



SKIF IRELAND CODE OF ETHICS

SKIF-IRELAND POLICY DOCUMENT

SKIF Ireland Code of Ethics



POLICY No: SKIFI/ETHICS/02

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1. PURPOSE & SCOPE

The safeguarding of all our members is paramount to SKIF Ireland. Everyone should participate in sports in a safe environment regardless of age or circumstance. SKIF Ireland will continue developing and investing in our ethics programme to ensure everyone experiences Karate-Do in the spirit of fair play.

2. STAKEHOLDERS

Organisation: For the purposes of this document, it shall be taken to refer to Shotokan Karate-Do International Federation Ireland (SKIF Ireland).

Club: For the purposes of this document, it shall be taken to refer to an Affiliated Club within the organisation.

Karate-ka: For this document's purposes, it shall be taken to refer to a Person Participating in karate-do.

Member: For this document's purposes, it shall be taken to refer to a Licensed member of the organisation.

Instructor: For this document's purposes, it shall be taken to refer to an Instructor within an affiliated club.

Club Instructor: For the purposes of this document, it shall be taken to refer to the head instructor of an affiliated club.

Child/Minor/Young/Young People: For the purposes of this document, it shall be taken to refer to any individual under 18.

Volunteer: For the purposes of this document, it shall be taken to refer to any individual who is **not** a licensed member of an affiliated club but who has been appointed by the organisation to work with young people.

Parent: For this document's purposes, it shall be taken to refer to a parent, legal guardian or carer of a child.

National Child Welfare Officer (NCWO): For the purposes of this document, it shall be taken to refer to an Individual designated responsible for dealing with matters concerning the protection and safeguarding of young people within the organisation. The NCWO shall have the appropriate training for the role.

Club Child Welfare Officer (CWO): For the purposes of this document, it shall be taken to refer to an individual designated to deal with matters concerning the protection and safeguarding of young people within the club. All organisationally affiliated clubs shall have an appointed CWO; this individual cannot be the club instructor but may also fulfil the Designated Liaison Officer role. The CWO shall have the appropriate training for the role.

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National Designated Liaison Officer (NDLO): For the purposes of this document, it shall be taken to refer to a person at the organisation level responsible for reporting allegations or suspicions of child abuse to the Statutory Authorities.

Designated Liaison Officer (DLO): For the purposes of this document, it shall be taken to refer to a person in a club responsible for reporting allegations or suspicions of child abuse to the statutory authorities. All organisationally affiliated clubs shall have an appointed designated liaison officer; this individual may also fulfil the CWO role. Ideally, the club instructor should not be the designated liaison officer, but in instances where this is unavoidable, the CWO role should be fulfilled by another individual. The designated liaison officer shall have the appropriate training for the role.

3. PRINCIPLES

Members have much to gain from sports; sports provide an excellent opportunity to learn new skills, become more confident, and maximise their unique potential. SKIF Ireland has a set of core values that provide the foundation for all practice:

IMPORTANCE OF PARTICIPATION

Participation should be understood and valued by everyone involved in sport.

NEEDS OF THE CHILD AND INTEGRITY IN RELATIONSHIPS

All children's Sports experiences should be guided and comply with the policy below.

Sub Policy Document: SKIF Ireland Child Protection Policy

FAIR PLAY

All Sports in SKIF Ireland will be conducted in an atmosphere of fair play. Ireland has adopted the European Code of Sports Ethics, which defines fair play as more than playing within the rules. It incorporates the concepts of friendship, respect for others, and always playing within the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with eliminating cheating, deception, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics. Council of Europe, 1993).

The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.

COMPETITION

Competition is an essential element of sport and should be encouraged age-appropriately.

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INCLUSION & EQUALITY

All members should be valued and treated equally and fairly. Members, irrespective of ability or disability, should be involved in sports activities in an integrated and inclusive way whenever possible, thus allowing them to participate in their potential alongside other members. Sports Leaders should be aware of and seek to gain competence in addressing the needs of members with disabilities or any additional needs.

Sub Policy Document: SKIF Ireland Inclusion and Diversity Policy

4. TRAINING & VETTING

Every adult in a supervisory capacity in the Organisation must have the following:

- Garda Vetting
- Sport Ireland Safeguarding 1

In addition to the above, you may require one of the following for your role:

- Sport Ireland Safeguarding 2 (Club Child Welfare Officer)
- Sport Ireland Safeguarding 3 (Club Designation Liasion Officer)

5. PEOPLE

ALL ADULTS

The roles of every adult involved in the Organisation should be clearly defined, and each sports Leader must have a clear idea of their role and responsibilities, which can overlap.

ADULT-CHILD RELATIONSHIPS IN SPORT

The trust in an adult-child relationship in sport places a duty of care on all adults, voluntary or professional, to safeguard the child's health, safety, and welfare while engaged in sport. Adults have a crucial leadership role to play in sports. Whether Parents/Legal Guardians, Sports Leaders, or teachers, they can create a positive Sports environment for young people.

