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**KIRKCALDY ICE HOCKEY CLUB**

**HANDBOOK JUNE 2020**

**Welcome to Kirkcaldy Ice Hockey Club Junior Development**

In the pages which follow we aim to give you, a player or player's parent/guardian, an introduction to our club. Please read the booklet fully and make sure that you/your son/daughter is aware of the things he/she needs to know.

# **Our aim**

In KIHC we aim to develop all players' skills, physical abilities and team spirit to enable them to take a full part in competitive Ice hockey at a level appropriate to each Individual. We do this by providing regular, structured training and when players reach the level of ability required we provide opportunities to play in one or more of our teams which participate in national leagues.

# **Teams**

We have five teams competing in leagues organised by the governing body for ice hockey in Scotland, Scottish Ice Hockey (SIH-UK) our Senior Team Kirkcaldy Kestrels play in the Scottish National League and our Junior Teams U18 – Fife Falcons, U15 – Fife Flames, U13 – Kirkcaldy Chiefs, U11 – Kirkcaldy Redskins play in the Scottish Junior Leagues. Each team will have a coach and assistants and manager. All of our coaches are qualified within a framework of coaching development laid down by the International Ice Hockey Federation (IIHF) which governs ice hockey worldwide. We update our list of teams and team officials annually. The current list is available on the club website at www.kihc.org.uk.

Also included in our Club Info – Committee link is a list of club officials who support the work of the club by undertaking various functions which are needed to keep a large ice hockey club running smoothly.

**Your Commitment**

Most parents who bring their youngster along to try out for a team for the first time do not really know what to expect and what the club's expectations of them will be. To be perfectly frank, no-one in their right mind would sign up to the level of commitment which will be expected of you as a player's parent. Practices at unsociable hours, long journeys to games, high financial outlay are just three reasons why you may wish to think again about letting your youngster sign up with the club but we are sure that, like so many parents before you, you know that it would be pointless trying to back out now in the face of the opposition form your loved one who has only one dream — to play for Fife Flyers or if he's really clued up, to play in the NHL. However, that said, the rewards for your youngster and you are many and there must be few parents who haven't felt the whole experience was really worthwhile.

Experience shows that the more that parents commit to the club the greater are the benefits to you and your child. Whatever your commitment to the club, the least we would expect is that you encourage your youngster by attending training sessions and watching games. If you are new to ice hockey, look for a friendly face and sit with them. They will usually be more than pleased to explain the finer points of the game and once you get the hang of it, it really is an exciting sport to watch. Team managers can usually help you understand what the team is working on but for some of the more technical points they may need to chat to the coach. You should be aware that during matches or practices, the coach is in charge of your child and you must not interfere in any way. Players who try to focus on what their parents are trying to tell them will inevitably miss vital instructions from the coach, usually with undesirable consequences.

Players are expected to attend all training sessions available and should not miss a session without very good reason. If your child is unable to attend, please contact the team manager as early as possible to explain. Coaches prepare their practices in advance and most drills depend on exact numbers so it may be possible, if he is given sufficient notice, for him to invite another player to attend the practice.

# **Financial Costs**

Equipment for ice hockey can be expensive. If you know someone in the club it may be possible to cut your costs by buying secondhand gear which is perfectly serviceable. Parents are quite used to this so don't be frightened to ask around. Your team manager may know of sources for some items which others have grown out of. The club colours are yellow and blue shirts with dark blue socks and we would ask your player to wear blue helmet and shorts for any games they may take part in. Ice hockey rules specify that all members of a team must wear identical colours and anyone not wearing the right colour may not be allowed to ice. There are strict safety rules which apply to hockey equipment and all items must conform to standards. There is little point in purchasing cheap imitations as they will not withstand the rigours of the game and you wouldn't want your child to sustain an injury because he/she was wearing flimsy protection. Jewellery, e.g. ear studs, rings, neck chains, must be removed before practices and games. Shorts with tears are not permitted and any with leg zips must be fully closed. There is lots of information online about equipment.

Weekly training fees are charged for all players. Players may travel to away games on team buses and there is a charge for this. If there are available places on the bus, family and friends may travel with the team. They will be charged the same as the team, no half fares.

# **Club Rules**

Like most clubs we have a set of rules which are designed to ensure that the high standards of the club are maintained. Please read them carefully as you will be expected to abide by them. If you are not clear about any of them, please ask your team manager for clarification, they can be found in our Club Constitution and Codes of Conduct which are both on our website, www.kihc.org.uk.

## **Child Protection Policy**

KIHC takes Child Protection very seriously. Our Child Protection policy is designed to ensure that players can participate in club activities in a safe and non-threatening environment. Our Anti-bullying policy forms part of the CP Policy. Team officials undertake training related to Child Protection and they have been asked to be vigilant to related issues. In particular, they have been asked to challenge anyone who appears to be hanging around dressing rooms or where our young people congregate. Please read both policies.

## **Codes Of Conduct**

Linked to our Child Protection Policy we have Codes of Conduct for players, parents and spectators. Please adhere to these codes. The Code of Conduct for Coaches Is a national one, provided by Scottish Ice Hockey Limited. Copies can be provided for you, if required. Just ask your team manager.

## **Fund Raising**

Ice hockey is an expensive sport and we try to keep the costs for players to a minimum. One way we do this is through fund-raising. You are expected to participate in fund-raising activities and not leave it to others. Your child will benefit so it Is only fair that you do your bit.

Another way we raise funds is through sponsorship and grants.

Fancy helping our fund-raising committee? Know someone who could be approached for sponsorship? Willing to be a yourself? We shall be delighted to hear from you so have a word with your team manager.

## **So Now You Know**

Got a question, query or problem? We have included as an appendix some of the most frequently asked questions. Worth a check to see if the answer you are looking for is included. If not, feel free to ask your team manager. He/she will usually have the answer.

Occasionally, there may be problems which are not resolved at team level. You should ask your team manager to raise the issue at the next meeting of the club committee. These meetings are held every two months during the playing season so you may have to wait a few weeks for a response. If you are still not satisfied with the answer, you should write to the Club Chairperson, [KIHCChairman@aol.com](mailto:KIHCChairman@aol.com) or via your team manager. Urgent matters are sometimes resolved by telephone but you should only use this as a last resort. Please respect the rights of club officials to have a private life.

## **Appendices**

* ' So Now You Know — frequently asked questions
* Club Rules
* Codes of Conduct for Players/Coaches/Officials/Parents/Volunteers
* KIHC/SIH-UK Child Protection Policy
* KIHC/SIH-UK Anti Bullying Policy
* KIHC Constitution



**The answers to the questions managers are asked most frequently**

There can be little doubt that Kirkcaldy Ice Hockey Club is recognised as one of the most successful jn the UK. The club's success relies upon the teamwork and commitment of the officials who work behind the scenes and on the Ice to ensure that each youngster gets the best opportunity that the sport has to offer. Officials rely upon the support of parents and this is most effective when they have an understanding of what the club is about and how it works.

Managers are frequently asked questions which suggest that parents want to know more about the way things are done. This is right and proper and parents should feel free to ask managers to explain situations which are of interest to them.

The following aims to give parents greater insight into the club affairs and to help them understand decisions which have been taken, and the background to them.

**about playing up and team selection,**

**Why are some players invited to train-up when others are not?**

The philosophy of the club is to develop players and to encourage them to achieve at their own level of ability. Some players are capable of playing at a standard which is beyond that which they will normally experience within their own age range. Training-up is a way of developing skills at a higher level than the one to which they are accustomed. Some players would not be capable of playing at a higher standard and could be demotivated by the experience. If practices are delayed by the less skilful players, it is not fair to the others in that age group. Before players progress from one age group to the next, coaches will usually invite them to experience at least one of the older section practices to get an idea of what to expect.

