

003/72 Code of Conduct

The code of conduct template outlines good practice procedures required of those participating in the Club regardless of what role they may play in doing so. It also aims to create an atmosphere of fairness, integrity, and respect among the members and any visiting officials and competitors.

This code of conduct addresses the minimum levels of behaviour, conduct and good practice procedures. Outlined within the code of conduct policy, are the following relevant roles:

- Participants/Competitors
- All Officials, KMC, MI and other relevant officials
- Clubs & Club Members

This code of conduct highlights the disciplinary procedures or sanctions that may be applied for breaches of this code as well as procedures for reporting breaches of the code of conduct.

Positive Conduct

Adopt the code of conduct as the basic level of agreement between the KMC, Participants/Competitors, Officials, other Clubs & their Club Members.

- Promote the responsibility and accountability for their conduct in accordance with the policies, procedures and further codes of conduct in the sport.
- Respect fellow participants, members, officials, volunteers and opponents regardless of gender, civil status, family status, sexual orientation, age, disability, race, religion, and membership of the Traveller community.
- Respect the decisions of all Officials, Committees and Judges of Fact.
- Maintain, demonstrate and promote the highest standards of respect.
- Demonstrate a positive attitude to the sport and activities.
- Listen to club officials and MI delegates
- Promote the reputation of the sport and take all steps to prevent it from being brought into disrepute.
- Respect the rights, dignity and worth of every person.
- Act as good role models.
- Implement, support, and promote the code of conduct.
- Maintain, demonstrate and promote the highest standards of integrity.
- Promote the highest standards of personal conduct.
- Comply with the policies and procedures within the Club.
- Promote and support fair play.
- Encourage and applaud good performances and effort from participants and opponents alike, regardless of the result.
- Promote Fair Play and encourage all participants and fellow officials to always follow the rules of the sport.
- Ensure that all activities are inclusive and allow all participants to participate in an enjoyable way.
- Involve parents/guardians and other club members in a culture of promotion of best practice.
- Ensure safe induction and supervision of volunteers and members.
- Act with integrity and objectivity in the sport.
- Encourage fair play and ensure safety is paramount in the sport.
- Put welfare of participants first.
- Be qualified and up to date with the latest rules, knowledge and skills.

U18's

- If working with under 18's you must undertake agreed Garda Vetting and/or background checks within the jurisdictions in which they officiate and attend relevant child safeguarding training where specified and required by your NGB and Sport Ireland guidance.

- Demonstrate appropriate good behaviour by not using foul language, and by not engaging in abusive language or deeds or by harassing participants, club members, officials.
 - Show appreciation to volunteers, all club members and officials.
 - Communicate decisions to participants in an effective and constructive manner in consideration of the age groups taking part.
 - Deal with dissent firmly and fairly.
 - Remain positive when dealing with participants and /or other club members.
 - Work as a team with other officials when required.
 - Maintain composure regardless of the circumstances.
 - Report breaches of the code of conduct to the appropriate person or committee.
 - Cooperate with any investigation in respect of an alleged breach of the code of conduct.
 - Understand and implement the complaints and disciplinary procedures of the Club.
 - Manage disciplinary matters appropriately.
 - Report misconduct of participants or members conscious of the fact that such matters may be followed up in accordance with the rules of the Club.
 - Ensure complaints including rumours are not ignored and are dealt with appropriately, following the relevant procedures.
 - Report incidents/accidents to the relevant persons.
 - Report incidents/accidents to the parents or guardians (if a child under the age of 18 is involved).
 - Keep and store securely all documentation in a confidential manner with respect to meetings, correspondence, and minutes of committee meetings.
 - Set up, maintain, revise, and implement policies and procedures in the best interests of participants and taking into consideration the best interest of the club/committee and/or National Governing Body.
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MEMBER'S MUST NOT, during any Club events

