



Mallow United AFC Procedures, Code of Practice and Conduct and Rules



Version 1.0

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Procedures

1. Volunteer Recruitment Procedure

Volunteers may fill a number of different roles at the club including but not limited to committee member, coach and coaching assistant. In order to maintain the highest standards of child welfare it is Mallow United Club policy that all volunteers who work with the club, regardless of what age group they are primarily involved with, are recruited using the following volunteer recruitment process.

1. Volunteer applicant to complete Mallow United **Volunteer Application** form.
2. The following documents must be completed by the volunteer applicant and returned to the club secretary in person
 - FAI/Garda **Vetting ID Validation** and **Vetting Invitation** forms.
 - Mallow United F.C. **Volunteer Reference** form for two references.
 - Mallow United F.C **Adult Membership Application** form with annual membership fee.
3. Volunteer applicant to meet with 2 or more members of the volunteer recruitment committee for brief discussion and approval of proposed role in the club.
4. Club to arrange for volunteer applicant to complete **FAI Safeguarding 1** course.

2. Incident Report Procedure

- The Mallow United incident report form is to be used to report all of the following types of incidents
 - Breach of FAI child welfare policy
 - Injuries to players, coaches, volunteer or spectator requiring medical treatment
 - Accidents in which the health and safety of an individual was considered to be at risk
 - Breach of Mallow United club rules
 - Repeated or serious breach of Mallow United code of conduct
- Completed incident report forms reporting a breach of child welfare policy are to be submitted directly to the Mallow United child welfare officer or assistant child welfare officer and will be processed by the Child Welfare Sub-Committee using the Child Welfare Incident Procedure outlined below.
- All other incident report forms are to be submitted to the Mallow United secretary and will be processed using the Disciplinary Incident Procedure or Health and Safety Incident Procedure depending on the nature of the incident.
- Any incident report submitted for a Disciplinary Incident or Health and Safety Incident which raises issues of concern to child welfare will be referred to the Child Welfare Sub-Committee.

2.1 Child Welfare Incident Report Procedure

The FAI Child Welfare Policy Document 2014 outlines in detail the Policy which Mallow United applies in order to protect children who interact with the club. Incidents which are in breach of this policy should be reported using the Mallow United Incident Report Form and the incident report will be dealt with using the following procedure.



- Incident report to be reviewed by the Child Welfare Sub-Committee and investigation opened.
- Person who submitted report to be invited to meet with Child Welfare Sub-Committee to discuss incident report.
- Any persons named in report or who may be in a position to assist with investigation to be invited to meet with Child Welfare Sub-Committee.
- Following completion of meetings with relevant persons all contributions to be reviewed by Child Welfare Sub-Committee.
- Child Welfare Sub-Committee to pursue one or more of the following depending on the nature of the incident
 - Clarify or modify current club practice to prevent reoccurrence of reported incident.
 - Issue warning, suspension or expulsion to parties deemed to have been in breach of child welfare policy.
 - Escalate to higher authority.
- Full report (for internal use only) outlining investigation and findings to be completed by Child Welfare Sub-Committee. Report will not be disclosed outside of Child Welfare Sub-Committee unless required by a higher authority (i.e. FAI Child Welfare, Tusla, Garda Síochana)
 Summary report of findings of investigation to be provided to any persons who submitted incident report on the matter being dealt with and any persons who were investigated for breach of child welfare policy. Persons names or confidential information will not be used in the summary report.
- The confidentiality and sensitivities of all parties is to be respected at all times.
 - During meetings names of individuals will only be used when essential to the purpose of the investigation.
 - Persons invited to attend a child welfare incident meeting should not discuss the matter outside the meeting.
- If at any point of an investigation there is considered to be the possibility of ongoing risk to a child, action will be taken without delay to ensure no child is at immediate risk of harm, regardless of the investigation having being completed or not.