**Why should players be allowed to play for more than one team at a time?**

It is a natural follow-on from training-up to playing-up when a player shows by his performance in the training-up situation that he is capable of playing at that level. The club aims to encourage each individual to develop to his full potential.

**Why select a lad for the team then have him sitting at the end of the bench for most of the game?**

Ideally this should not happen but there are occasions when the nature of the game dictates how the coach has to react. Power plays and short-handed shifts as well as the coaching style of the opposing teams are just some of the situations which can have an effect on the handling of the team bench.

**How are players selected for trials for the National Squads?**

The KIHC Head Coach will discuss with each age groups coaches to decide which players should be nominated for national trials. The governing body’s mandate to clubs is that only players with a genuine, realistic chance of being selected for final national teams be put forward.

Once nominated, a full list of all players recommended will be sent to the National Head Coaching team for discussion. The National Head Coaching team will then either approve the list or discuss with the clubs head coach players they feel are possibly not yet of the standard required. Once the list is agreed, players can then be informed they have been selected for national trial.

No alterations can be made to the list once submitted and no favouritism will be shown by the club coaches during this process.

# **about transport,**

**How does the club decide which coach company to use?**

The club looks for a company which offers competitive prices and the operator is large enough to be able to provide back-up if things go wrong. Sometimes fixtures are arranged at very short notice and we have to 'shop around'.

**Occasionally the coaches are not up to the standard we expect. What should we do?**

Immediately draw the problem to the attention of the manager if he is not already aware of it. He will do what he can at the time to have the problem rectified. If you are still unhappy about the situation, ask him to draw the matter to the attention of the committee who Wilf investigate the matter and take it up with the coach company where appropriate. It is worth remembering that when fixtures are hastily arranged, we may have to accept a coach with less facilities.

# **about parents' views,**

**How can parents' views be heard? Are they acted upon?**

The club requests that parents should speak to the manager if they have a concern. It Is not acceptable for the manager to redirect parents to the coach saying that it is his decision. Managers and coaches are expected to work closely together and a good manager should be aware of most things which affect the team and Individuals, so parents should expect to receive an answer. If the manager is unable to answer questions on the playing front, he will consult the coach who will give him the answer or may speak to parents directly. If parents are not satisfied they should email the Club Chairman , KIHCChairman@aol.com, to express their case. A copy of the email should be sent to the team manager. Please remember that parents can expect an answer which relates to their own child. It is not fair to discuss the performance, ability etc. of other team players.

## **about the club's finances,**

*(by far the most questions to managers are on this topic - here are a few)*

**How does the club calculate the cost of weekly ice fees?**

A number of factors influence the cost, but for simplicity, a calculation which totals the cost of the hire of the ice and the coaching fees for Junior Teams divided by the total number of Junior players won’t be far wrong. This means that some teams may pay enough in ice fees to cover costs but others may pay more in total. This process of equalising costs is felt to be fair . The club subsidises ice hire and away travel.

**How much do managers get paid?**

What an embarrassing question to ask a manager! The answer is that they are not paid at all and nor are other club officials, with the exception of coaches who receive a small imbursement for training sessions and matches. It is worth remembering that many of our officials do not have youngsters in the club and are giving their time and efforts willingly to benefit those who do. The club is greatly indebted to all of our officials.

**How effective is fund raising?**

Fund raising is vital to the finances of the club and all parents should consider whether they are taking their full share of the burden. The fund raising committee is always looking out for new members and new ideas. Parents who do not participate in the 'official' fund raising events sometimes have other activities and pass the proceeds on to the club. It is worth noting that, without funds raised by the committee, players would have to pay at least five pounds per week extra.

**Why can't our team raise money for themselves?**

As with ice fees, travel etc. it is the club's policy to try to ensure that all teams are treated fairly. At different age groups teams enjoy varying support and the process of equaljsation ensures that no team is unable to meet its commitment through lack of finance. Most other membership organisations work in this way. It is a tried and tested method which, in the long run, leads to less disputes about finance. The fund raising committee works for the benefit of all of the players in the club. If you feel that you have fund raising talents, why not join the committee

**…..about fixtures**,

Why are there no league games for a while and then suddenly they all seem to come at once? At the beginning of each year, clubs submit lists of available ice times to the SIH-UK which then issues the schedule of fixtures for the forthcoming season. In all, there are about 400 fixtures, so it would be virtually impossible to achieve a balance of games for each team over the whole season. Changes to the published fixture Iist are only considered in unavoidable circumstances. Challenge matches can be arranged for ice time which is available after all league games are fixed. Each of our teams is given an equal share of match times, but this can mean that some of their games come close together depending on available opposition.

**…..about the role of the manager,**

The main role of the manager is to ensure that the arrangements are in place for the smooth running of the team. It is a difficult job and requires the support of parents and players. You can help by observing the following guidance:

1. Payment of ice fees and travel costs should be made promptly, preferably by monthly transfer to the Clubs Bank Account. It is not the manager's job to seek payment, it is your responsibility to pay up. The general rule is that players do not hit the ice without paying first.
2. During their time in the dressing room, before and after the game/practice, players are expected to listen carefully to the coach. Parents should not enter the Dressing Room at any time, all of the Clubs Coaches and Officials are processed through the PVG and Disclosure schemes. If your player needs assistance that cannot be provided by one of the Club Officials they should leave the Dressing Room to mee their parent.
3. Let the manager know as far in advance as possible if a player is unable to train/play. It is most galling for coaches to prepare their lines, drills etc. and then find out that key players do not turn up.

Please be courteous to managers. They do their best for all players in a team and, while each is an individual and treated as such, team officials have to look at the wider picture and consider all players. The committee will take action against parents who are abusive to club officials.

CLUB RULES (updated June 2020)

General Guidelines

1. Players wishing to register must be free to do so. Players must produce any Loan Release or Transfer Forms and must pay any fees due in addition to Club membership fees. Players with debts to other clubs or ice hockey related debts to other bodies will not be permitted to join KIHC.

2. Players who register with KIHC are bound to abide by rules laid down by the Club and the Governing Bodies - Scottish Ice Hockey-UK (SIH-UK) and International Ice Hockey Federation (IIHF).

3. Players are expected to conduct themselves in a manner which will not bring discredit on the Club. Any player discrediting the Club will be disciplined.

4. When representing the club, players will adhere to Club/Team Officials' instruction.

Selection/lce Time

5. Selection for games, tournaments etc. and ice time for players during games, are entirely at the discretion of the Team Coach and his decision is final.

NB Player Membership Rules in the Club constitution state; "the acceptance of the enrolment fee does not imply an undertaking to provide a team place".

Fees

6. Weekly fees, normally payable at team practices, cover all regular training sessions and home games, when selected. The club week runs from Monday to Sunday.

7. Players in arrears with fees may be disqualified from selection and training until full payment is made. Once a player is more than 1 month in arrears they will not be allowed to train/play until arrears are paid in full.

Equipment

8. Players are responsible for their own equipment and club equipment on loan to them, e.g. Team Shirts and Training Shirts, a deposit is required to be paid and will be forfeited if the shirts are returned damaged. Players with faulty or missing equipment will not be allowed to train or play.

9. Equipment on loan from the club will be returned to the team manager at the end of the playing season or upon request.

10. The Club colour is blue - blue helmets, shorts etc, are to be worn.

11. Players who abuse Club equipment/property will face disciplinary action.

Discipline/Behaviour

12. Players incurring Penalty Points will be fined in accordance with the current scale of charges.

13. Misbehaviour, on or off the ice, at any time when representing the Club will result in disciplinary action against players concerned.

14. All players are required to dress as directed by the Team Officials. e.g. team tracksuit / shirt and tie / smart casual.