- Shout, argue, abuse physically or verbally any with any person at any time.
 - Shout, argue, abuse physically or verbally participants, with any person at any time.
 - Use unfair or bullying tactics to gain advantage or isolate other participants.
 - Use unacceptable language or racial and/or sectarian or homophobic references towards any person by words, deeds, or gestures.
 - Use foul language or provocative language/gestures or behaviour towards any participant, official or club members (KMC or other)
 - Use any other forms of abuse.
 - Loose their temper.
 - Abuse, threaten or intimidate any member or official, on or off the sporting environment.
 - Do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of their gender, civil status, family status, sexual orientation, age, disability, race, religion, and membership of the Traveller community.
 - Ridicule or scold a participant for making a mistake during the sport or competition.
 - Use social media to abuse participants or other individuals.
 - Use social media or social media apps for the distribution of offensive content, to taunt, bully or racially abuse others.
 - Use social media to implicate or undermine participants or other individuals.
 - Publish or cause to be published criticism of the way or any other club/organisation/committee handled or resolved any dispute or disciplinary matter resulting from a breach of the code of conduct or rules of the sport.
 - Behave or act in any way that infringes the rules of the sport or that seeks to gain an unfair advantage.
 - Aggressively challenge an officials decision or integrity.
 - Undertake any other unsporting like behaviour.
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REPORTING AND SANCTIONS

Any breaches of the code of conduct should be reported to one or more of the committee members within the club, as per the reporting/complaints procedure

Any breaches of the above-mentioned points within the code of conduct and disciplinary proceedings in respect of a breach shall be dealt in accordance with the club rules.

The following is a short list of agreed sanctions

- A caution, a warning as to future conduct, or a reprimand
- A monetary fine
- The forfeiture of, and/or the granting to another club or clubs, the competition points
- The banning of club supporters from an event
- The suspension or expulsion, in part or in full, of the club member for such period as may be deemed appropriate
- Such other penalty or sanction as may be deemed appropriate

Any breaches of conduct set out in the code of conduct will be investigated by the club. Disciplinary proceedings in respect of any breach shall be conducted in accordance with the disciplinary procedures. Conduct giving rise to an alleged breach of the code of conduct shall be reviewed accordingly at the time the alleged breach occurred. The applicable disciplinary procedure shall be that in effect at the time the disciplinary action is commenced.

Incidents of alleged criminal behaviour or suspected criminal behaviour should be reported to the relevant authorities.

GLOSSARY OF TERMS

- Participants/Competitors – individuals that take part in the sporting activities
 - Officials, KMC, MI and other relevant officials – all officials: namely KMC Committee members and nominated officials such as Judges of Fact, Event specific officials, MI officials, Scrutineers, time keepers etc, any MI officials
 - Clubs & Club Members – all members of KMC or other clubs attending or participating in any KMC events.
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004/72 ANTI BULLYING POLICY

1. Policy Statement

Kerry Motor Club is committed to providing a safe, inclusive, and respectful environment for all members, guests, and officials. Bullying in any form will not be tolerated. This policy outlines our commitment to preventing bullying and sets out the procedures for investigating and responding to any reported incidents.

2. Scope

This policy applies to:

All members of Kerry Motor Club

Committee members and club officials

Event attendees, including guests & visitors and MI officials

All club-related activities, including online interactions, forums, group chats, and social media

3. Definition of Bullying

Bullying is defined as any repeated, deliberate behaviour by an individual or group that causes harm, distress, humiliation, or intimidation to another individual or group.

This may include but is not limited to:

Verbal abuse: name-calling, insults, offensive jokes, threats

Physical abuse: pushing, hitting, or intimidating body language

Social exclusion: deliberately isolating someone from activities or conversations

Online/cyberbullying: sending harmful messages, posting offensive content, or spreading rumours via social media or messaging platforms

Intimidation or coercion: using position or popularity to control or manipulate others

4. Reporting Bullying

Any individual who feels they have been bullied, or who witnesses bullying, is encouraged to report the incident as soon as possible.

Reports can be made to:

Any two Club Committee Members by confidential email

All reports will be treated confidentially and sensitively. Anonymous reports will not be accepted.

5. Investigation Procedure

Upon receiving a report of bullying, the following steps will be taken:

Step 1: Acknowledgement

The report will be acknowledged within 10 working days.