2.2 Health and Safety Incident Report Procedure

Incidents in which there is an injury to players, coaches, volunteer or spectator requiring medical treatment requiring medical treatment or accidents in which the health and safety of an individual was considered to be at risk should be reported using the Mallow United Incident Report Form and the incident report will be dealt with using the following procedure.

- Incident report to be reviewed by Health and Safety Sub-Committee and investigation opened.
- The person who submitted the incident report, any others persons named in the report or persons who may be in a position to assist with investigation may be invited to meet with Health and Safety Sub-Committee.
- Following completion of meetings with relevant persons all contributions to be reviewed by Health and Safety Sub-Committee.



- Examination of site of incident will be completed if appropriate.
- Health and Safety Sub-Committee to highlight club health and safety policy to club members or update policy if necessary, in order prevent reoccurrence of reported incident.
- Full report (for internal use only) to be completed by Health and Safety Sub-Committee outlining in full the investigation and measures taken.
- Summary report (for external use with any personal or sensitive material removed) to be completed and made available to all persons to whom the health and safety issue investigated is deemed relevant.

2.3 Disciplinary Incident Report Procedure

Incidents which are in breach of the club rules or repeated or serious breaches of the club code of conduct should be reported using the Mallow United Incident Report Form and the incident report will be dealt with using the following procedure.

- Incident report to be reviewed by Disciplinary Sub-Committee and investigation opened.
- Person or persons who are reported to have breached the club code of conduct or club rules to be invited to meet with Disciplinary Sub-Committee to discuss incident report.
- Any others persons named in the report or persons who may be in a position to assist with investigation to be invited to meet with Disciplinary Sub-Committee.
- Following completion of meetings with relevant persons all contributions to be reviewed by Disciplinary Sub-Committee.
- Disciplinary Sub-Committee to pursue one or more of the following depending on the nature of the incident
 - Clarify club code of conduct or club rules to offending party to prevent reoccurrence of reported incident.
 - Issue warning, suspension or expulsion to parties deemed to have been in breach of club code of conduct or club rules.
- Should any act of misconduct 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.
- Full report outlining investigation and findings to be completed by Disciplinary Sub-Committee.
- Summary report to be provided to persons who were investigated for breach of club code of conduct or club rules.



Code of Practice and Conduct

Mallow United F.C. Code of Practice and Conduct incorporates the following FAI Policy and Guidelines which are available for download from the club website.

- FAI Child Welfare Policy
- FAI Social Media Policy
- FAI Concern/Complaint Policy
- FAI Code of Conduct for Coaches
- FAI Code of Conduct for Parents

Members of Mallow United F.C. shall at all times abide by the policy's outlined in the above documents as well as the Mallow United F.C. Code of Practice and Conduct and the Mallow United F.C. club rules outlined below.

Mallow United F.C. recognises and accepts that in all matters concerning child protection, the welfare and protection of underage players is the priority.

Incidents which are in breach of the club rules or repeated or serious breaches of the club code of conduct should be reported using the Mallow United Incident Report Form and the incident report will be dealt with using the Disciplinary Incident Procedure by the Disciplinary Sub-Committee.

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. The Club Disciplinary Sub-Committee shall have the power to suspend or expel a member when, in their opinion, it would not be in the interest of the Club for them to remain a member.

Code of Conduct for Managers/Coaches

1. 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.
2. All team managers/coaches should have the appropriate interest and competence.
3. It is expected that all managers would have a coaching badge (Kickstart 1 & 2) before being given the responsibility of managing a team.
4. 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
5. 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.
6. 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.



Code of Conduct for Players

1. 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.
2. 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.
3. 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
4. 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.
5. 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.
6. 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.
7. 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 loose 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.

Disclaimer

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.

Code of Conduct for Parents, Guardians, Spectators

1. 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.
2. 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.
3. Adult behaviour must be of the highest standard to set the correct example to the players.
4. Players should expect advice, encouragement and support and not be embarrassed or humiliated by the adults watching them.
5. 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.
6. 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!
7. 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. No parent/ guardian or person associated with a playing member should attempt to unduly influence the Team Manager/Coach with regard to team selection.
8. 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.



