



LAMBAY SPORTS

& ATHLETICS

“LSA A/C”

CLUB

CONSTITUTION

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1. Name of the Organisation

The name of the club is “Lambay Sports & Athletics ” and may be referred to where necessary as “LSA A/C”.

All references hereinafter in this document to “the club” shall mean LSA A/C. The Club will have its headquarters in Donabate

The Club will affiliate annually with the Athletics Association of Ireland (AAI) or its successor. All members are bound by the rules (and agree) of the AAI and the International Association of Athletics Federations (IAAF).

2. Objective

The aim of LSA A/C is to encourage and promote the participation and enjoyment of athletics of all standards in Donabate and Portrane.

The club shall also promote the pursuit of sporting excellence within its members so that all members may fully reach and achieve their athletic potential.

The club will aim to provide services to all its members in a way that is fair to everyone regardless of ability. It is the policy of the club to promote equal opportunities for all people regardless of their ability, disability, race, nationality, gender, ethnicity, or creed.

3. Mission Statement

Lambay Sports & Athletics (LSA A/C) objective is to promote Athletics on the Donabate, Portrane Peninsula.

- We promote a Long Term Athlete Development training plan, nurturing our athletes with age appropriate programmes.
- LSA A/C endeavors to provide coaching expertise & training programmes to enable athletes from the age of 7 years (in the year of registration) right up to adulthood to reach their full potential.
- We are providing an experience that will help our athletes be better prepared to meet life’s challenges in addition to promoting a ‘fit for life’ mentality.

4. Club Colours

The Club colours are Blue and Yellow. Only club vests and club t-shirts can be worn at Athletic Ireland competition along with navy, black or royal blue shorts.

5. Management of the Club

4.1 A Committee will manage the Club on a day-to-day basis. The management committee should comprise of at least five elected members in accordance with Section 4.4 of the constitution. The club shall elect from its members the following officers

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer & Deputy
5. Registrar – Adult & Juvenile
6. Child Welfare Officer
7. Development Officer
8. Public Relations Officer
9. Events Officer & Race Director
10. Competition Secretary – Adult & Juvenile
11. Coaches Representatives from Juvenile & Adult
12. Fundraising Officer

4.2 Only registered members of the club at the time of the AGM can seek election to the Committee. A person must be:

1. 18 years or over on the day of the nomination.
2. A registered member of LSA A/C one year prior to the nomination.
3. A registered member of LSA A/C at the time of the nomination.

4.3 Any Member of the Committee may seek re-election to the Committee and to any post.

4.4 The Committee will have the power to appoint different sub-committees and to approve membership of each sub-committee.

4.5 Committee meetings will take place at least every 6 weeks to review progress, but may also be required following the County Board Meetings.

4.6 For a meeting to be held, a quorum of four Officers must attend.

4.7 The Chairperson will have a casting vote in addition to the Chairperson's vote, where necessary.

4.8 If, for any reason, the Membership of the Committee falls below four, the Committee is empowered to co-opt additional members on to the committee.

4.9 Failure to attend four consecutive Management Committee Meetings without substantive cause will result in cessation of membership of the Committee.

4.10 The Registration committee and Treasurer must ensure a register of current paid up members is maintained and is available for examination at any AGM or EGM.

4.11 The Committee may request a member to act on its behalf in any forum.

4.12 The Committee and fundraising committee will endeavor to secure all sources of funding for LSA A/C available locally or nationally.

4.13 All expenditure must receive prior approval by the Committee with the exception of expenditure below €500, which can be incurred with the Treasurers consent but must be receipted and reported at a Committee meeting.

4.14 The majority of payments into and out of the club accounts is carried out through online methods either via computer or via card payments.

4.15 No one person can hold more than three positions on the Management Committee simultaneously.

4.16 The Committee will act in accordance with this Constitution. In carrying out their duties, the members of the committee must always be mindful of any laws covering the safety, health and welfare of the members.

4.17 Where possible the Committee Officers should change every three years.

1. Annual General Meeting

1.1 AGM will be held annually and notification will be sent to all members.

1.2 Members will be notified at least 4 weeks before the AGM. The Agenda for an AGM should be circulated to all paid up members two weeks before the date convened.

1.3 The agenda will include:

- a) Welcoming address by the Chairperson
- b) Scrutiny of Registered members
- c) Minutes of the last AGM
- d) Matters arising from them
- e) Reports of Officers
- f) Approval of Financial Statement and setting of fees
- g) Reports of any EGM held
- h) Amendments to the Constitution
- i) Motions for debate
- j) Election of a Management Committee
- k) Any other business

1.4 Any registered member or in the case of a juvenile their parent or guardian may propose an amendment of the constitution or a motion once the amendment/motion is seconded by another registered member. The amendment/motion should be notified in writing to the Secretary at least 2 weeks before the AGM to allow him/her circulate them to all registered members.

1.5 Any registered member or in the case of a juvenile their parent or guardian may propose or second another member for any post on the Management Committee, subject to section 3.4.

