



IRISH PONY CLUB - CODE OF CONDUCT FOR OFFICIALS, INSTRUCTORS AND EXAMINERS, TEAM TRAINERS, SELECTORS, CHAPERONES, GROOMS AND SPORT LEADERS

- All officials and leaders must act as a role model and promote the positive aspects of sport and of horse riding and maintain the highest standards of personal conduct.
- Remember your behavior to members and other officials and opponents will have an effect on the members in your care.
- Encourage the development of respect for opponents, officials, selectors and other instructors and avoid criticism of fellow instructors.
- The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity. Leaders must not use alcohol or any banned substance before teaching or coaching, during events, or on trips away with members.
- Be generous with praise and never swear, ridicule or shout unnecessarily at members. All members are entitled to respect. Be careful to avoid the “star system”. Each child deserves equal time and attention.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his or her family.
- Physical punishment or physical force must never be used. Never punish a mistake – by verbal means, physical means or exclusion.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a members’ medical or related problems. You may request a certificate of medical fitness to ensure **safe** continued participation.
- Keep any information in relation to a member of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- Insist that members in your care respect the rules of the organisation. Insist on fair play and ensure that your members know that you will not tolerate cheating or bullying behaviors. Familiarize yourself with the Irish Pony Club Anti-Bullying policy and ensure its implementation while you are responsible for a group of members. (See the Irish Pony Club Anti-Bullying Policy).
- Remember that young people ride for fun and enjoyment and that skill and riding for fun have priority over highly structured competition. Never make winning the only objective. Set realistic goals for the participants and do not push members. Create a safe and enjoyable environment.

- It is important to realize that certain situations or friendly actions could be misinterpreted by the participant or by outsiders. Avoid working alone and ensure that there is adequate supervision for all activities.
- Leaders must not interact with any under 18 year old members in any social media communications. (See the Irish Pony Club Social Media Policy).
- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with members. It is advisable for instructors and officials not to involve members in their personal life, i.e. visits to instructors/officials home or overnight stays, unless a family friendship existed prior to the sporting association.
- When travel or overnight travel is involved, the leaders travelling with members must sign a separate agreement. Parents and members will also be asked to sign permission forms in these instances.
- Avoid giving advice of a personal or medical nature, if you are not qualified to do so, or undertake any form of therapy (hypnosis etc.) in the training of children.
- Where an official/instructor or sports leader is concerned about a colleague's behavior with regards to a child or children, they must report these concerns to the District Commissioner or, if necessary, to the National Children's Officer.

Physical Contact – Sports Leaders should:-

- Avoid unnecessary physical contact.
- Any necessary contact should be in response to the needs of the child and not the adult.
- It should be in an open environment with the permission and understanding of the participant.
- It should be determined by the age and development stage of the participant. Don't do something that the child can do for itself.
- Never engage in inappropriate touching.

An official and or an instructor or sports leader may be required to assist a member in the course of their duties with the following:-

Leg-up, opening or closing a body protector, tightening a girth etc. thus requiring physical contact. These actions should always be performed in an open environment, in full view of others and with the permission and understanding of the member.

Inappropriate physical contact includes, but is not limited to, the following: touching the thigh, buttock, breast or any part of the body that would be deemed inappropriate.

Supervision:-

Where possible, instructors, officials and sports leaders should not be alone with one child. The Branch Committee should ensure that there is adequate supervision in place for all activities. The accepted ratio of children to adults is eight to one. The maximum ration is ten children to one adult.

Accidents/Incidents

An instructor/examiner should complete:-

- An Incident Report Form where a member falls but is not injured. The instructor should complete the form, pass it on to the District Commissioner who should retain these forms and review them monthly to ascertain if one member is involved in a high level of incidents and if the training regime or level of competition is safe. The District Commissioner is responsible for informing the organisation's insurers of these incidents and also copies their correspondence to the Irish Pony Club office.
- An Accident Report Form where a member is injured and requires medical assessment or assistance. When completed the accident report form should be given to the District Commissioner who should keep a copy, inform the organisation's insurers, and copy their correspondence to the Irish Pony Club office.

The District Commissioner must inform parents when their child has a fall and of the action that was taken.

Behavioral Problems

It is advisable to record attendance at training. Where behavioral problems arise and a member has to be disciplined, a brief record of the problem, action and outcomes should be kept. The District Commissioner or Branch Official should be informed. Warn the member (with witness where possible) about their behavior, verbally twice. If a third incident occurs, send the member to the District Commissioner or Branch Official who will deal with the matter.



IRISH PONY CLUB – OFFICIALS, INSTRUCTORS AND SPORTS LEADERS CODE OF CONDUCT FORM

Leaders should be:-

- Positive during session, praise and encourage effort as well as results.
- Plan and prepare appropriately.
- Put welfare of members first, strike a balance between this and winning.
- Encourage fair play, treat participants equally.
- Recognize development needs.
- Qualified and up-to-date with knowledge and the skill of their sport for young people.
- Involve parents where possible and inform parents when problems arise.
- Keep records of attendance of all Pony Club activities.
- Keep a brief record of injuries and action taken. Any incidents requiring medical attention must be recorded on an Irish Pony Club Incident or Accident Report form (available from the District Commissioner).

Where possible, Leaders should avoid:-

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car.

Sports Leaders should not:-

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and or make sexually suggestive comments about, or to, a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult/s.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Instructors/Officials should familiarize themselves with the Code of Conduct of Children's Sport and with the Irish Pony Club Rules, the Irish Pony Club Safeguarding Policies and follow the procedures if they suspect or receive complaints of abuse of any sort.

I have read and agree to abide by the above guidelines

_____ (Signed) _____ (Date)

Please Print Your Name