



**Safeguarding Policy
for Children and Vulnerable Adults
of The Irish 420 Class Association
2022**

Child Safeguarding Statement

Irish 420 Class Association is a class association offering the sport of sailing the International 420 dinghy in Ireland and it provides various sporting activities and opportunities for young people through participation in training, regional, provincial, national and international events.

Irish 420 Class Association is committed to safeguarding children and by working under the guidance of Sport Ireland's Ethic Unit's Safeguarding Guidance for Children & Young People in Sport with our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport.

Irish 420 Class Association written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks.

The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm.

The Risk Assessment was undertaken on 24th March 2022.

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

The Irish 420 Class Association has the following procedures in place as part of our Safeguarding Policies:

Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities

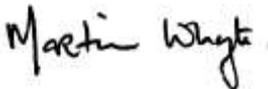
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

The Designated Liaison Person for the Irish 420 Class Association is Martina Whyte and may be contacted at youthofficer@sail420.com or by phone at 086 606 8810.

We recognise that implementation is an ongoing process. The Irish 420 Class Association is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

This Child Safeguarding Statement will be reviewed by 19 April 2024.

Signed:



On behalf of Irish 420 Class Association

Name: Martina Whyte

Date 19 April 2022

Underlying Principles

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, and the requirements under The Children First Act 2015.

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

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.

[https://www.tusla.ie/uploads/content/Tusla - Child Safeguarding -
A Guide for Policy, Procedure and Practice.pdf](https://www.tusla.ie/uploads/content/Tusla-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf)

As an association affiliated with Irish Sailing, our organisation follows the principles and support the spirit of sport as laid out by Sport Ireland's Ethic Unit's Safeguarding Guidance for Children & Young People in Sport

<https://www.sportireland.ie/ga/node/5381>

This Safeguarding Document and related documents are also available on www.sail420.com/safeguarding

Development of Policies and Procedures

In preparing these policies and procedures we followed the guidelines on developing an organisations policies & procedures including safety statements, risk assessments, standard operating procedures etc. from Irish Sailing.

Acknowledgements

The Irish 420 Class Association wishes to acknowledge assistance provided by Ciaran Murphy (Irish Sailing Childrens Officer) in developing this Safeguarding Policy.

Contents

Child Safeguarding Statement	2
Underlying Principles	5
Roles and Responsibilities	6
Policies & Procedures	8
Guidelines for Young People	12
Guidelines for Parents	14
Guidelines for Leaders	15
Policies and Procedures	18
Disciplinary, Complaints and Appeals Procedure	18
Recruitment and Selection of Leaders.	19
Bullying	20
Use of Photographic and Mobile Equipment	23
Child Welfare and Protection Procedures	25
Appendix 1 Instructor & Coaches Charter	29
Appendix 2 Training Plan	32

Underlying Principles

The work of the Irish 420 Class Association is based on the following principles that guide the development of sport for young people.

- Children and Young People's experience of sport should be guided by what is best for the young person.
- The stages of development and the ability of the young person should guide the types of activity provided.
- Adults need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Safety

Young people participating in water sports have a right to expect that those organising and running the activity will do all they can to ensure the safety and wellbeing of those participating. The International 420 dinghy is suitable for sailors age 12 years and over.

Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

Equality:

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play:

Fair play should be the guiding principle when organising and participating in children's sport.

Fair Play is "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition:

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Leaders and parents must be aware that when competitive demands are placed on children too early, it may result in excessive levels of pressure on them. This can contribute to an elevated level of drop out from sport. The welfare of the child must be placed first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Roles and Responsibilities

Mandated Person

A Mandated Person is a person named under schedule 2 of Children First Act 2015 (ROI) and for Irish Sailing is Ciarán Murphy. Ciarán has a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to the Tusla on behalf of Irish Sailing or one of its affiliated organisations, clubs or training centres. The Irish 420 Class Association is an affiliated organisation of Irish Sailing.

Legal Obligations of a Mandated Person:

Mandated persons have two main legal obligations under the Children First Act 2015 (ROI). These are:

1. To report the harm of children above a defined threshold to Tusla;
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

Designated Liaison Person

The Irish 420 Class Association has appointed Martina Whyte as Designated Liaison Person and the current President Garrett Leech to act as Deputy Designated Liaison Person. Martina Whyte is the person responsible for seeking advice from or reporting suspected statutory abuse to the relevant authorities. The Designated Liaison Person should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse.