1.6 A person attending an AGM/EGM is entitled to one vote only. They must be registered member of the club at the time of the meeting or be a parent/guardian of a juvenile member (a juvenile member is a member under 18yrs).

1.7 In the case of a tied vote at an AGM/EGM, the Chairperson has the casting vote.

1.8 All recordings related to meetings and correspondence remains the property of LSA A/C and should be held by the Secretary. An outgoing Secretary hands these over to the incoming Secretary at the AGM.

1.9 All financial records, similarly, remain the property of LSA A/C and are held by the Treasurer and outgoing Treasurer hands them over to an incoming Treasurer at the end of an AGM.

1.10 The outgoing Committee falls at the end of the AGM.

1.11 All Club records in relation to club members, please see appendix. Finance records are held in line with revenue.

1.12 Notice of Motions – Will be required in writing by e-mail 2 weeks before the AGM so adequate time can be prepared if deemed a requirement.

1.13 Nominations – Nominations for positions on the LSA A/C Committee must be notified in writing four (2) weeks prior to the A.G.M.

Copies of the nominations must be sent to club secretaries two (2) weeks before the A.G.M. Officers of the committee will be elected and appointed at the AGM. All Elections can be by secret ballot if required.

In the case of a position not being filled, nominations will be invited on the night or at the next delegate meeting and following meetings until such position is filled. Vacant positions may be filled temporarily from within the Committee.

1.14 Any changes to the constitution shall require a 2/3 majority of the membership present at the AGM. Any other motion, with the exception of a motion to dissolve the club, requires a simple majority.

1.15 The Committee is empowered to deal with any matters not covered by the Constitution & Rules

2. Extraordinary General Meeting

2.1 An EGM can be called by any of the following:

A. Any four members of the Committee.

B. 15 registered senior members.

C. 15 Parents of juvenile registered members.

2.2 A request for an EGM must be submitted in writing to the club secretary and must include a detailed reason for such a request. The request must be signed by all persons concerned in compliance with 6.1.

2.3 The Management Committee must facilitate the holding of an EGM within 30 days of receipt of such a request.

3. Membership of LSA A/C

3.1 Membership is a contract between the club and the athlete that the athlete will train to the best of their ability, the athlete also agrees to help with the fundraising activities of the club.

3.2 Trial - The provision of a maximum of two training sessions, for potential new members will be available after which full membership/subscription will be required in certain circumstances.

3.3 The Club's members must be 7 years of age in the year their membership commences. Any child under six, which turns up for training, is the responsibility of their parents and the parent must remain with the designated groups at all times. The parent must also accept all liability as the child will not be insured under AAI and the club's insurance.

3.4 The Club or its committee and/or members, shall not be liable for, nor do they accept responsibility for any injury, loss or damage howsoever sustained by any person or persons who are not members of the club whether direct or indirect and including consequential losses arising out of any of the activities of the club or in any way whatsoever which does not arise from any negligent act or omission of the club, its management and/or members.

3.5 There will be an annual membership fee, any changes to which will be agreed at the Annual General Meeting (A.G.M.) each year, and payable by all members. This subscription will cover the calendar year from 1st January to 31st December inclusive. Members joining during the year shall be liable for the full annual fee unless otherwise determined by the committee.

3.6 Payment of the requested fee agreed at the AGM is required before the middle November each year unless agreement is reached with the Treasurer for payment by arrangement otherwise.

3.7 Transfer applications from LSA A/C will be dealt with at the committee meeting and submitted to the County Board subject to the rules of AAI. No transfer will be accepted or approved if there is any financial liability outstanding.

3.8 Liability of LSA A/C will not be the liability of the Committee but will be the liability of all its members.

3.9 Members and athletes are bound by the Code of Conduct, which they agree to as a condition of membership and agree to during registration. See Appendix 1.

3.10 Parents of Guardians of Juvenile members must understand and abide by the code of conduct that encourages positive development of the juvenile as detailed in Appendix 2

3.11 Membership can be terminated by the Committee in exceptional circumstances. Those so affected have the right to appeal. Prior to the appeal being heard the member may be suspended from taking part in any club activity.

3.12 Within 14 days of the member being suspended the committee must put in place an appeals committee, which should consist of three adult registered club members to hear the appeal.

3.13 Members must act for the good of the club and in the interest of LSA A/C at all times. They must abide by the Code of Conduct for the club and be courteous at all times to all members.

3.14 Any person found taking performance enhancing drugs, therefore bringing the club into disrepute will immediately be suspended from the club pending an investigation.

The Chairman, Secretary and one other Committee member and or members of a Coaching committee can call for the immediate suspension of an athlete.

3.15 Suitable ID displaying a Date of Birth is required for registration.

4. Role of Officers Defined

Chairperson

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required including Dublin County Board meetings and the Athletics Ireland Congress. Where possible the Chair should appoint someone in their stead to attend.
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time

Deputy Chairperson

- To backup and deputise for the Chairperson at Committee Meetings
- To represent the club at external meetings with the Chairperson when needed.
- To be involved, where appropriate, in the co-ordination of club activities
- To help put together the clubs annual report
- To help the Chairperson put together an agenda for club committee meetings.