15. Any player found under the influence of alcohol or drugs at training or games will face immediate suspension from the Club.

Grievance

16. Grievances will be channelled through the relevant Team Manager.

If this proves unsatisfactory, an appeal, in writing, should be made to the KIHC Junior Development Committee per the Club Secretary via Team Manager, if appropriate.

Travel

17. Where provided, all players must travel to away matches on the team bus other than in exceptional circumstances as agreed with Team Officials. Players may return home after games by other means, if desired.

18. Players must be on time for leaving for away matches as the team bus will not be delayed.

Matches/Training

19. Players will report to the team dressing room at the time laid down by the Coach/Team Manager. Players who are late may not be allowed to play.

20. Players must be ready to take to the ice at the start of a training session. Players who are late may not be allowed to train.

21. Players who do not train may, with good reason and the express agreement of team management, be included in selection for matches. For home games they will be required to pay the weekly fee prior to taking to the ice.

Notes for Parents/Guardians

22. Parents/guardians and other persons attending team practices will in no way interfere with or distract players' attention from the practice. (Refer to the Club's Codes of Conduct for Parents and Spectators)

23. Persons who are not players/officials will not enter the dressing-room nor approach the team bench area at any time without permission from the Coach or Manager. This includes parents of players and players from other teams in the Club.

24. No parent will behave in a manner likely to embarrass or bring the Club into disrepute. Ice Hockey is a family sport and foul language will not be tolerated. Any breach of this could result in eviction from the building.

NB Spectators must not approach the penalty bench or become involved in disputes with Match Officials or opposition players/officials/supporters.

25. Parents and others who attend tournaments are deemed to be representing the Club.

They must adhere to the rules for parents as laid down in the Club's Tournament Guidelines. It is the responsibility of Team Managers to furnish parents with the rules prior to departure.

26. Any person who proves to be a disruptive influence will not be allowed to travel on Club transport.

27. Sanctions may be exercised against players whose parents/guardians are in breach of rules 24 - 28.

Additional Rules

28. Coaches and Managers of individual Teams may set down additional rules to which all Team Members must adhere.

General

29. Parents/guardians will make themselves and their son/daughter aware of the Rules above and will have no recrimination if the player is reprimanded when in breach of same.

Note i.

Players who refuse to comply with Club rules will be suspended from the Club.

Note ii.

Where parents refuse to ensure that their son/daughter complies with Club rules, the player will be suspended from the Club.

Disciplinary Action

If a players behaviour/conduct requires Disciplinary Action to be taken then a Disciplinary panel of 3 will be brought together ( this panel may include Committee Members, Coaches or Managers but no-one who is associated with the individual involved) the sanctions they could consider will be one of the following:

A: Accusation found Not Proven

B: Verbal Warning

C: Written Warning

D: Suspension from participating in games

E: Suspension from participating in training

F: Expulsion from KIHC

Depending upon the severity/number of transgressions that have taken place.

##### **SCOTTISH ICE HOCKEY CODES OF CONDUCT**

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##### **8.14 CODES OF CONDUCT - YOUNG PLAYERS/COACHES/OFFICIALS/PARENTS /VOLUNTEERS**

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##### **8.14.1 Adherence to good practices, aligned with open communication between coaches, officials, volunteers, parents, children and young people should ensure that a safe and enjoyable environment is established and sustained. The duty of care commences from the point of receipt of the child to the point of return to the parent/guardian and the duty of care is non-transferable.**

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##### **Codes of Conduct are included below and MUST be adopted by all clubs. Additions can be added specific to individual clubs as necessary.**

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##### **It is advised that the player/parent/club official should sign to confirm their agreement to abide by the Codes of Conduct. A copy of the agreement should be held by the club. Any person refusing to sign their agreement to abide by their relevant Code of Conduct will not be allowed to register.**

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##### **8.14.2 Code of Conduct – Children / Young People**

##### **SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with Name and Position .**

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##### **All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following junior code of conduct:**

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##### **Children / young people are expected to:**

##### **1. Be loyal and give their friends a second chance**

##### **2. Be friendly and particularly welcoming to new members**

##### **3. Be supportive and committed to other team members, offer comfort when required**

##### **4. Keep yourself safe**

##### **5. Report inappropriate behaviour or risky situations for youth members**

##### **6. Play fairly and be trustworthy**

##### **7. Respect officials and accept decisions**

##### **8. Show appropriate loyalty and be gracious in defeat**

##### **9. Respect opponents**

##### **10. Not cheat or be violent and aggressive**

##### **11. Make your club a fun place to be**

##### **12. Keep within the defined boundary of the playing/coaching area**

##### **13. Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions**

##### **14. Show respect to other youth players/leaders and show team spirit**

##### **15. Take care of equipment owned by the club**

##### **16. Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity**

##### **17. Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting**

##### **18. Not get involved in inappropriate peer pressure and push others into something they do not want to do**

##### **19. Refrain from bullying or persistent use of rough and dangerous play**

##### **20. Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late**

##### **21. Wear suitable kit; helmet, neck guard (U18), chest harness, elbow and leg guards, jock and gloves**

##### **– for training and match sessions, as agreed with the coach/team manager**

##### **22. Pay any fees for training or events promptly**

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##### **23. Not smoke on club premises or whilst representing the club at competitions**

##### **24. Not consume alcohol or drugs of any kind on the club premises or whilst representing the club**

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##### **Children / young people have the right to:**

##### **Be safe and happy in their chosen activity**

##### **• Be listened to**

##### **• Be respected and treated fairly**

##### **• Privacy**

##### **• Enjoy your sport in a protective environment**

##### **• Be referred to professional help if needed**

##### **• Be protected from abuse by other member or outside sources**

##### **• Participate on an equal basis, appropriate to their ability**

##### **• Experience competition and the desire to win**

##### **• Be believed**

##### **• Ask for help**

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##### **Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club and the sport. Parents will be informed at all stages.**

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##### **8.14.3 Code of Conduct – Coaches**

##### **SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, coaches are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with Name and Position .**

##### **All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following code of conduct:**

##### **Coaches are expected to:**

##### **1. Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.**

##### **2. Consider the wellbeing and safety of participants before the development of performance.**

##### **3. Encourage and guide participants to accept responsibility for their own performance and behaviour.**

##### **4. Treat all young people equally and ensure they feel valued. Have no favourites.**

##### **5. Encourage all children not to discriminate on the grounds of religious beliefs, racial origin, gender, socio-economic background or lack of ability.**

##### **6. Group players according to age, height, skill and physical maturity whenever possible.**

##### **7. Teach the players that rules of the game are mutual agreements which no-one should evade or break.**

##### **8. Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.**

##### **9. Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.**

##### **10. Take into consideration the maturity level of the players when scheduling times and durations of practices and competitions**

##### **11. Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.**

##### **12. Be positive, approachable and offer praise to promote the objectives of the club at all times.**

##### **13. Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.**

##### **14. Report accidents or incidents of alleged abuse or poor practice to the designated person.**

##### **15. Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".**

##### **16. Not administer First Aid involving the removing of children’s clothing unless in the presence of others.**

##### **17. Have access to telephone for immediate contact to emergency services if required.**

##### **18. Foster team work to ensure the safety of youth members in their care.**

##### **19. Ensure the rights and responsibilities of youth members are enforced.**

##### **20. Not abuse members physically, emotionally or sexually.**

##### **21. Not engage in a sexual relationship with a young person for whom they are responsible**

##### **22. Maintain confidentiality about sensitive information.**

##### **23. Respect and listen to the opinions of young people.**

##### **24. Take time to explain coaching techniques to ensure they are clearly understood.**

##### **25. Develop an appropriate working relationship with participants, based on mutual trust and respect.**

##### **26. Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.**

##### **27. Refrain from smoking and consumption of alcohol during club activities or coaching sessions.**

##### **28. Never condone rule violations, rough play or the use of prohibited substances.**

##### **29. Discourage the taking of any performance enhancing drugs and ensure that players are aware of banned substances.**