The complainant will be informed of the process and timeline.

Step 2: Preliminary Review

A designated committee member or panel will conduct a preliminary review to determine if a formal investigation is warranted.

The committee member or panel will be appointed by the Club Chairman/Club executive.

Where there is any conflict of interest the Committee member is omitted from the process. The Club reserve the right to appoint an independent person to run or chair the investigation panel.

Step 3: Formal Investigation

If warranted:

Both the complainant and alleged offender will be interviewed separately.

Witnesses (if any) may be interviewed.

Relevant evidence, including messages, emails, or photos, will be reviewed where deemed appropriate.

Step 4: Findings and Decision

The investigation panel will reach a decision based on the balance of probabilities.

The outcome will be shared with the involved parties within 14 days of the conclusion of the investigation.

The decision of the investigation panel is final.

6. Disciplinary Actions

If bullying is confirmed, the following actions may be taken depending on severity:

- a) Verbal or written warning
- b) Mandatory mediation or conflict resolution
- c) Suspension from events or club activities
- d) Termination of club membership
- e) Banning from club forums, chat groups, or online platforms
- f) Formal report being made to MI for competition licence holders
- g) Reporting to relevant external authorities (if criminal behaviour is involved)

8. False Allegations

Deliberately making a false claim of bullying is a serious matter. Any such incidents will be investigated and may result in disciplinary action.

The resultant disciplinary action will be at the sole discretion of the Committee Members and will be final.

9. Review and Updates

This policy will be reviewed annually by the committee and updated as necessary to reflect changes in best practices, legal requirements or where directed by MI.

006/72 KMC SAFEGUARDING POLICY FOR YOUNG PEOPLE IN MOTORSPORT

GLOSSARY OF TERMS:

Young People: For the purpose of this guidance a young person is any person under 18 years of age unless they are or have been married (Child Care Act 1991).

Club Children's Officers (CCO): Children's Officers are appointed within clubs to act as a resource for children and to represent them at committee level.

Designated Liaison Person (DLP): A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities. This person will be a resource to anyone in the organisation/club who has a child protection/welfare concern.

Mandated Person: The mandated person is a person named under schedule 2 of Children First Act 2015 (ROI). They have a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to Tusla (refer to Motorsport Ireland for a list of mandated persons).

National Children's Officer (NCO): The National Children's Officer should be a member of the executive committee, or have access to the committee and its accompanying documents, to ensure that children's interests are kept on the agenda and influence the decisions of the Governing Body, Motorsports Ireland.

Provider of Relevant Service: As defined in the Children First Act 2015 (ROI), this means, in relation to a relevant service, a person-

(a) who provides a relevant service, and

(b) who in respect of the provision of such relevant service-

(i) employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant Service,

(ii) enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or

(iii) permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service.

Relevant Service: As defined in the Children First Act 2015 (ROI), this means any work or activity specified in Schedule 1 [of that Act].

Relevant Person: As defined in the Children First Act 2015 (ROI), this means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

Statutory Authorities: The authorities who promote the protection and welfare of young people and who have the responsibility for the investigation and/or validation of suspected child abuse, i.e. in the ROI it is Tusla & An Garda Síochána.

Sports Leaders: For the purpose of this guidance all adults involved in children's sport are referred to as Sports Leaders. All have a role to play in ensuring that procedures as described in this policy are put in place, agreed, followed and reviewed on a regular basis. The principal leadership roles (some of which overlap) include the following:

Administrators: While administrators may not be actively involved in children's sport, they may be involved in organising activities and events.

Club/Organisation Officers: Chairperson, Secretary, Treasurer and Committee members are appointed to oversee club activities and the development of the club/organisation.

Official: An official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes scrutineers, judges of fact, etc.

Statutory Authority Guidelines on Child Protection: In the Republic of Ireland - Children First: National Guidance for the Protection and Welfare of Children, Department of Health and Children 2017 (ROI).

INTRODUCTION

Context

KMC are committed to ensuring that the best interests of children and young people attending our services are of paramount importance. Our guiding principles and this guidance document are underpinned by national policy and legislation in ROI; Children First: National Guidance for the Protection and Welfare of Children 2017.