Club Secretary

It is the function of the secretary to:

- Administer club correspondence/first point of contact.
- Agree, prepare and distribute agendas for club committees and AGM meetings.
- Liaise with Chairperson on agendas and meetings.
- Take minutes from meetings and distribute to members.

Treasurer

The Treasurer of LSA A/C has the responsibility for the accounting and safekeeping of the funds, revenue and expenditure of LSA A/C. Specifically the following tasks and responsibilities form part of the role:

- Recording all income and expenditure from athletic events, Club activities or other, in a suitable format that enables such transactions to be reviewed, and audited.
- This may entail some or all of the following:
 - All club monies will be banked in an account held in the name of the club.
 - The financial year of the club will end on the 31st of December.
 - Invoicing of all monies due to the Club
 - Payment of all bills arising from Club activities in a timely manner
 - Lodging monies to the current account in a timely manner
 - Setting membership fees and justifying same to the committee. These will be presented at the AGM for the following year.
- Regular reporting on the financial standing of LSA A/C including all current, and other accounts. Such reporting to occur at least once every 6 months or per quarter year.
- Preparation of an end of year report and presentation of this at the AGM. Keeping of all records for the tenure of their position and in a format that enables them be passed onto future treasurers.
- Provide recommendations to the club on investment alternatives as they may arise.
- Provide adequate warning of any deficiency in funds, loss, and potential exposure of the Club as soon as this becomes evident.
- Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.
- The Treasurer plus one other officer can sign for necessary expenditure for the running of the club up to €500, subject to it being receipted and reported to the Committee.
- The Treasurer and Registrar may keep correspondence of a highly personal and confidential nature in relation to members in difficulties. This will not be read at meetings
- Preparation of an annual budget to the Committee to include events.
- Assist in any fundraising activities that may be undertaken by LSA A/C

Personnel specification

- The Treasurer should be known to the board and have been actively involved in the activities of LSA A/C.
- Ideally the Treasurer should be computer literate and be familiar with computer packages such as Word, Excel or similar.
- Should the treasurer at any time become unable to perform the role adequately either through incapacitation, workload, relocation or any other encumbrance that would affect his/her ability, then they should promptly report this to the committee to enable alternative resources be put in place.

Assistant Treasurer

Where deemed necessary, either by the committee or due to the workload of the Treasurer, and assistant treasurer may be appointed to assist in some or all of the tasks listed above.

- To be responsible for all grants in relation to the club.

Registrar

Maintains strict records of all members registered on an on-going basis and liaises with the Treasurer.

1. The Registrar maintains a register of paid up members and registrations. This register will be available for all to see and will be present at the AGM and EGM. All money collected and members list will be supplied to the Treasurer.
2. Responsibility to report any new members or trials to the relevant groups. These must be notified in advance so that head coaches can provide a good child/coach ratio. There will be no trials booked on the day of training as coaches need plenty of notice.
3. To clear down all club communication groups of members who haven't re registered.
4. To produce excel sheets with up to date membership in DOB and alphabetical order to the relevant coaches.
5. To inform coaches of any medical conditions or needs including photography issues.

Child Welfare Officer

The Club Child Welfare Officer should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Committee on how club policy impacts on young people and Sports Leaders

Ensure that the club has a copy of the AAI's Child Welfare & Protection in Sport" booklet and that this is available on the club website. Ensure child protection procedures are understood and adhered to by all members. Establish and maintain a complaints procedure and in the event of a complaint, ensure that the complaint procedures are met and followed through to the final decision. Attend the Irish Sports Council "Child Welfare & Protection in Sport Workshop" (renewable every three years). Be familiar with current child protection legislation. Understand the National Governing Bodies child protection procedures and regulations. Assure that all coaches and club officials are vetted with Garda Vetting Section. Keep a record of any accidents that happen at training.

Designated Liaison Person (DLP)

The club may appoint the same person to both the CCWO and DLP positions however best practice advises that they are kept as separate roles. The role normally rests with the Chair Person The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TULSA A/C Child and Family Agency and/or An Garda Síochána. It is recommended that this person is a senior club person. The organisation's child protection policy and procedures should include the name and contact details of the Designated Liaison Person and the responsibilities attached to the role.

Development Officer

Is responsible for the upkeep and future development of LSA A/C. The Development Officer liaises with the Treasurer on the completion of any grant applications with the help of the assistant treasurer.

The role of the Development Officer can be a non-executive role within the club, however can be requested to attend meeting of the committee when required.

The Development Officer is responsible for recruitment and attracting new members to the club.

The Development Officer will endeavor to visit all schools in Donabate with a view to raising the profile of the club and to invite participation of children in athletics.

The Development Officer should liaise with such agencies as Fingal County Council with a view to raising the profile of the club.

The Development Officer will investigate into ways to progress the club going forward and look at all avenues available potentially to the club.