All children's Sports experiences should be guided and in compliance with the policy below.

Sub Policy Document: SKIF Ireland Child Protection Policy

CHILD-CHILD RELATIONSHIPS IN SPORT

Children should interact in a spirit of mutual respect and fair play. Adults, including Parents/Legal guardians, must create an environment in which equality and open relationships are valued and where the integrity of each individual is respected.

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PARENT/LEGAL GUARDIAN

Parent/Legal Guardian is vital in promoting an ethical approach to sport and young people's enjoyment of the sport. Parents/Legal guardians, therefore, need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Sports leaders need the support of the parent/legal guardian to convey the message of fair play.

SPORTS LEADERS

Sports Leaders play a vital role in children's sports. The Organisation is guided by this Code of Ethics and Good Practice whilst recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in the sport.

6. ORGANISATION

The Organisation is responsible for the administration of a particular sport nationwide and for overseeing its affiliated members' adoption and implementation of this Code and all other policies and procedures. To maximise compliance with the Code, The Organisation should:

- Ensure that the SKIF Ireland Code of Ethics is implemented in the Organisation.
- Ensure that a National Child Welfare Officer and National Designated Liaison Officer are in place.
- Ensure that effective disciplinary, complaints and appeals procedures are in place.
- Have strategies for dealing with a concern or complaint made to the Statutory Authorities against a committee member or a Sports Leader as outlined in the SKIF Ireland Child Protection Policy.
- Ensure that all Clubs with child members are fully affiliated and operate per the policies and procedures of SKIF Ireland.
- Review Child Protection Policy and Procedures regularly through open discussion with its members, Sports Councils and Statutory Authorities.
- Promote contact with representatives of the Statutory Authorities. Building these relationships will create an environment where education and knowledge of child protection issues and procedures are widely known.
- Examine and take appropriate action in response to any reports or observations of unusual incidents (high rate of transfers, dropouts) received from clubs.

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7. CLUBS

All affiliated clubs should work closely with the SKIF Ireland Child Welfare Officer to promote best practices and ensure that best practices are followed.

Each club should:

- Adopt a Club Code of Ethics and Club Child Protection Policy as an integral part of its policy on children.
- Appoint a Club Child Welfare Officer to manage all aspects of Child Protection in the Club and appoint a Designated Liason Officer to act as liaison to the Statutory Authorities concerning the suspicions of child abuse. Any such reports should be made according to the procedures and policies.

Sub Policy Document: SKIF Ireland Child Protection Policy

- Develop effective procedures for responding to and recording accidents.

8. NATIONAL CHILD WELFARE OFFICER

The organisation should appoint a National Child Welfare Officer. The National Child Welfare Officer should be an autonomous part of the Executive Committee to ensure that children's interests are kept on and influence the Organisation's agenda decisions.

The National Child Welfare Officer's role and responsibilities are outlined in the below policy.

Sub Policy Document: SKIF Ireland Child Protection Policy.

9. CLUB CHILD WELFARE OFFICER

Club Child Welfare Officer should be child-centred in focus and aim to establish a child-centred ethos. They are the link between the Club's children and adults, and they monitor and report to the Club Management Committee on how club policy impacts young people and Sports Leaders. The Child Welfare Officer should be a member of or have access to the Club Management Committee or Club Instructor.

The Child Welfare Officers should have their responsibilities outlined in their Club's Child Protection Policy. If the Club doesn't have a Club Child Protection Policy, it will be governed by the below policy.

Sub Policy Document: SKIF Ireland Child Protection Policy.

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10. NATIONAL DESIGNATED LIASON OFFICER

The Organisation should designate a person responsible for dealing with any concerns about the protection of children. The National Designated Liason Officer is responsible for reporting allegations or suspicions of child abuse to the Statutory Authorities.

The role and responsibilities of the National Designated Liason Officer are outlined in the policy below.

Sub Policy Document: SKIF Ireland Child Protection Policy.

11. CLUB DESIGNATED LIASON OFFICER

Every Club should designate a person responsible for dealing with any concerns about the protection of children. The designated liaison officer is responsible for reporting allegations or suspicions of child abuse to the Statutory Authorities.

The Club Designated Liason Officer's role and responsibilities will be outlined in the Club Child Protection Policy. If the Club doesn't have a Club Child Protection Policy, it will be governed by the below policy.

Sub Policy Document: SKIF Ireland Child Protection Policy.

12. DISCIPLINARY, COMPLAINTS AND APPEALS PROCEDURE

The below policy will handle all disciplinary complaints and appeals.

Sub Policy Document: SKIF Ireland Disciplinary Policy

13. EDUCATION AND TRAINING

Clubs/Organisations are responsible for ensuring that all Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that they are provided with the appropriate training for their activity.

Sub Policy Document: SKIF Ireland Child Protection Policy

14. PRACTICE

Sports Leaders should always strive to interact positively with members, enhancing their involvement and enjoyment of the sporting activity and promoting the participant's welfare. The Code assists in achieving these aims and can also help protect Sports Leaders in their various roles by providing a framework for promoting good practice.