9. 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.
10. 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.
11. All parents, guardians and spectators shall abide by the rules of the Football Association of Ireland and its constituent youth and underage leagues
12. 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.



Rules

General Rules

1. All members of the Club shall operate and behave in accordance with the Club's Code of Practice and Conduct.
2. Child Welfare
 - a) No adult member of the club is allowed to accept any club member who is under 18 as a friend on their personal Social Media page.
 - b) No adult member of the club is allowed to communicate with any club member under 18 through social media, text message, phone or email. All communications concerning under 18's should be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g. fixtures, training etc.
 - c) No images or personal information of under 18's should be posted online other than on the official club website and social media channels and only with prior written consent from each parent / guardian.
3. Use of Facilities
 - a) Teams within the Club shall play home games at grounds designated by the Club Committee.
 - b) When training on grass teams within the Club shall train at grounds designated by the Club Committee with schedules drafted in consultation with the Team Coaches/Managers.
 - c) All persons who use the club's facilities are required to leave the club facilities in the same condition they found them.
 - d) All litter generated by persons using the clubs facilities during training, matches, meetings and other events is to be removed by persons in use of the facilities.
 - e) Smoking is not allowed on Mallow United club premises including inside and outside the area of the clubhouse and Mallow United pitches.
4. Fees
 - a) The cost of registration, match fees, training fees and any other fees will be decided by the Club Committee.
 - b) Completed membership forms along with appropriate fee to be handed in along with player registration form a week before commencement of respective league.
5. Club notepaper and any other paper bearing the Club logo can be used only by the Officers of the Club.
6. Expenditure
 - a) The Club's purchasing policy requires the approval of the Club Secretary and/or Treasurer for any expenditure in excess of €50.00.
 - b) All expenditure will be receipted.
 - c) The Club shall not be liable for payment of non-sanctioned items of expenditure.
7. National Cup
 - a) One team to represent each age group irrespective of whether they are in the premier division.



Rules for Coaches

1. Appointment of Coaches

- a) All new or coaches who have not been a member of the club for over 1 year must complete the full volunteer recruitment process (outlined in procedures section above) before being considered for a coaching role.
- b) Existing coaches must apply to the coaching committee for renewal of their coaching position prior to each season by submitting a Mallow United volunteer application form stating their preferred role.
- c) To apply for renewal of a coaching role with the club a Mallow United coach must
 - i. Be Garda vetted within the last 3 years
 - ii. Have FAI Child Safeguarding 1 course completed within the last 3 years
 - iii. Be a member of the club with annual membership application form completed and submitted and annual membership fee paid.

2. Player Welfare

- a) No coach is allowed to supervise a group of underage players without the presence of a second adult who has completed the clubs volunteer recruitment process.
 - i. If a regular coach is absent best effort should be made to recruit a second approved adult volunteer from within the club.
 - ii. If a second adult is not available then any planned activities (training or match) should be postponed.
- b) For all club events coaches must aim for a minimum adult to child ratio of 2 adults to every 16 children (1:8)
- c) A first aid kit should be available at all training sessions and matches.
- d) Only players, managers, coaches, assistant coaches and committee members are authorised to within the perimeter of playing area for any training sessions.
- e) Coaches must submit an incident report form to the club secretary or child welfare officer if any of the following incidents occur before, during or after a training session or match involving their team
 - iii. Significant injury to Mallow United player or coach i.e.
 - Player was unable to continue playing
 - Player required first aid
 - Player brought to GP/hospital during or after game
 - iv. Breach of Child Welfare Policy
 - v. Verbal or physical altercation involving a Mallow United player/coach/parent and another individual

3. Coaches Meetings

- a) Each team is required to send a representative to coaches meetings
- b) A fine will be incurred by teams who fail to send a coach without justification

4. Dress Code

- a) All coaches to wear Mallow United leisure gear on match day.