Public Relations officer & Committee

The PRO & sub committee shall endeavor to:

- Have results for all competitions held by LSA A/C recorded and published in the media
- Ensure that the media tools are maintained with fixture lists, results and any other news pertaining to all Athletic activities within the club.
- Maintains a link between the committee and the members by way of a newsletter.
- Have access to a diary of upcoming events.

Competition Secretary – Juvenile & Adult

The Juvenile and Adult Registrars will inform members of upcoming AI events. For county and national events the Juvenile Registrar will register athletes and fees will be paid by the parents. In the case of Adults, they will register themselves and will incur their own fees.

Both Registrars will organize the entry of club teams into all AAI events ie. Relay teams and the fees will be paid by the club.

They should liaise regularly with the Club Coaches to identify AAI events that the club are interested in and communicate these to the club membership and Coaches. Each coaching section shall create their own running calendar and share with the Registrars.

In the case of the Adult Registrar, they will be responsible for creating a product to collect money for other club races and ordering buses where necessary.

They may be requested to attend the monthly Athletics county meetings as required by the club to keep up to date with upcoming competition.

Coaches Reps from Juvenile and Adult Groups

The Rep will liaise with coaches on matters of training, competition awards and disciplinary

matters and put structures in place to ensure that training is carried out safely and is suitable for the age and ability of the various age groups in line with the guidelines given by Athletics Ireland. The Rep shall also endeavor to recruit coaches to the club to maintain coach/athlete ratio with the help of all committee members.

The Juvenile Coaches rep also has a responsibility for booking venues for training such as the hockey pitches, the Community Centre and athletics tracks etc....

They can report to Committee meetings as needed but don't have to attend every meeting.

The Juvenile Coaches rep will work closely with the Child Welfare Officer.

Events Officer & Club Race Director - this committee member will be responsible for the planning, organisation and execution of all club social events and the annual LSA Peninsula 4-Mile Road Race. The Events Officer and Club Race Director will, along with assistance from the Events sub-committee, plan a calendar of social events to promote relations and engagement across the various groups within the club. A secondary purpose of social events can be to raise funds for the club. With regard to the LSA Peninsula 4-Mile Road Race, the Events Officer and Club Race Director will, along with assistance from the race committee, plan all aspects of the race including gaining permissions and assistance from local authorities, recruitment and organisation of volunteers, engagement with required 3rd-party suppliers, seeking and securing sponsorship, race promotion and execution. The key purposes of the race are

- 1) the raise funds for the club
- 2) to raise awareness of the club within the wider community
- 3) to boost membership.

Fund-raising Officer

A sub-committee will be established, the sole aim of which is to raise funds for the development of the club and to assist in the alleviation of club debts when applicable and in doing so ensuring that all activities are in the best interest of the club. The club should always be portrayed in a positive light. A representative of the sub-committee will report to the management committee.

Inclusion Officer

The Inclusion officer will endeavor to include all athletes in club training with the help of parents and coaches working together. See inclusion document in appendix.

5. Insurance

The committee and members of LSA A/C. are insured through Athletics Irelands insurance brokers, McMahon Galvin Ltd. Details of the policy can be requested from the club Secretary or can be found at www.athleticsireland.ie. Committee members are also covered by a Directors & Officers policy.

The policy excludes the following;

Events requiring International Permits

Permitted event with in excess of 1,000
entries Non IAAF/EAA approved activities
Libel & slander

10. Coaches

Coach structure: A minimum of two coaches or one coach & a general assistant MUST be present for all training with athletes under the age of 18. A head coach to guide coaches and oversee training schedules shall be available for advice.

Coach Supports: A panel of parents will be put in place to assist coaches with training sessions and travelling to events.

Coach Ethics and Guidelines: All coaches must abide by the Code of Ethics in sport guidelines and the clubs own guidelines for coach's.

Meetings: Coaches should come together a minimum of once a year. Coaches will be given the opportunity to raise issues at committee meetings.

Training – All coaches will be required to attend at least an A.I. Athletics Leader course and encouraged to attend relevant A.I. training courses to further their coaching skills where as far as possible, the cost of attendance will be covered by the club.

Internal training between club coaches shall be encouraged and facilitated.

Safeguarding – All coaches, assistant coaches and parents involved on a regular basis will be Garda vetted every 3 years and must attend a Safeguarding 1 Basic awareness child protection training valid for 4 years.

Communication – It is recommended that all communication with club members should take place through use of the official club media outlets or via the official Whatsapp

Coaches must communicate with all U16 athletes through their Parents or Guardians.

11. Training Locations

Training sessions take place at a variety of venues including

- The Hockey pitches in Donabate
- Newbridge House, Donabate.
- Morton Stadium, Santry Dublin.
- ALSA A/CA
- Sport Ireland National Indoor Arena, Blanchardstown
- Surrounding roads of Donabate and Portrane

The committee must approve any change in training dates or venues or taking children away to a Non Athletics Ireland event.

Training Sessions

- Little Athletics will train once a week.
- Non-competitive / leisure Juvenile Athletes U18 will train at least once a week.
- Juveniles U18 preparing for competition will have two sessions a week linked in with whichever two days the club are training.
- Athletes will be introduced to different disciplines when coaches are available.

