person/Children's Officer	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities	High	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club CO's/Relevant person	<i>Ongoing review and education regarding updated policy</i>
Inappropriate use of social media and communications by under 18's	High	<ul style="list-style-type: none"> Communications policy Code of conduct 	Weightlifting Ireland Club	<i>Ongoing review and education</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility for risk	Further action required ...
Inappropriate use of social media and communications with under 18's	High	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Weightlifting Ireland Club	Ongoing review and education
GENERAL RISK OF HARM				
Harm not being recognised	High	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Weightlifting Ireland Club	Review reporting process with Children First Doc's Informal consultation with Tusla
Harm caused by <ul style="list-style-type: none"> child to child coach to child volunteer to child member to child visitor to child 	High	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Weightlifting Ireland Club	Ongoing review and education
General behavioural issues	Medium	<ul style="list-style-type: none"> Code of Conduct 	Club	Take disciplinary action where necessary Sign code of conduct
Issues of Bullying	High	<ul style="list-style-type: none"> Anti-Bullying Policy 	Club, Weightlifting Ireland	Ongoing review Update policy
Vetting of Staff/Volunteers	High	<ul style="list-style-type: none"> Recruitment/Vetting Policy 	Club, Weightlifting Ireland	Recruitment and Vetting Policies
Issues of Online Safety	High	<ul style="list-style-type: none"> Social Media / Online Safety Policy 	Club, Weightlifting Ireland	Social Media / Online Safety Policy

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/NGB measured by you as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.

This Risk Assessment document has been discussed and completed by *Insert name of Club* on __/__/2021

Signed:

Signed:

Name:

Name:

Role: *(insert role on Committee)*

Role: Club Children's Officer (Relevant Person)

Date:

Date:

