

The Role of the Children's Officer

- To promote awareness of the Code of Ethics and Good Practice for Children's Sport within all personnel of the Club, and among young members and their parents/guardians.
- To influence policy and practice within the club in order to prioritise children's needs.
- Establish contact with the National Children's Officer at governing body level.
- To ensure that children know how to make their concerns known to the appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in club activities.
- To advise and provide support to the Club's Sports Leaders/Coaches and Volunteers on best practice in Children's sport.
- To report regularly to Club Management Committee.
- To monitor changes in membership and follow-up on any unusual dropout, absenteeism or club transfers by children or sports leaders/coaches and volunteers.
- To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities/experiences.
- Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season.
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders/coaches and club volunteers.
- Ensure that each member signs an annual membership form that includes signing up to a code of conduct.
- Ensure that the club rules and regulations include; complaints, disciplinary and appeals procedures, an anti bullying policy, safety statement, rules in relation to travelling with children, supervision and recruitment of leaders.
- To ensure that clubs adopt a policy of inclusion and integration that welcomes children of all abilities to participate in a fun and friendly atmosphere.