- Training outside of scheduled training times and venues will have to be approved by the committee.
- Parental help with group training will be used and encouraged
- Attendance will be taken at the start of all sessions where possible.
- Training sessions will be age appropriate and cater for all abilities.

Volunteers & Parents

- Parents and volunteers can contact the Child Welfare Officer with any queries or concerns.
- All phone contact will be through designated club officials.

Relay Team Selection

- All registered athletes are eligible for selection.
- Time permitting, relay teams to be chosen by holding a trial on a designated day and time. Any trial will be communicated to athletes/parents and only those available on the competition date can partake. The final team will include substitutes in the event of a withdrawal.
- Where a limited number of athletes are available then the coach may select the team without a trial.
- On competition day, in the event of unavailability of selected team including subs, the coach can select from available athletes by putting names in a hat.

12. Recruitment Policy

The club is fortunate to have many dedicated coaches, leaders and assistants. However, like every club, more help is always required. In recruiting leaders, the club will ensure the following:

- They are Garda vetted.
- They complete the safeguarding 1 (Code of ethics in sport) course.
- They read and understand the guidelines for leaders contained in the code of ethics in sport.
- They receive support, advice and encouragement.
- They are supervised during an initial probationary period.
- They are offered opportunities to avail of both official Athletics Ireland coaching training and internal club coaching.
- The Children's Officer will be informed of any new volunteers/leaders.

13. Photography.

- Parental consent is compulsory during registration of LSA A/C to take and display photographs of U18 athletes.
- Any issues with taking photos of members of the club U18 must be forwarded through the PR WhatsApp group.
- A designated photographer will take all photographs taken on behalf of the club.
- Club photographs will only be displayed on the club's official website, Facebook page and in publications such as local media.

14. Child Welfare & Safeguarding.

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club. If there are grounds for concern about the safety or welfare of a young

person, the Club Children's Officers or Club Designated Liaison Persons should be contacted who is familiar with the reporting procedure. A report can be made by any member in the club but should be passed on to the Club Children's Officers or Designated Liaison Persons who may in turn have to pass the concern to the local Statutory Authorities. All Coaches are required to attend Safeguarding 1 basic awareness in child protection. The Club Children's Officers and Designated Liaison Persons are required to attend Safeguarding 2.

LSA A/C. fully adopts the Athletics Ireland Child Safeguarding Statement which can be found on our website. We are fully committed to its implementation and the procedures that support our intention to keep children safe from harm while availing of our services. This Child Safeguarding Statement will be reviewed every 2 years.

The Club has carried out a Child Safeguarding Risk Assessment and has indicated measures within this policy document which address those risks.

15. Anti-Bullying Policy.

Bullying is recognised and defined as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or sectarian remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of his peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Combating of bullying.

At the commencement of each season and as necessary during the year, athletes will be briefed on the seriousness of bullying and how it will not be tolerated in the club.

Athletes must sign up a code of conduct which specifically forbids bullying.

Children, Leaders & Parents will be encouraged to report alleged bullying and the complaints and disciplinary procedures outlined in the attached Appendix will be followed.

Athletes will be supervised during training and competitions.

Victims of bullying will be fully supported, cared for and listened to. Actions in response to reporting of Bullying.

All reports of bullying will be dealt with through our Disciplinary Procedures (section 17).

16. Complaints and Grievance Procedures.

The committee have the power to make rules governing the conduct of the club. Such rules are binding on membership. All complaints will be investigated and dealt with by the committee. Anyone representing the club in competition must be a registered member of the association. The club and all its members will follow the rules and guidelines outlined

by the Athletic Association of Ireland. The club have agreed to all the principles set out in code of conduct as detailed in the code of ethics.

The principal steps outlined in the Code of Ethics are as follows:

1. The complaint should be in writing to the secretary or children's officer and be acknowledged within 5 working days.
2. A disciplinary committee should be formed consisting of a club committee member, the children's officer and an ordinary member of the club.
3. If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
4. It is the role of the chairperson to liaise with authorities in the case of suspected abuse or criminality.
5. The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing.
6. This committee should meet and review the complaint and discuss separately with the complainant and the accused member. If the complainant or accused is under 18, the member should be accompanied by a parent/guardian.
7. The disciplinary committee should notify the member of any sanction being imposed or not. The notification should be made in writing setting out the reasons. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
8. The member has a right to appeal any decisions to an appeals committee independent of a disciplinary committee. Any appeal should be made in writing within 10 working days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the club management committee along with two other ordinary members, neither of whom has participated on the disciplinary committee leading to the appeal. The club appeals committee has the power to confirm set aside or change any sanction imposed by the disciplinary committee.
9. If any party is not satisfied with the outcome at club level the matter can be referred to the county board for consideration. "(The County Board) any dispute that may arise between registered members, if called upon to do so" (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a County Board, item 8).
10. If at the County Board level the party is not satisfied with the outcome the matter can be referred to the Provincial Council for consideration. "(The Provincial Council) shall decide any dispute that may arise between registered members, if called upon to do so" (Athletic Association of Ireland, Bye laws, April 2012, Objectives of a Provincial Council, item 6).
11. If at the Provincial Council level the party is not satisfied with the outcome the matter shall be referred to Athletics Ireland for consideration under Article 25(f) of the Memorandum and Articles of Association of the Athletic Association of Ireland. All decisions issued under the appeals procedure set out in Article 25(f) and Article 25(g) may be appealed exclusively by referral to Just Sport Ireland within 14 days after the decision has been communicated to the person or body in respect of whom or which the decision was made, for final and binding arbitration in accordance with the Just Sport Arbitration Rules. All costs associated with Just Sport Ireland will be the responsibility of the person or persons disputing the decision(s) issued under the appeals procedure by Athletics Ireland.