##### **30. Inform the parents/carers if they believe that a player is taking any form of illegal drugs**

##### **31. Not spend excessive amounts of time alone with children excluded in exceptional circumstances**

##### **32. Never take children to their home**

##### **33. Hold appropriate valid qualifications and insurance cover.**

##### **34. Make the sport/activity fun.**

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##### **Coaches have the right to:**

##### **1 • Access on-going training and information on all aspects of leading/managing activities for children/young people, particularly on Safeguarding.**

##### **2 • Support in the reporting of suspected abuse.**

##### **3 • Access to professional support services.**

##### **4 • Fair and equitable treatment by the governing body/club.**

##### **5 • Be protected from abuse by children/young people, other adult members and parents.**

##### **6 • Not to be left vulnerable when working with children.**

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##### **Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.**

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##### **Dismissals can be appealed by the coach with final decisions taken by the club committee or referred to SIH-UK as per the disciplinary procedures in Chapter 5: Discipline .**

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##### **Emergency action and first aid All coaches should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures.**

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##### **8.14.4 Code of Conduct – Managers**

##### **SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, managers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with Name and Position .**

##### **All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following code of conduct:**

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##### **Managers are expected to:**

##### **1. Abide by the club rules and Constitution**

##### **2. Make sure he/she knows where their teams are playing, who they will be playing against and allocating team strips to the players**

##### **3. Prepare team sheets for every game and submit game sheets for home games**

##### **4. Pay referees for home games**

##### **5. Issue club rules to all members along with the Training Policies and codes of conduct, if not already issued at registration**

##### **6. Collect fees for members who do not pay either electronically or by standing order. If a member has not paid their fees by the club’s due date, they shall not be allowed access to the ice. The club treasurer will inform Managers of members whose subscriptions fees remain outstanding and the Manager shall not allow the member entry to the ice.**

##### **7. Issue minutes of meetings to their members or if unable to, will provide the email addresses to the club secretary in order that they can be issued.**

##### **8. Conduct themselves in a manner which does not bring the club into disrepute. This includes but is not limited to abusive behaviour, drunkenness, swearing and being disorderly. Any breaches of this will be dealt with under the Disciplinary Procedure.**

##### **9. Pass on complaints regarding the ice issues to the Head Coach immediately and shall not try to deal with them themselves. The Head Coach has more experience with onice matters and can deal with them appropriately**

##### **10. Try to deal with off-ice complaints as soon as they arise and the committee does not need to be informed unless the matter cannot be resolved. If this is the case, the Secretary should be emailed as soon as possible.**

##### **11. Sign and abide by the club rules along with the code of conduct to ensure the smooth running of the club.**

##### **12. Have parental consent forms available at all times in the event of a member requiring medical treatment.**

##### 

##### **Managers have the right to:**

##### **1• Access on-going training and information on all aspects of leading/managing activities for children/young people, particularly on Safeguarding.**

##### **2• Support in the reporting of suspected abuse.**

##### **3• Access to professional support services.**

##### **4• Fair and equitable treatment by the governing body/club.**

##### **5• Be protected from abuse by children/young people, other adult members and parents.**

##### **6• Not to be left vulnerable when working with children.**

##### 

##### **Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.**

##### 

##### **Dismissals can be appealed by the manager with final decisions taken by the club committee or referred to SIH-UK as per the disciplinary procedures in Chapter 5: Discipline .**

##### 

##### **8.14.5 Code of Conduct – Volunteers**

##### **SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with Name and Position .**

##### 

##### **All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following code of conduct:**

##### **Volunteers are expected to:**

##### **1. Treat all young people equally and ensure they feel valued. Have no favourites.**

##### **2. Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.**

##### **3. Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.**

##### **4. Appreciate the efforts of all young people. Never exert undue influence over players to obtain personal benefit or reward.**

##### **5. Be positive, approachable and offer praise to promote the objectives of the club at all times.**

##### **6. Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.**

##### **7. Report accidents or incidents of alleged abuse or poor practice to the designated person.**

##### **8. Have access to telephone for immediate contact to emergency services if required.**

##### **9. Ensure the rights and responsibilities of youth members are enforced.**

##### **10. Not abuse members physically, emotionally or sexually.**

##### **11. Not engage in a sexual relationship with a young person for whom they are responsible**

##### **12. Maintain confidentiality about sensitive information.**

##### **13. Respect and listen to the opinions of young people.**

##### **14. Develop an appropriate working relationship with participants, based on mutual trust and respect.**

##### **15. Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.**

##### **16. Refrain from smoking and consumption of alcohol during club activities or coaching sessions.**

##### **17. Not spend excessive amounts of time alone with children excluded in exceptional circumstances**

##### **18. Never take children to their home on their own**

##### **19. Not administer First Aid involving the removing of children’s clothing unless in the presence of others.**

##### **20. Make the sport/activity fun.**

##### 

##### **Volunteers have the right to:**

##### **1 • Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.**

##### **2• Support in the reporting of suspected abuse.**

##### **3• Access to professional support services.**

##### **4• Fair and equitable treatment by the governing body/club.**

##### **5• Be protected from abuse by children/youths, other adult members and parents.**

##### **6 • Not to be left vulnerable when working with children.**

##### 

##### **Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.**

##### 

##### **Dismissals can be appealed by the volunteer with final decisions taken by the club committee or referred to SIH-UK as per the disciplinary procedures in Chapter 5: Discipline .**

##### 

##### **8.14.6 Code of Conduct – Parents/Carers**

##### **SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, parents/carers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with Name and Position .**

##### **All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. Parents/Carers are expected to abide by the following code of conduct:**

##### 

##### **Parents/Carers are expected to:**

##### **1. Positively reinforce their child and show an interest in their chosen activity.**

##### **2. Not to place their child under pressure or push them into activities they do not want to do.**

##### **3. Complete and return the Registration, Medical and Consent Form pertaining to their child's participation with “Name of Club, Team or Event” (see parental consent).**

##### **4. Deliver and collect their child punctually before and after sessions/games/events.**

##### **5. Ensure their child has clothing appropriate to the weather conditions**

##### **6. Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.**

##### **7. Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/manager/event staff prior to the activity.**

##### **8. To inform the organiser prior to the activity starting if their child is to be collected early.**

##### **9. Encourage their child to play by the rules, and teach them that they can only do their best.**

##### **10. Turn defeat into victory by helping their child work towards skill improvement and good sportsmanship**

##### **11. Behave responsibly at the rink side; never ridicule or yell at their child for making a mistake or losing a competition; not to embarrass their child.**

##### **12. Recognise that verbal abuse or unsportsmanlike conduct, from a parent at any time in their home ice rink or at an away venue is unacceptable.**

##### **13. Show appreciation and support for the coach/club/event staff and for the opposition.**

##### **14. Ensure their child is punctual.**

##### **15. Be realistic and supportive.**

##### **16. Ensure their child has appropriate showering equipment, plus adequate food and drink.**

##### **17. Accept the official’s judgment and do not attempt to access the ice surface**

##### **18. Actively provide feedback via the Manager. To bring any issues to the attention of the coaches, approach the Manager after the match or training session. Ensure that the player is not present at such discussions.**

##### **19. Ensure that their child plays in a safe and healthy environment. Support a sports environment that is free of alcohol, drugs or tobacco and refrain from their use at all youth sports events.**

##### **20. Promote their child’s participation in playing sport for fun.**

##### 

##### **As a parents/carer you have the right to:**

##### **1• Know your child is safe.**

##### **2• Be informed of problems or concerns relating to your children.**

##### **3• Be informed if your child is injured.**

##### **4• Have your consent sought for issue such as trips or photography.**

##### **5• Contribute to decisions within the club.**

##### **6• Have any concerns you have about any aspect of your child’s welfare listened to responded to.**

##### 

##### **Any breaches of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in a parent being asked not to attend games if their attendance is considered detrimental to the welfare of young participants.**

##### 

##### **The ultimate action should a parent/carer continue to breach the code of behaviour may be the club officials regrettably asking the parent/carer not to attend games and/or training and club activities and asking the child to leave the session, event or club.**

#### **SCOTTISH ICE HOCKEY CHILD PROTECTION POLICY**

Guidance on the Protection of Children and Young People in Ice Hockey

8.1 INTRODUCTION

8.1.1 This document encompasses a Child Protection Policy, Safe Recruitment Policy and a Code of Ethics for all members of Scottish Ice Hockey – UK (SIH-UK).