- b) All Mallow United teams are to wear the club home kit of a red top, black shorts, and black socks. If a change of strip is required the kit is white top, red shorts and red socks.
- 5. Purchasing Kit and Leisurewear
 - a) All new club kits must be ordered through the designated person on the committee responsible for ordering kits.
 - b) All leisurewear must be ordered through the designated person on the committee responsible for ordering leisurewear.
- 6. Player eligibility
 - a) When selecting a match day squad coaches are not allowed to include players who are deemed ineligible by the club based on player eligibility rules defined in Rules for Players
- 7. Collection of Players Fees
 - a) The collection of training fees and match fees etc. will be returned on standard forms, as drafted by the Club treasurer.
 - b) Training on grass pitches
 - i. Training fee of €2 per player per session applies to all training on grass
 - ii. Money collected before winter is kept by the squad to cover costs incurred during the season.
 - iii. Moneys collected after winter go to the club to be put towards the cost of pitch maintenance (lawnmower maintenance, fuel, paint etc).
 - c) Winter training on AstroTurf or indoor sessions
 - i. Cost per players will vary according to squad size and number of training sessions per week.
 - ii. Fees to be collected from players on a monthly basis
 - iii. Coaches may include cost for referees or collect separately on match day
 - iv. Payment by coaches to be made to club secretary on a monthly basis
 - v. Payment is to be made using notes only, coins not accepted.
- 8. Discipline
 - a) For minor breaches of code of conduct by a player a coach may impose a one match suspension or one week suspension from training and matches. Such suspensions should be accompanied by an incident report submitted to disciplinary sub-committee. Any further disciplinary measures should be referred to the disciplinary sub-committee.
- 9. Under age playing formats
 - a) Coaches are required to familiarise themselves with the different playing formats for different age groups defined by the FAI.
 - b) Coaches are required to respect the fact that games are non-competitive prior to under 12.
 - c) Coaches should abide by playing time guidelines to ensure each child enjoys an appropriate level of game time



Playing Format Summary

Age Group	Squad Size	Team Size	Match Format	Match Duration	Referees	Playing Time	League Tables	Pitch Size (m) Min/Max	Goal Size	Ball Size & Weight
U6	10	4 v 4 (no GK)	Twin	4 x 10 mins	No	75%	No	35m x 20m max * 30m x 20m min	1m x 3m	5 (290 gms)
U7	10	4 v 4 (no GK)	Twin	4 x 10 mins	No	75%	No	35m x 20m max * 30m x 20m min	1m x 3m	5 (290 gms)
U8	12	5 v 5	Twin	4 x 12 mins	No	75%	No	45m x 25m max * 40m x 25m min	2m x 5m	5 (290 gms)
U9	12	5 v 5	Twin	4 x 12 mins	No	75%	No	45m x 25m max * 40m x 25m min	2m x 5m	5 (320 gms)
U10	16	7 v 7	Twin	2 x 25 mins	Yes	50%	No	65m x 40m max * 60m x 35m min	2m x 5m	5 (320 gms)
U11	16	7 v 7	Twin	2 x 25 mins	Yes	50%	No*	65m x 40m max * 60m x 35m min	2m x 5m	5 (320 gms)
U12	16	9 v 9	Normal	2 x 30 mins	Yes	25% to 50%	Yes	Box to Box, see page 24	2m x 5m	5 (370 gms)
U13	16	11 v 11	Normal	2 x 30 mins	Yes	25% to 50%	Yes	Full	Full	5 (370 gms)
U14	16	11 v 11	Normal	2 x 35 mins	Yes	25% to 50%	Yes	Full	Full	5 (370 gms)
U15	16	11 v 11	Normal	2 x 35 mins	Yes	25% to 50%	Yes	Full	Full	5 (450 gms)
U16	16	11 v 11	Normal	2 x 40 mins	Yes	25% to 50%	Yes	Full	Full	5 (450 gms)