17. Disciplinary Procedures & Sanctions.

The use of sanctions is an important element in the maintenance of discipline. The age and developmental stage of the child should be taken into consideration when using sanctions. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied.

- Rules should be stated clearly and agreed.
- A warning should be given if a rule is broken.
- A sanction (for example, exclusion from an activity) should be applied if a rule is broken for a second time.
- If a rule is broken for the third time the parents/guardians of the athlete should be spoken to.
- If rules continue to be broken the matter should be referred to the disciplinary committee.

18. Club Trips.

Trip Guidelines. See Appendix IV.

Travel Consent – See Appendix V.

Code of conduct overseas. See Appendix VI.

19. Club Events.

Permit.

All official Club events require a permit from Athletics Ireland. The secretary or club representative will apply for the permit on behalf of the club.

Insurance.

All club events using community locations require specific insurance cover. The club secretary or club representative will notify the insurance company prior to these scheduled events.

Event Running.

All official events will be run as per Athletics Ireland Guidelines.

20. Sub-Committees

Sub-committees may be set up by the Management Committee to carry out a particular duty/function. They must contain one officer of the club whose duty is to report back to the Committee on the activities of the subcommittee on a monthly basis.

21. Funding of LSA A/C

The annual subscription fees agreed at the AGM will be used for the day-to-day funding of the club. The fees will cover the annual registration and insurance costs for little athletes, juvenile athletes and Senior. It does not cover transport to competitions but we currently cover the cost of entry fees for any member of the club who represents the club at a national competition level where qualification has been achieved through a provincial competition.

When any item costs more than €500 tenders from three suppliers must be sought unless a proprietary supplier is supplying it.

The Club may not borrow in excess of €2500 without seeking the approval of the majority of its members in attendance at an AGM or an EGM. Full details of the proposed expenditure must be given to the membership.

The membership not the Committee carries the joint liability for any funding borrowed.

22. Income and Property.

The income and property of the Club shall be applied solely towards the promotion of the main object(s) as set forth in this Constitution.

No portion of the Club's income and property will ever be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.

No officer appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.

However, nothing will prevent any payment in good faith by the Club of

1. Reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club.
2. Interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club.
3. Reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club.
4. Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club.
5. Fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company.

Winding Up.

If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, will not be paid to or distributed among the members of the Club. Instead, such property will be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred must prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof.

Members of the Club will select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

Additions, alterations or amendments

No addition, alteration or amendment will be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

Keeping of Accounts.

Annual accounts must be kept and submitted to Revenue Online Service (ROS) annually.

23. The Dissolution of LSA A/C

LSA A/C can only be dissolved if a motion to that effect is proposed at an AGM, EGM and will require a 2/3 majority of the members present to be passed.

The assets of LSA A/C as well as any monies remaining will be disposed of too other similar clubs with similar objectives in the area as agreed by a majority at that meeting.

Any outstanding debts are the responsibility of the membership and any decision regarding the settlement or otherwise of those debts will be made at that meeting.

24. Board of Trustees

The Club will establish a Board of Trustees with a minimum membership, if the time comes when there is a requirement to set up a Board of Trustees.

25. Amendments to the constitution

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

26. Declaration

The club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE: _____

NAME: _____

POSITION: _____

SIGNED: DATE: _____

NAME: _____

POSITION: _____

LSA DIVERSITY & INCLUSION POLICY

Our commitment LSA (Lambay Sports Athletics) welcomes all members of the community, regardless of their abilities, race or gender.

We include people with disability in our club and will continue to do so to the greatest extent that we can.

We will endeavor to make our club as accessible as possible, based on our sports policy on inclusion, the ability of individuals involved in our club, the type and level of competition (e.g., junior versus senior competition and social versus competition) they want to join and our capacity to make modifications that promote inclusion.

What we will do

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual – and their parents if the participant is a child – for their advice about what modifications would help them to participate.
- Where possible, adjust our coaching, equipment, rules or playing environment and modifications to club premises.
- Provide our coaches and volunteers with education and training opportunities to achieve a better understanding of how to best support athletes with a disability.
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share club information in appropriate ways and formats.
- Expect all members of our club to accept and welcome people with disability. 2
- Make sure people of all abilities are included in our club's social activities and are recognized for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate in our club without discrimination, harassment or bullying.
- Provide information about other options for participation outside our club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation. What we ask you to do If you have a disability:
 - tell us what we can do to help include you in our club.
 - understand that we will do our best to make any necessary adjustments or modifications.
 - talk to us if you have any concerns or ideas to help us make our club more inclusive.
 - I, have read and understood the policy and will abide by it as a member of LSA.