8.1.2 Sport can and does have a very powerful and positive influence on people - especially children, young people and protected adults. Not only can sport provide opportunities for enjoyment and achievement, it can also help those who participate to develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands i.e. in the hands of those who place the welfare of all children, young people and protected adults first and adopt practices that support, protect and empower them. 8.1.3 SIH-UK accept that the welfare and safety of children, young people and protected adults is the responsibility of everyone in the sport, whether paid staff or volunteer. As an organisation we are committed to not only developing policies and procedures but to providing information and training opportunities to ensure those working with these groups adopt best practice and that at all times no child, young person, protected adult, coach or official is placed at risk.

8.1.4 This policy will apply to all children and young people up to the age of 18 as well as protected adults.

8.1.5 Child: A child is defined as anyone less than 16 years of age.

8.1.6 16 to 18 year olds: Young people aged 16 to 18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16 to 18 year old will be regarded as a child if he/she is subject to a supervision requirement through a Children's Hearing.

8.1.7 For the purposes of Part V of the Police Act 1997 a child is defined as anyone under the age of 18 years.

8.1.8 Protected adults: The term ‘protected adult’ refers to any person aged 16 or over whom for the time being: • Is unable to safeguard his/her own welfare or properly manage his/her financial affairs, and is in one or more of the following categories: • A person in need of care and attention by reason of either infirmity or the effects of ageing A person suffering from an illness or mental disorder • A person substantially handicapped by a disability

8.1.9 Protected adults may be in need of health or social support services and may be unable either to take care of themselves and/or to protect themselves from harm or exploitation.

8.1.10 A number of studies suggest that children and protected adults are at increased risk of abuse. Various factors contribute to this such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

8.1.11 Terminology – For the purposes of this policy, the words “children” or “child” refer to children and young adults up to the age of 18.

8.1.12 Key Principles The key principles that underwrite this policy are: • The welfare of all children and protected adults is paramount • All children and protected adults whatever their age, culture, ability, disability, gender, language, racial origin, parental status, religious belief and/or sexual identity or socio/economic background have the right to protection from harm, • All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately • It is everyone’s responsibility to promote and safeguard the welfare of children and protected adults • Clubs and other organisations will be provided with the appropriate documentation, education/training and support to ensure the implementation of this Policy • Adults working with children are provided with opportunities for education and training to ensure best practice becomes the norm • Working in partnership with children and their parents/carers is essential for the protection of the child.

8.1.13 The SIH-UK recognise the statutory responsibility of Local Authority Social Work and Police Departments to ensure the welfare of children and it is committed to complying with Local Area Child Protection Procedures.

8.2 GUIDANCE & LEGISLATION

8.2.1 This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. Clubs should obtain advice from a solicitor in relation to specific legal issues.

European Convention on Human Rights (1950)

United Nations Convention on the Rights of the Child (1989)

Age of Legal Capacity (Scotland) Act 1991

Children (Scotland) Act 1995

Criminal Procedure (Scotland) Act 1995

Police Act 1997

Sex Offenders Act 1997

Human Rights Act 1998

Data Protection Act 1998

Sexual Offences (Amendments) Act 2000 and 2009

Protection from Abuse (Scotland) Act 2001

Volunteer Scotland Code of Conduct “Making Scotland Safer” 2002

Volunteer Scotland Code of Conduct “Protecting the Vulnerable by Safer Recruitment” Criminal Justice (Scotland) Act 2003

Commissioner for Children and Young People (Scotland) Act 2003

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005 Protection of Vulnerable Groups (Scotland) Act 2007

Rehabilitation of Offenders Act 1974,

the Exclusions & Exceptions (Scotland) Order 2010

8.3 RESPONSIBILITIES

8.3.1 SIH-UK strives to ensure that children, young people and protected adults are protected and kept safe from harm whilst participating in Ice Hockey activities. We will endeavour to promote the highest standards of care for participants. For effective implementation of this policy all Ice Hockey clubs and providers must work in partnership, each with a role to ensure the protection of the children and protected adults in their care.

8.3.2 Roles: (i) SIH-UK will: • Appoint a Child Protection Officer onto the Board. • Provide and implement robust procedures, support and guidance to safeguard the well-being of all participants. • Strive to ensure everyone understands their roles and responsibilities in respect of safeguarding and protecting children and protected adults. • Strive to ensure a culture of listening to and engaging in dialogue with children. • Develop appropriate whistle blowing procedures and a culture that enables issues about the protection of children and protected adults to be addressed. • Adopt best practice in recruitment and training of volunteers. • Require all clubs registered with SIH-UK and all members adopt the Association’s Child Protection Policy. • Require all clubs to adhere to the Association’s Safe Recruitment Policy. • Require all those who work with children including those who act in a pastoral role whilst on trips, to attend child protection training. • Respond to all allegations and concerns, swiftly and appropriately. • Initiate Disciplinary proceedings when necessary. • Provide Education, Training and Support to the Child Protection Officers and to Clubs. • Monitor the operation of this policy.

(ii) SIHA-UK’s Child Protection Officer will: • Lead on the effective implementation of policy and procedures throughout the sport. • Implement the SIH-UK child protection policy and procedures within the national organisation. • Encourage good practice by promoting and championing the child protection policy and procedures. • Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose. • Regularly report to the Management/Committee/Board. • Raise awareness of the SIH-UK Child Protection Officer role to parents/carers, adults, and children involved in the organisation. • Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the organisation. • Challenge behaviour which breaches the Code of Conduct. • Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter. • Organise/signpost appropriate training for all adults working/volunteering with children in the organisation. • Respond appropriately to disclosures or concerns which relate to the well-being of a child. • Take responsibility for suspensions and conduct investigations under the Disciplinary procedure • Maintain confidential records of reported cases and action taken. • Where required liaise with statutory agencies and ensure they have access to all necessary information.

• Support affiliated clubs and their Club Child Protection Officers.

(iii) The clubs will: • Adhere to the guidelines and procedures contained within this policy. • Appoint a Club Child Protection Officer. • Ensure all those coming into the club to work with children and protected adults regardless of whether in a paid or voluntary capacity, are Safely Recruited in accordance with the SIH-UK Safe Recruitment Policy. • Accept that all Office and Committee members also have a responsibility in this area and be prepared to respond to any indication of abuse. • Be prepared to challenge and alter bad practice. • Implement any recommendations of SIH-UK relating to this area. • Promote an open door policy. • Promote an environment where all legitimate concerns can be raised without fear of victimisation or reprisal. • Ensure all those working with children, including those who act in a pastoral role whilst on trips, attend SIH-UK organised Safeguarding and Protecting Children workshops. • Ensure that the SIHA-UK’s equity policy is adhered to, and that discrimination is prohibited at all levels (see Chapter 9: Equ al ity)

• Should an allegation be made, maintain confidentiality of the child and the person against whom the allegation is made.