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15. PHYSICAL CONTACT

Physical contact during sports should always be appropriate and intended to meet the member's needs, and the below will govern any interaction between Adult and Child.

Sub Policy Document: SKIF Ireland Child Protection Policy

16. GUIDELINES FOR SPORTS LEADERS

Sports Leaders are essential in promoting good sports practice and ensuring health, safety and enjoyment. Sports Leaders will be well prepared to operate in a safe sporting environment with a knowledge and understanding of their role and responsibilities. The Club/Organisation and Parent/Legal Guardian should support them in their work.

17. GUIDELINES FOR PARENT/LEGAL GUARDIAN

Parent/Legal Guardians are primarily responsible for the care and welfare of their children within sport. Parents/Legal Guardian should encourage their children to participate in sports for fun and enjoyment and ensure their child's sports experience is positive. Lessons learned in children's sports will shape values and attitudes in adult life. They should never forget that children play sports for enjoyment, not the Parent/Legal Guardian. Parents/Legal guardians must ensure that the context in which their child participates is appropriate.

Sub Policy Document: SKIF Ireland Child Protection Policy

18. GUIDELINES FOR CHILDREN

Children have much to gain from the sport regarding their personal development and enjoyment. Promoting good sports practice will depend on all involved, including child members of clubs/organisations. Children must be encouraged to realise that they are also responsible for treating other children and Sports Leaders fairly and respectfully.

19. GUIDELINES FOR TRANSPORTATION

When transporting young people to events, transporting minors is an extra responsibility for adults and leaders, and the policy below will govern procedures.

Sub Policy Document: SKIF Ireland Child Protection Policy

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20. GUIDELINES FOR SUPERVISION

Supervising minors is a big responsibility for adults and leaders to ensure children's safety, and the policy below will govern procedures.

Sub Policy Document: SKIF Ireland Child Protection Policy

21. GUIDELINES FOR HEALTH & SAFETY

SKIF Ireland's priority is to ensure all its members' health and safety, as outlined in the below policy.

Sub Policy Document: SKIF Ireland Health & Safety Policy

22. GUIDELINES FOR INSURANCE

All clubs and organisations should ensure appropriate insurance coverage for the related activities, sports leaders, and participants.

Parents/Legal Guardians should be made aware of the need for comprehensive Travel / Health insurance to cover their child for away trips.

Adults transporting children in their cars should be aware of the extent and limits of their motor insurance coverage, particularly concerning adequate numbers and liability, and the below policy will govern the procedure.

Sub Policy Document: SKIF Ireland Child Protection Policy

23. GUIDELINES FOR DISCIPLINE

Discipline in sports should always be positive in focus, providing the structure and rules that allow participants to set and strive for their goals. It should encourage members to become more responsible.

Members should be helped to become responsible for their sports decisions and choices, mainly when they are likely to make a difference between playing fairly and unfairly. There should be no place for fighting, over-aggressive or dangerous behaviour in sport.

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24. GUIDELINES FOR THE USE OF SANCTIONS

The use of sanctions is essential in the maintenance of discipline. Sanctions should be fair, consistent, and progressively applied in the case of persistent offences.

The following steps are suggested and should always be used in conjunction with the code of conduct for young people:

- Rules should be stated clearly and agreed upon.
- A warning should be given if a rule is broken. They should never be used to retaliate or to make a Sports Leader feel better.
- A sanction should be applied if a rule is broken again. The use of green, yellow and red cards is encouraged, irrespective of the sport.
- If a rule is broken for the third time, the member should be spoken to, and if the member is a minor, the Parent/Legal Guardian must be involved.
- Sanctions should only be applied if a Sports Leader is comfortable with them. If an appropriate action cannot be devised immediately, the member should be told that the matter will be dealt with later, at a specified time, and as soon as possible.
- A member should not be sanctioned for making errors when training or competing.
- Physical activity should not be used as a sanction, and doing so only causes members to resent physical activity, something they should learn to enjoy throughout their lives.
- Sanctions should be used sparingly. Constant sanctioning and criticism can cause a member to turn away from the sport.
- Once sanctions have been imposed, it is essential to make the member feel like a valued group member again.

GUIDELINES FOR PHOTOGRAPHY AND VIDEOGRAPHY

Each club should adopt a policy concerning using members' images on their websites and other publications. Concerns about the risks posed directly and indirectly to children and young people have existed.

Adults and Sports Leaders need to work together to prevent those wishing to cause such harm to young people. Remember, having photographic and filming guidelines is not about restricting Parents/Legal Guardians from taking pictures; it ensures that only those with a right to take photographs do so.

The below policy will cover any photography or videography of minor members.

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25. PROTECTION

The policy below governs all aspects of the protection of members who are minors.

Sub Policy Document: SKIF Ireland Child Protection Policy

26. REVISIONS

REV NO	DATE	CHANGES
1	September 2022	Document Created
2	March 2024	Document Reworked