Signature: _____

Date: _____

If under 18 years of age, parent/guardian: Signature: Date:

This policy was created on 26/09/2022.

27. Appendices

Appendix 1.	Code of Conduct for Children & young Athletes.
Appendix 2.	Code of Conduct for Parents/Guardians.
Appendix 3.	Guidelines for Coaches/Leaders.
Appendix 4.	Guidelines for Club Overnight & Away Trips.
Appendix 5.	Travel consent form including Overnight stays.
Appendix 6.	Code of conduct & consent form for young athletes on overseas training camps.
Appendix 7	Members & club records in relation to GDPR
Appendix 8	Incorporated Sports Body Clause
Appendix 9	Inclusion policy

Code of Conduct for Children & Young Athletes.

Sport should be safe, fun and conducted in a spirit of fair play. As a child or young person, you are entitled to the best possible environment to participate in sport. You deserve to be given enjoyable and safe sporting opportunities, free of abuse of any kind. You have rights, which must be respected and responsibilities that you must accept. You are encouraged to treat other athletes and team officials with fairness and respect.

You are entitled to:

- Be safe and to feel safe.
- Be listened to.
- Be believed.
- Be treated with dignity, sensitivity, and respect.
- Have a voice in your club.
- Participate on an equal basis.
- Have fun and enjoy sport.
- Experience competition at a level at which you feel comfortable
- Make complaints and have them dealt with.
- Get help against bullies.
- Say no.
- To protect your body

You should always:

- Treat Sports Leaders with respect.
- Act fairly at all times, do your best.
- Respect other club members.
- Respect opponents and be gracious in defeat.
- Abide by the rules.

You should never:

- Cheat.
- Use violence or physical contact that is not allowed within the rules.
- Shout or argue.
- Cause harm or damage property.
- Bully.
- Take banned substances.
- Tell lies.
- Spread rumours.

Appendix 2.

L S A A / C C o d e o f C o n d u c t f o r P a r e n t s .

LSA A/C. recognises that parents play a key role in relation to volunteer support for clubs and athletic teams. Parents/Guardians can ensure that our sport has a beneficial impact when they adhere to the following principles:

- Ensure in particular that their child also reads and understands what is expected from them in relation to this code.
- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect the competition or an athlete.
- Never intentionally expose young athletes to embarrassment or ridicule by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of volunteers.
- Do not publicly question the Judgement or honesty of officials, organisers and mentors.
- Set a good example by applauding good performances regardless of club affiliation.
- Show approval and give praise and encouragement to your child and their team

mates for effort, skill and improvement and not just results. Praise in defeat is particularly important.

- Support all efforts to remove abusive behaviour and bullying.
- Inform club coaches if your child is unable to attend an event.
- Know the start and finish times of training.
- Reply, where necessary to communications issued by club mentors/officials.
- Arrange to collect your child after training and events.
- Attend events/training on a regular basis.
- Listen to what young people have to say.
- Should not criticise performance.
- Provide accurate information to club officers/coaches relating to medical condition or physical limitations relating to your child.
- Where possible, assist in helping with equipment and organisation of activities associated with your Childs participation in LSA A/C.
- Bring any concerns that you may have in relation to club activities to the attention of their childs mentor or to the clubs Children's Officers or committee members.

Guidelines for Coaches/Leaders.

The first priority for all leaders should be the children's safety and enjoyment of the sport. In order to act as a role model and to promote their safety and the safety of young people, Leaders should

- Be positive, praise and encourage effort as well as results.
- Put the welfare of young people first, strike a balance between this and winning.
- Encourage fair play and treat participants equally.
- Have relevant knowledge and experience to work with young people.
- Understand developmental needs of young people.
- Respect athletes, other officials and opponents.
- Insist children in your care respect the rules of sport and fair play.
- Not tolerate cheating or bullying behaviour.
- Inform parents when problems arise.
- Discuss relevant issues with the Children's officers.

Where possible and for their own safety, Leaders should avoid

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children on journeys alone in the car.
- The use of alcohol before coaching, during events, and on trips with young people.

Leaders should not:

- Use any form of corporal punishment or physical force on a child.
- Take children to their home.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow engaging in inappropriate touching of any kind and/or make sexually suggestive comments about, or to a child.

Guidelines for Club Overnight & Away Trips.

Written permission of parents/guardians should be obtained for all overnight away trips; this should include permission to travel, behaviour agreement and any medical/special needs of the group, (Including permission to treat the participant. The agreement should be signed by both parents & participants.

A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary) and any other necessary details, contact details, codes of conduct etc.

All adults who travel on away trips should be carefully chosen, using the recruitment and selection procedure of this code.