(iv) The clubs’ Child Protection Officers will: • Ensure all persons working with children, young people and protected adults at the club are fully aware of what is required of them within the guidelines of SIHA-UK’s Code of Practice. • Ensure all those working with children and protected adults are recruited in accordance with SIHA-UK’s Safe Recruitment procedures. • Be the first point of contact for players, coaches, officials, volunteers and parents on any issues concerning the well-being of the club members, (poor practice or potential alleged abuse). • Conduct the administrative work associated with the safe recruitment of coaches, volunteers and officials, including Protecting Vulnerable Group (PVG) checks (verify ID documentation). • Liaise closely with the club’s trainee coaches, ensuring that the agreed procedures for the prevention of risk are followed. • Act as adviser, when required, to the club’s management committee on matters of policy and procedures related to Child Protection and Recruitment. • Ensure that all those working with children and protected adults attend SIH-UK organised Safeguarding and Protecting Children workshops annually. Documented evidence should be returned to SIH-UK CPO. In the event of an official being unable to attend the SIH-UK CPO should be informed so that alternative training can be arranged. • Ensure that all incidents are correctly and confidentially recorded and reported in accordance with SIH-UK policy and procedures. • Maintain confidential records of all reported cases and action taken. • Where required, liaise with the SIH-UK Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information. • Encourage good practice by championing the SIH-UK Child Protection Policy and procedures. • Keep abreast of developments in the field of child protection by liaising with the SIHUK Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.

SCOTTISH ICE HOCKEY ANTI BULLYING POLICY

8.16 ANTI-BULLYING POLICY

8.16.1 SIH-UK will:

(i) recognise its duty of care and responsibility to safeguard all participants from harm

(ii) promote and implement this anti-bullying policy in addition to our safeguarding policy

and procedures

(iii) seek to ensure that bullying behaviour is not accepted or condoned

(iv) require all members of the club/organisation to be given information about, and sign up

to, this policy

(v) take action to investigate and respond to any alleged incidents of bullying

(vi) encourage and facilitate children and young people to play an active part in developing

and adopting a code of conduct to address bullying

(vii) ensure that coaches are given access to information, guidance and/or training on

bullying.

8.16.2 Each participant, coach, manager, volunteer or official will:

(i) respect every child’s need for, and rights to, a play environment where safety, security,

praise, recognition and opportunity for taking responsibility are available

(ii) respect the feelings and views of others

(iii) recognise that everyone is important and that our differences make each of us special

and should be valued

(iv) show appreciation of others by acknowledging individual qualities, contributions and

progress

(v) be committed to the early identification of bullying, and prompt and collective action to

deal with it

(vi) ensure safety by having rules and practices carefully explained and displayed for all to

see

(vii) report incidents of bullying they see – by doing nothing you are condoning bullying.

8.16.3 Bullying

(i) all forms of bullying will be addressed (see 8.17 Guidelines below)

(ii) everybody in the club/organisation has a responsibility to work together to stop bullying

(iii) bullying can include online as well as offline behaviour

8.16.4 Bullying can include:

(i) physical pushing, kicking, hitting, pinching etc

(ii) name calling, sarcasm, spreading rumours, persistent teasing and emotional torment

through ridicule, humiliation or the continual ignoring of individuals

(iii) posting of derogatory or abusive comments, videos or images on social network sites

(iv) racial taunts, graffiti, gestures, sectarianism

(v) sexual comments, suggestions or behaviour

(vi) unwanted physical contact

Children with a disability, from ethnic minorities, young people who are gay or lesbian, or

those with learning difficulties are more vulnerable to this form of abuse and are more likely

to be targeted.

8.16.5 Support to the child

(i) children should know who will listen to and support them

(ii) systems should be established to open the door to children wishing to talk about

bullying or any other issue that affects them

(iii) potential barriers to talking (including those associated with a child’s disability or

impairment) need to be identified and addressed at the outset to enable children to

approach adults for help

(iv) children should have access to Helpline numbers

(v) anyone who reports an incident of bullying will be listened to carefully and be

supported

(vi) any reported incident of bullying will be investigated objectively and will involve

listening carefully to all those involved

(vii) children being bullied will be supported and assistance given to uphold their right to

play and live in a safe environment which allows their healthy development

(viii) those who bully will be supported and encouraged to stop bullying

(ix) sanctions for those bullying others that involve long periods of isolation, or which

diminish and make individuals look or feel foolish in front of others, will be avoided.

8.16.6 Support to the parents/guardians

(i) parents/guardians should be advised on the club/organisation’s bullying policy and

practice

(ii) any incident of bullying will be discussed with the child’s parent(s)/guardians

(iii) parents will be consulted on action to be taken (for both victim and bully) and

agreements made as to what action should be taken

(iv) information and advice on coping with bullying will be made available

(v) support should be offered to the parent(s) including information on other agencies or

support lines.

8.17 GUIDELINES FOR IDENTIFYING & MANAGING BULLYING OF CHILDREN/PROTECTED

ADULTS

8.17.1 In some cases of abuse it may not be an adult abusing a young person. Children and young

people may also be responsible for abuse, for example, in the case of bullying. Bullying

may be seen as particularly hurtful behaviour usually repeated over a period of time,

where it is difficult for those bullied to defend themselves. ‘Kidscape’

(www.kidscape.org.uk), a UK charity established specifically to prevent bullying and child

sexual abuse, defines bullying as the use of aggression with the intention of hurting

another person that results in pain and distress to the victim.

8.17.2 Bullying can take many forms including:

• Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)

• Physical - pushing, theft, kicking, hitting, punching or any use of violence

• Racist - racial taunts, graffiti, gestures, harassment e.g. using abusive or insulting

behaviour in a manner intended to cause alarm or distress.

• Sexual - unwanted physical contact or sexually abusive comments

• Homophobic - because of, or focusing on the issue of sexuality

• Verbal - name-calling, sarcasm, spreading rumours, teasing

• Cyber - All areas of internet, such as email & internet chat room misuse, mobile threats

by text messaging & calls, misuse of associated technology, i.e. camera & video facilities.

8.17.3 Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims

do not tend to tell. However you can watch for signs that may indicate the presence

of bullying. The following lists common bully/victim behaviour.

If a child or protected adult:

• Hesitates to come to training sessions

• Is often the last one picked for a team or group activity for no apparent reason, or gets

picked on when the other children think your back is turned.

• Is reluctant to go to certain places or work with a certain individual.

• Has clothing or personal possessions go missing or become damaged.

• Has bruising or some other injury.

• Keeps ‘losing’ their pocket money.

• Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially

in the case of those who are normally noisy and loud.

• Becomes suddenly prone to lashing out at people, either physically or verbally when they

are usually quiet.

8.17.4 Action to Help the Victim(s) and Prevent Bullying

• Take all signs of bullying very seriously.

• Encourage all children to speak and share their concerns. Help the victim(s) to speak out

and tell the Coach in charge or the Club Child Protection Officer (someone in authority).

• Create an open environment.

• Take all allegations seriously and take action to ensure the victim is safe. Speak with the

victim and the bully (bullies) separately.

• Reassure the victim(s) that you can be trusted and will help them, although you cannot

promise to tell no one else.

• Keep records of what is said i.e. what happened, by whom and when.

• Report any concerns to SIH-UK Head of Child Protection.

8.17.5 Action taken to deal with the bully

• Talk with the bully(s), explain the situation and try to get the bully(s) to understand the

consequences of their behaviour.

• Seek an apology from the bully to the victim(s).

• Inform the bully's parents/guardians.

• If appropriate, insist on the return of 'borrowed' items and that the bully(s) compensates

the victim.

• Impose sanctions as necessary.