This guidance is also informed by Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child, The Child Care Act 1991, The Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

Values and Principles

Participation in sport plays a crucial role in the development of Young People. The range of skills learned through being involved in sport contribute towards the holistic development of YP. We want a safe, positive and nurturing environment where all YP can learn important values. These can include honesty, teamwork and fair play. YP can learn to respect themselves and others, adhere to rules, and develop a healthy relationship with competition. We believe that this desired outcome is possible with the support of this guidance document. We acknowledge that the values are relevant throughout sport but identify them as being particularly essential when we talk about children's sport.

Fun and Healthy

Sport must be a fun and healthy experience for all.

Inclusion

Sport is welcoming and inclusive, offering appropriate opportunities for participation and development for all YP.

Fair Play

We will promote fair play, respect, ethics, integrity and safety throughout KMC activities when it comes to dealing with YP's sport.

Safe

With the best interests of children in mind, we will foster best practice in safeguarding procedures and policies throughout KMC.

KMC RESPONSIBILITIES

Risk assessment and child safeguarding statements

A risk assessment is an exercise where KMC examines all aspects from a safeguarding perspective to establish whether there are any practices or features of our service that have the potential to put children at risk of harm.

The risk assessment process is intended to enable the Club to:

- Identify potential risk.
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks.

- Review whether adequate precautions have been taken to eliminate or reduce these risks.

Child Safeguarding Statement:

The Child Safeguarding Statements is a written statement that specifies the service being provided and the principle, that a child availing of the service is safe from harm.

As outlined above, the Children First Act 2015 (ROI) places obligations on organisations that provide relevant services to children. These obligations are:

1. To keep YP safe from harm while they are using the service (section 10) and promote the paramount principle that the welfare of the YP is core
2. To carry out a risk assessment to identify whether a child or young person could be harmed while using the service (section 11.3)
3. To develop a Child Safeguarding Statement (section 11.3) which must include both the written risk assessment and the procedures that are in place to appoint a relevant person to be the first point of contact in respect of the organisation's Child Safeguarding Statement.

The KMC Risk Assessment is detailed in Appendix Four and is subject to annual review prior to the AGM.

Appendix Four

Risk Assessment:

January 2026

This risk assessment considers the potential for harm to come to children whilst they are in Kerry Motor Club's care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk.

Abbreviations used:

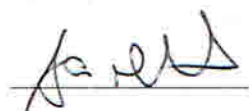
MI: Motorsport Ireland	CCO: Club Childrens/Youth Officer	YAL: Youth Academy Leader
KMC: Kerry Motor Club	DLP: Designated Liaison Person	COC: Clerk of the Course
YP: Young Person	MP: Mandated Person	CDO: Club Disciplinary Officer
RP: Relevant Person		

Potential Risk of Harm to YP <u>January 2026</u>	Risk Level Low, Medium, High (LMH)	Relevant Policy Document/Procedure	Owner	Mitigant	Action required
Club Practices					Need to insert completion dates
Unauthorised photography & recording activities	H	Social Media, Photography & Recording Activities Policy (005/72/25)		Amended policy now in place and to be circulated to all members.	Greater awareness of Policy. Policy to be circulated to members twice annually H1 & H2, commencing H1 26.
Behavioral Issues	M	Code of Conduct (003/72/25) & Anti Bullying Policy (004/72/25)		Amended code of conduct policy & antibullying policies in place.	Greater awareness of Policy. Policy to be circulated to members twice annually H1 & H2, commencing H1 26.
Travelling and away trips	L	Code of Conduct (003/72/25) & Anti Bullying Policy (004/72/25)		There are no KMC organised away trips with YP's.	None
Complaints & Discipline					
Lack of general awareness of behaviour, discipline and KMC policies in general	M	Full KMC Policies and Procedures suite of docs (003/72/25)		New "event board" containing pertinent policies to be constructed for display. Sportity app	Event board to be prepared for display of all pertinent policies at all KMC events.
Difficulty in raising issue by child or parent	L	Code of Conduct (003/72/25) & Anti Bullying Policy (004/72/25) SGP		Amended code of conduct policy & antibullying policies in place.	Communication of CCO and RP officer.
Complaint not being dealt with seriously	M	Code of Conduct (003/72/25), Anti Bullying Policy (004/72/25), Complaints & Disciplinary Policy (008/72/25)		Amended code of conduct policy & antibullying policies in place.	Committee members to be made aware of the amended policies and their duty of care to members in particular YP's
Reporting Procedures					