The roles and responsibilities of adults participating in away trips should be clearly defined.

The team manager should submit a written report to the organisers as soon as possible after the end of the trip.

On away trips, coaches should be accountable to the Team manager in all non-performance related matters

Where there are mixed teams there should be leaders of both genders.

Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age & gender.

Managers/coaches should check out the venue beforehand, so that separate & appropriate sleeping arrangements can be made in advance.

Alcoholic drink, smoking & other illegal substances/activities are forbidden to participants. Leaders should act as role models in this respect.

Travel with Underage Athletes including Overnight Stays.

Event: _____.

Venue: _____

.

Date: _____ Time: From: _____ To: _____

Parent/Guardian of Child.

I have read and accept the LSA A/C Code of Conduct for Parents and I give my permission for the child named below to travel to, attend and travel to/from the above noted event. I understand the trip involves an overnight stay/s.

Parent /Guardian Name (Block Capitals): _____

. Signature: _____ . Date: _____.

Junior Athlete Travelling (U18).

I have read and accept the LSA A/C Code of Conduct for Young Athletes. I agree to abide by those rules.

Junior Athlete Name (Block Capitals): _____

_____. Signature: _____ . Date:

_____.

Note: Please inform the club officer/coach of any current/previous medical condition(s) or special dietary requirements that may affect your child's safety while travelling/competing with the club.

Code of Conduct for Young Athletes on overseas trips.

Event name: _____ Location: _____ Dates: _____

1. From arrival at the meeting point, you are responsible to the appointed Team Manager until the trip is complete and the team disperses.
2. As a representative of your club you are expected to behave in a fitting manner.
3. Socially improper language is not acceptable, in the company of your teammates or in public.
4. Team members must attend all meetings and other functions as directed by the Team Manager.
5. Punctuality is required on all occasions.
6. Curfews or other restrictions are in your interests and must be observed.
7. The consumption or possession of drugs, alcohol or tobacco by any athlete is strictly prohibited; any breach of this rule will result in severe penalties.
8. It is important that there is mutual respect and unity amongst team members. Athletes with a grievance should communicate it to the Team Manager who is authorised to deal with their grievance on the trip. If they are still dissatisfied with the outcome of the Team Manager's decision, they may appeal it to the Club Committee on their return from the trip.
9. The Team Manager has the authority to deal with all disciplinary matters and the duty to impose penalties. Serious breaches of this Code will be reported to the Club Committee who may take further action.
10. Team members should pass on the Team Manager's contact details to their parents/guardians in case of an emergency at home during the trip.

I have read the Code of Conduct and agree to its terms:

Signed _____ (Athlete) Date _____

If the athlete is under 18 years of age, a parent or guardian is required to sign below:

- I give my permission for the child named above to travel to, attend and travel to/from the above noted event. I understand the trip involves an overnight stay/s.
- I agree that my son/daughter sign the above and I accept that the terms of the Code of Conduct will apply to them whilst members of the Team.
- I consent to the treatment of my son/daughter by the team

physiotherapist. Signed _____

_____ Date _____

You are advised to keep a copy of this document for reference.

Un-Incorporated Sports Body Clause

Income and Property

The income and property of the Club shall be applied solely towards the promotion of the object as set forth in this Constitution. No portion of the Club's income and property will be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.

No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.

However, nothing shall prevent any payment in good faith by the Club of:

- a) reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
- b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;
- c) reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
- d) reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;

Winding Up

If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property will be given or transferred to some other institution or institutions having objects similar to the objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof. Members of the Club will select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property is to be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

Additions, alterations or amendments

No addition, alteration or amendment shall be made to the provisions of the objects clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

Keeping of Accounts.

Annual Accounts must be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be

audited.

Signed & approved by:

Chairperson _____

Secretary _____

Treasurer _____

How long we will keep it:

We will retain your Athletics Data for such time as you are an athlete registered with us and will then delete your information on a staged basis as follows:

Type of Data	When Deleted
Name, date of birth, gender, email address, address, telephone number, names of the Athletics Ireland affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold	Three years after an individual has not played an active part in athletics to facilitate transfer process.
Data on any injuries, medical conditions etc as provided by you to AC	On the receipt of a new annual membership form or Six years as per insurance requirements
Hardcopy Membership forms	One year
Vetting data and application forms	Four years after the receipt of a vetting application on its expiry the hard copy is destroyed but the electronic record of the vetting is retained by AAI for seven years as per Garda advice. Note the record is retained indefinitely in Garda records.
Competition results	Indefinite as a record of club sporting results (personal details other than name and club are deleted after three years)
Competition Officials - Name, date of birth, gender, email address, address, telephone number	One year- yearly re-subscription.

Summer Camp or other training camp applications	One year
Text or messaging systems	One year (rolling twelve months)
Team sheets and training attendance lists	One year
Recreational Running - Name, date of birth, gender, email address, address, telephone number	One year
High Performance Carded Athletes	One year
Photography or film used in the promotion of an event or the sport	Indefinitely with express permission from the participant collected at the registration stage for that event or included in the athlete agreement