• Encourage and support the bully(s) to change behaviour

• Keep a written record of action taken.

KIRKCALDY ICE HOCKEY CLUB JUNIOR DEVELOPMENT

CONSTITUTION 2018

1. NAME

The name of the Society will be “Kirkcaldy Ice Hockey Club Junior Development ” (“the Club”).

2. OBJECTIVES

The Club is a non-profit distributing organisation whose principal objective is to advance public participation in the sport of Ice Hockey, through the development of and the provision of opportunities for individuals.

To further these objectives, the Club seeks;

a. To provide recreational facilities and organise recreational activities within the Fife area, with such facilities/activities being made available to members of the public at large with the object of improving their conditions of life and providing opportunity;

b. To organise suitable social, educational and personal development activities for its members as deemed desirable by the Management Committee; and

c. To advance education and health in particular with relation to sports, active recreation and physical activity and the impact of these on their lives.

3. POWERS

In pursuit of the objectives, the group shall have the power to:

a. Facilitate access to a range of services for people and encourage their involvement in planning and developing services relevant to the needs of its members;

b. Open and operate a bank account in the name of the group, and make or receive payments using this account;

c. To receive contributions by ways of subscriptions or donations and to raise funds, to further the aims, including the power to make application for and secure grants from public bodies, charitable institutions, voluntary organisations and Lottery Commission and other means to fund the Club’s purposes;

d. To make such rules and procedures as necessary for the day to day management and to appoint and convene advisory committees or sub-groups to undertake part of this responsibility;

e. Lease, hire or own premises to undertake the objects of the group, entering into the necessary agreements in which to do so, and undertake the management of such property thereafter.

f. Enter into partnership and affiliation agreements with other organisations with similar objectives including, but not limited to, other Ice Hockey Clubs;

g. Engage volunteers to carry out the work of the group, and reimburse volunteers’ out-of-pocket expenses;

h. Engage and pay fees to professional and technical advisors, coaches and consultants, where appropriate;

i. Organise and run (or assist in arranging and holding) exhibitions, meetings, seminars and other events with an sporting, fitness or Ice Hockey focus;

j. Write, print or otherwise reproduce and circulate, free of charge or for payment such papers, books, pamphlets, periodicals or other documents which shall raise awareness and further the objects; and

k. Do all other things that are legal and necessary for the attainment of the objectives.

4. EQUALITIES

In pursuit of its objectives, the group shall:

a. Strive to avoid intentional and unintentional discrimination by virtue of the protected characteristics as determined in the Equality Act 2010.

b. Undertake whatever changes in organisation or facilities may be necessary to implement this.

5. PROTECTION OF CHILDREN AND VULNERABLE ADULTS

a. In compliance with national legislation, the company will have policies in place for the protection of children and vulnerable adults. The Club will ensure all committee members and staff, who work with children and vulnerable adults, have sound knowledge of these policies.

b. The Club will follow all policies, procedures and protocols in the interest of the health and safety of children and vulnerable adults during all programmes, projects and initiatives managed or delivered by Kirkcaldy Ice Hockey Junior Development Club.

6. AFFILIATION

a. The Club is an independent organisation with its own identity. It may enter into formal links with suitable sport and community organisations and form partnerships with local businesses and the community at large which further the objects and to improve the facilities and resources available for Ice Hockey participation in the area.

b. A partnership link will be maintained with Fife Flyers Ltd as the Senior Ice Hockey Group in the local area, and any successors. This partnership will allow Kirkcaldy Ice Hockey Club Junior Development to adopt/use the ‘Wings’ emblem within their Club/Team logos.

7. MEMBERSHIP

a. Full membership of the group shall be open to individuals, aged over 18 years, who are interested in the furtherance of the objectives and agree to be governed by the rules of the Club. After payment of the annual subscription rate, currently £15pa (2018), these members will have full voting rights at the AGM and any other member’s meeting. After 2 years of continuous membership they will have the right to be voted on to serve on the management committee.

b. Junior Membership of the group shall be open to any individual, up to the age of (and including) 17 years, who are interested in the sport of Ice Hockey and agree to be governed by the rules of the Club. These members may attend AGM and members’ meetings but they have no voting rights. They may form a forum and have a representative which will report back to the management committee and offer recommendations.

ADOPTED AUG 2020: Each Junior member will be entitled to have 1 parent/guardian attend and participate in the AGM of the club, this parent/guardian will be entitled to vote, on behalf of their child, on the resolutions that require a vote at the AGM.

c. Associate membership of the group shall be open to any organisation that supports the objectives of the group. Associate members shall not be permitted to serve on the management committee, and shall have no right to vote at any meetings of the group.

d. Any group or individual wishing to become a member must sign a written application for membership and pay the annual subscription. Membership shall not take effect until the subscription has been paid, and the proposed member has received notification from the Secretary that membership is to be granted. The Secretary must provide such notification as soon as is practicable.

e. The decision to confer or deny membership shall rest solely with the Committee, who shall not withhold membership unreasonably.

8. SUBSCRIPTION CHARGES

a. The group may charge a membership subscription, and this charge will be decided at each AGM. Subscriptions shall fall due on the date announced at the Annual General Meeting.

b. Any individual who has failed to pay the subscription, if any, after 6 months of being due shall be deemed to have resigned from the group and shall not be entitled to participate in the group’s activities until the subscription has been paid.

c. Additional charges that will fall upon playing members will include SIH Membership Fee, KIHC Weekly Fees any fees falling 1 month in arrears will result in a playing member being suspended from all activities until the arrears are cleared.

d. The KIHC Committee may alter Membership Fees and Weekly Fees as they deem necessary.

9. MANAGEMENT COMMITTEE

a. The day-to-day affairs of the group shall be administered by a management committee drawn from the representatives of applicable Full Members of the group, which shall comprise the following:

• The Chair, who shall:

• Chair all meetings of the group and of the management committee.

• Assisting with the managerial direction of the organisation

• Be aware of what is happening at SIH-UK and Hockey UK levels. They should ensure that the Club is following guidelines set out in the SIH-UK Handbook

• Trust/allow other committee members to carry out the tasks for their role, however they should be there to assist if there are any issues or help required. They should get a regular update from each member at Committee Meetings

• Act as a figurehead for the group, and represent the group at any official functions or events.

• The Secretary, who shall:

Register the Club at the start of the season with SIH-UK

• Maintain a record of each member, stating their name, nominated representatives, e-mail address and the date on which that member joined the group.

• Keep proper minutes of every meeting of the group, the management committee and any sub-committees, and circulate these minutes no later than four weeks after the date on which the meeting was held. When the Secretary is unable to attend a meeting, those members present at the meeting shall appoint someone from their number to take the minutes.

• Conduct all correspondence of the group in a timeous fashion, including booking venues, arranging meetings, and the like.

• The Treasurer, who shall:

• Ensure that proper, up-to-date accounting records are kept.

• As soon as is practicable after the group’s financial year has ended, submit the accounts for independent financial examination by a qualified individual appointed at the preceding AGM, and present the examined accounts at the next AGM.

• Provide a financial report at each committee meeting outlining the income, expenditure and balances for the financial year to date.

• Inform the bank promptly of any changes to the list of individuals authorised to operate the group’s bank account.