Lack of knowledge of club and statutory reporting procedures	M	Safeguarding Training (SGT)		n/a	CCO, MP, RO and DLP to undergo SGT.
Concerns of abuse or harm not reported	H	Safeguarding Policy		Safeguarding Policy in place.	Circulation of Policy twice annually.
Not sure who YP should talk to or report to	M	Safeguarding Policy		Safeguarding Policy in place.	Comms to YP on appropriate officials to make contact with
NO Mandated Person appointed	H	SGT & Safeguarding Policy		Decision made to appoint MP	MP appointment, H1 26
No DLP appointed	H	SGT & Safeguarding Policy		Decision made to appoint DLP	DLP appointment, H1 26
No RP appointed	H	SGT & Safeguarding Policy		Decision made to appoint RP	RP appointed, H1 26
People					
Lack of clarity on roles	M	SGT & Safeguarding Policy		Roles clearly defined in Safeguarding Policy	Summary annually on roles at AGM
Lack of knowledge of SG requirements among committee members	H	SGT & Safeguarding Policy		Safeguarding Policy in place	CCO to provide summary of KMC responsibilities to committee members SGT training to be arranged for designated roles (completion H1 26)
Comms and Social Media					
No Communication of SMP or code of conduct to members or visitors	H	Social Media, Photography & Recording Activities Policy (005/72/25) & Code of Conduct (003/72/25),		Policies in place.	Event board to be prepared for display of all pertinent policies at all KMC events. TBC for Summer Mini Stages. Content to be prepared for Sportity App, H2 26. Members to be circulated with policies by email within 8 weeks of membership approval.
Lack of awareness of risk of harm with members and visitors	M	Code of Conduct (003/72/25), Safeguarding Policy.		Policies in place.	Event board to be prepared for display of all pertinent policies at all KMC events TBC Jun 26
Potential for misuse of Social Media and Comms by YP	L	Social Media, Photography & Recording Activities Policy (005/72/25)		Access to KMC social media sites to be restricted to	Event board to be prepared for display of all pertinent policies at all KMC events. TBC Jun 26.

				Committee or nominated member only.	
Unauthorised photography & recording of activities	L	Social Media, Photography & Recording Activities Policy (005/72/25)		Access to KMC social media sites to be restricted to Committee or nominated members only.	Event board to be prepared for display of all pertinent policies at all KMC events. TBC Jun 26
General					
General behavioural issues	M	Code of Conduct (003/72/25), Anti Bullying Policy (004/72/25), Complaints & Disciplinary Policy (008/72/25)		Updated Policies in place.	Event board to be prepared for display of all pertinent policies at all KMC events (Jun 26) Half yearly distribution of Policies at AGM meeting and H2. Members to be circulated with policies on new/renewal membership.

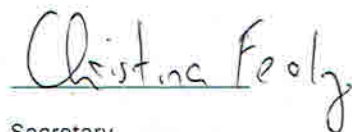
Risk assessment document has been discussed and completed by KMC Committee Members.



Club Chair



Vice Chair



Secretary



Club Youth Officer



Designated Liaison Person

Role:	Name:	Contact Number:	Email:
Club Youth Officer	Dermot Flynn	087 188 2828	Dermot@kerrymotorclub.com
Club Youth Officer	Maurice McElligott	087 207 1786	
Relevant Person	Dermot Flynn	087 188 2828	Dermot@kerrymotorclub.com
Designated Liaison Person	Sean Moriarity	087 677 1019	news@kerrymotorsportnews.com