Roll on/Roll of Substitutions apply at all ages

* Leagues who have league tables at U11 may continue to have league tables for season 2015/16. League Tables at this age will be discontinued from season 2016/17

Rules for Players

1. Registration

- a) To train and play matches with Mallow United a player must be a registered player member of the club.
- b) To become a registered player member of the club a player/parent must
 - a. complete the Mallow United registration form
 - b. have paid the annual registration fee for that season
- c) Registration fees to be set in advance of each season
 - a. Competitive Registration Fee – Permits the player to play in competitive fixtures for the club
 - b. Non-competitive Registration Fee – Permits the player to train and play non-competitive fixtures. This is subject to the relevant coach being able to accommodate the player in their squad.
- d) Only player members are covered by the clubs insurance policy.

2. Player Fees

- a) All players must pay weekly/monthly fees which cover costs associated with running their team including use of training facilities, referee fees, laundry replacement of damaged equipment etc.
- b) Fees are to be set at the start of the season and collected on a weekly or monthly basis.

3. Player Age Group

- a) Underage players are by default assigned to a team in accordance with their year of birth.



- b) 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.
4. Player Dress Code
- a) Match Day Shorts
 - i. When playing for the club all players are to wear plain black shorts or plain black shorts with Mallow United crest.
 - ii. In the event of clash of colours with an opposing team where Mallow United are required to wear alternative shorts players are to wear plain red shorts or plain red shorts with Mallow United crest.
 - b) Match Day Socks
 - i. When playing for the club all players are to wear plain black socks.
 - ii. In the event of clash of colours with an opposing team where Mallow United are required to wear alternative socks players are to wear plain red socks or plain white socks depending on coaches instructions.
 - c) Players who have a Mallow United leisure wear should wear the gear to all games or events at which they are representing the club.
5. Player Eligibility
- a) To be eligible to participate in training and or non-competitive matches players
 - a. Players must have their Mallow United player registration form submitted and approved by the relevant club registrar
 - b. Players must have paid the competitive player registration fee or non-competitive player registration fee
 - b) To be eligible to participate in competitive matches
 - a. Players must have their Mallow United player registration form submitted and approved by the relevant club registrar
 - b. Players must have paid the competitive player registration fee
 - c. Players cannot have outstanding fines with the club
 - d. Players cannot have outstanding suspensions with their league
6. Adult/Youth Players
- a) Fees & Fines
 - i. Players who incur fines are required to pay monies owed within 7 days of receiving notice from the club. Players who do not pay outstanding fines within 7 days will be suspended from playing competitive fixtures for the club until fines are paid.
 - b) All adult/youth players are required to participate in club fundraising activities e.g. church gate collection, flag day, table quiz etc.
 - c) All adult players are expected to participate selling of the club's weekly Soccer Forecast Cards.



Rules for Parents, Guardians and Spectators

1. Transport
 - a) It is the responsibility of the parent/guardian to arrange transport for their child to and from the venue for all training and matches including away fixtures.
 - b) If a parent/guardian cannot travel to the venue themselves then they should arrange a lift with a parent/guardian of another child who is traveling. Arranging transport of children is not the responsibility of the team coach or club.
 - c) If a child is to be transported to/from a match/training by someone other than their parent/guardian then the parent/guardian must notify the coach by text message, email or written note and provide the names of any persons permitted to transport a child in addition to the parent/guardian.
 - d) If a child is permitted by their parent to leave a match/training session without being collected by a parent/guardian then the parent/guardian must notify the coach by text message, email or written note.
2. Parents/guardians/spectators are not permitted to enter within the perimeter of playing area for training sessions or matches.
3. Parents/guardians/spectators are not permitted to enter dressing rooms when in use by players for training sessions or matches.
4. Parents/guardians/spectators are not permitted to engage themselves in coaching decisions during training and matches.