• The Fixture Secretary, who shall:

• Be responsible for all aspects of Fixtures: including Results, Player Disciplinary Status and Match Officials

• Responsible for all Ice Time and ensure that ice is fully booked at al times

• KEY CONTACTS:

• Fixture Secretaries at other clubs

• SIHA Fixture Secretary

• SIHA Statistician/Discipline

• SIHA Officials Coordinator

• Rink Management

• Team Managers

• The Child Protection Officer, who shall:

• Ensure all persons working with children, young people and protected adults at the club are fully aware of what is required of them within the guidelines of SIH-UK’s Code of Practice

• Ensure all those working with children and protected adults are recruited in accordance with SIH-UK’s Safe Recruitment procedures

• Be the first point of contact for players, coaches, officials, volunteers and parents on any issues concerning the well-being of the club members (poor practice or potential alleged abuse)

• Conduct the administrative work associated with the safe recruitment of coaches, volunteers and officials, including Protecting Vulnerable Group (PVG) checks (verify ID documentation)

• Any other office bearers that is deemed necessary by the management committee.

b. In addition of these office bearers, a maximum of 6 ordinary members, who shall support, as necessary, the activities of the Chair, Secretary, Treasurer, Fixture Secretary, and Child Protection Officer and of the management committee as a whole.

c. Additionally, there will be a permanent seat on the management committee, for a representative nominated by:

• the Fife Flyers Ltd, and

• Kirkcaldy Ice Rink Ltd.

These committee members have full management rights and can attend and vote at all Committee meetings. The nomination of these representatives are the responsibility of the respective company and who will advise in writing to the Secretary, the name of their nominated representative at the earliest opportunity after the AGM.

d. Nominations shall be made 14 days prior to the AGM for the election of Office bearers. If more nominations for Office Bearers are proposed than there are places, the members shall elect the Office Bearers at the AGM.

e. Any committee member wishing to resign office must do so in writing to the Secretary or, when it is the Secretary who wishes to resign, to the Chair.

f. Any committee member who misses three consecutive committee meetings without providing a good reason shall be deemed to have resigned from the management committee.

g. The committee shall have the power to co-opt members to fill vacancies- provided that co-option will not cause the management committee to exceed its maximum size- and to appoint advisors who may attend committee meetings in an advisory, non-voting capacity.

h. If at any time the number of committee members in office falls below three (3), the remaining committee members shall have the power to fill the vacancies or call an Extraordinary General Meeting, but will not be able to take any other valid decisions. These members must have the endorsement of the members at the next AGM or SGM to remain in position.

i. Committee members shall relinquish office each year, but shall be eligible for re-election at the Annual General Meeting.

10. MANAGEMENT COMMITTEE MEETINGS

a. The management committee shall hold a minimum of four (4) meetings per year.

b. Any committee member may call a meeting of the committee, or direct the Secretary to do so.

c. A minimum of 14 days’ notice must be given of each committee meeting unless, in the opinion of the person calling the meeting, there is a degree of urgency about the matter to be discussed which makes that inappropriate.

d. If the Chair of the Club is not present within 15 minutes after the time at which the meeting was due to start, or is unwilling to act as chair of the meeting, the committee members present at the meeting shall elect from among themselves the person who shall act as chair of the meeting.

e. The quorum for management committee meetings shall be 6 committee members or 50% whichever is the greater.

f. Voting on all issues at committee meetings shall be by simple majority, and by a show of hands, and each committee member shall be entitled to one vote. Where there is an equality of votes, the chair of the meeting shall be entitled to a second, casting vote.

11. ANNUAL GENERAL MEETING

a. An Annual General Meeting (“AGM”) shall be convened by the management committee before the start of the next playing season at a time to be determined by the committee.

b. Notice of the AGM shall be circulated by the Secretary to members at least 28 days prior to the meeting.

c. The AGM shall consider the following business:

i. The minutes of the previous AGM and of any Extraordinary General Meetings held since then;

ii. A report on the activities of the group since the previous AGM, prepared by the management committee.

iii. The independently examined accounts of the group.

iv. The subscription levels for the following year.

v. The election of the Management Committee and Office Bearers.

vi. Any motions proposed by the management committee or by any member.

d. Any member may propose a motion to be considered at the AGM provided that they give a minimum of 21 days’ notice to the Secretary, such notice to contain the precise wording of the motion.

e. The Secretary shall circulate to members a full agenda, containing copies of the annual report, the independently examined accounts, and the precise wording of any motions to be considered, no later than 14 days prior to the date of the AGM.

f. If the Chair of the Club is not present within 15 minutes after the time at which the meeting was due to start, or is unwilling to act as chair of the meeting, the committee members present at the meeting shall elect from among themselves the person who shall act as chair of the meeting.

g. The quorum for the AGM shall be ten (10) full members or ten percent (10%) of full members, whichever is the greater.

Voting on all matters, except amendments to this Constitution or a motion to dissolve the group, shall be by a simple majority. Where there is a tied vote, the chair of the meeting shall have a second, casting vote.

h. Each representative of a full member is entitled to one vote, which must be given in person. Voting shall be by a show of hands unless any member, prior to a vote being taken, requests a secret ballot. The process for any secret ballot shall be determined by the chair of the meeting, but the result of the ballot must be declared immediately.

12. EXTRAORDINARY GENERAL MEETING

a. An Extraordinary General Meeting shall be convened at the request of the Management Committee or upon receipt by the Secretary of a written request from five (5) members.

b. The Secretary shall circulate, by e-mail, the notice that an EGM is to be held, together with an agenda stating the business to be heard, no later than 28 days prior to the date of the meeting.

c. The business of an Extraordinary General Meeting shall be restricted solely to the business stated on the request for the meeting to be convened. No other business shall be competent.

d. The quorum for an EGM shall be ten (10) members, or ten percent (10%) of members, whichever is the greater.

e. Voting on all matters, except amendments to this Constitution or a motion to dissolve the group, shall be by a simple majority. Where there is a tied vote, the chair of the meeting shall have a second, casting vote.

f. Members in attendance are entitled to a vote on all matters, which will be a show of hands unless a secret ballot is requested by 10% of the meeting, which will be undertaken under the direction of the chair.

13. SUB-COMMITTEES

a. The management committee may delegate any of their tasks to sub-committees.

b. Each sub-committee must be chaired by a member of the Management Committee, but the remaining members of the sub-committee need not be Management Committee members.

c. When delegating tasks to a sub-committee, the Management Committee must set out the following in a written remit:

i. The nature of the business that the sub-committee is entitled to consider;

ii. The composition of the sub-committee, and the process for the appointment or election of the sub-committee members;

iii. The full extent of, and restrictions on, the powers that have been delegated, including, where appropriate, the maximum level of expenditure that the sub-committee is permitted to incur; and

iv. The period for which any powers are delegated, and the process for the rescission of powers.

d. Sub-committees can only make recommendation to the full committee and the final decision and responsibility for action must be taken by the management committee.

14. FINANCE

a. A bank account shall be opened in the name of the Club and all monies received must be deposited timeously in this account.

b. The Chair, Secretary and Treasurer shall be authorised by the management committee, in writing, to operate the bank account and to make payments on behalf of the Club.

i. Payments by cheque shall only be valid if the cheque is signed by two out of three unrelated members of the management committee who are authorised to operate the bank account, one of whom must normally be the Treasurer. Where a payment is being made to the Treasurer the Chair and any other unrelated signatory should sign the cheque.

c. The group’s financial year shall run from 1st June to 31st May.

d. No part of the income or property of the Club may be paid or transferred (directly or indirectly) to the members – either, in the course of its existence, or on dissolution- except for the reimbursement of reasonable expenses that may be incurred from time to time.

15. ALERATIONS TO THE CONSTITUTION

This constitution may be amended only by a competent motion passed by a two-thirds majority of those members present and entitled to vote at a quorate AGM or at a quorate EGM convened specifically for that purpose.

16. DISSOLUTION

a. In the event of the group ceasing to exist any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members but shall be given or transferred to a local body or bodies with similar charitable objectives.

b. In special circumstances where the Club have been awarded monies from funding bodies, then the money remaining and which was ring-fenced for a particular project, will be disposed of in the manner set out by each independent funding body in line with their funding policies and criteria.