Youth Officer

The Youth Officer will be a member of the Committee of the Irish 420 Class Association and have completed their Safeguarding 1 & 2 Course, cleared Garda Vetting and should be introduced to the young people in an appropriate forum. The Youth Officer should have the following role:

- To promote awareness of the code within the organisation, among young members and their parents/guardians.
- To influence policy and practice within the Association to prioritise children's needs
- Establish contact with the Irish Sailing's National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/guardians in the Association's activities
- To act as an advisory resource to Leaders on best practice in children's sport
- To report regularly to the Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or transfers by children or Leaders.
- To ensure that the children have a voice in the running of their Association and ensure that there are steps young people can take to express concerns about their activities / experiences.
- Establish communication with other branches of the Association, e.g. facilitate parent's information sessions at the start of the season.
- Ensure that records are kept on file for members / participants & leaders.
- Where appropriate, ensure each member / participant helps design and signs up to the code of conduct.

- Ensure that the Association rules and regulations include: -
 - o complaints, disciplinary and appeals procedures
 - o an anti-bullying policy
 - o safety statement
 - o rules in relation to traveling with children
 - o supervision and recruitment of leaders

Committee members

Committee members would usually have responsibility for the setup of any activities including scheduling, bookings and recruitment of leaders.

Leaders / Instructors / Coaches

Leaders are those people like instructors & coaches and team managers who are responsible for organising and running activities and whom would be expected to have direct responsibility for the safety and conduct of children while they are under their care. They may be under 18yrs of age but must have adult supervision at all times.

Officials

These are people with responsibility for overseeing the conduct of activities run by the Irish 420 Class Association and would include committee members, race officers, judges etc.

Children

For the purposes of this Safeguarding Policy anyone under the age of 18 years old should be considered as a child.

Vulnerable Persons

Definition of a vulnerable person for the purposes of this Safeguarding Statement uses The Garda Vetting Bureau Act 2012, which defines a vulnerable person as a person, other than a child, who:

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age
- (d) has a physical disability, which is of such a nature or degree:
 - (i) as to restrict the capacity of the person to guard himself or herself against harm by another person
 - (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Policies & Procedures

All Irish Sailing affiliated organisations who admit children, should have in place their own Safeguarding Statement, policies and procedures setting out that organisations commitment to, and methods for, ensuring children's wellbeing and happiness while taking part in activities & events run by that organisation.

These must include;

- Policy statement on participation by children and / or vulnerable adults
- Procedures to be used to report statutory abuse
- Children's First & sport Ireland Safeguarding Statement (See Appendices)

Other statements on policy or procedure should be developed as required and recommended in this Code.

General Supervision

Probably the most critical element to ensuring children's wellbeing both on and off the water is the provision of appropriate adult (over 18yrs) supervision. The number of adults required and the skill or competencies they should have, will depend on the nature of the activity, the age of the participants and any special needs of the group.

Specific ratios for on the water training and coaching activities are set out in Irish Sailing Training Centre Operating Requirements. These are a good guideline for any on the water activities and examples include – 1 to 6 boats for instructor training. Leaders /Organisers should take local conditions into account in deciding if there should be a lower ratio.

The guideline ratio for safety boat cover at competition events is 1 safety boat: 10 sailing boats

Of course, all of these are guides or maximums and will change depending on the circumstances, e.g. environment, conditions, participants with special needs or away trips and must be set out and agreed prior to the event.

Apart from the numbers, organisers should also consider the following when deciding on appropriate supervision;

Leaders should be competent. For on the water activities this would typically mean they hold an Irish Sailing instructor or coaching qualification. Safety boat drivers should hold the appropriate powerboat certificate.

Leaders should try to have more than one adult present.

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

At the changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender. If parents are not available, leaders should provide this supervision. Beware of leaving groups unsupervised in changing rooms for any length of time as this is area / period where bullying is more likely to occur. This could be done by for example encouraging sailors to quickly progress through the changing room and have a supervised congregation area for post changing activities.

Clearly state time for start and end of training sessions or competitions, leaders should not be left alone with young people at the end of sessions. If there are late collections, leaders should remain in pairs until participants have left. This could be done by for example having an on shore parent supervisor.

Keep attendance records and record of any incidents / injuries that arise.

Ask parents to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

General Safety

All clubs where the Irish 420 Class Association hold events/training should have a Safety Statement, including an assessment of specific and potential risks attached to their sport. They should also have procedures in place for safeguarding against such risks.

Clubs should:

- Ensure activities are suitable for age and stage of development of participants. There will be cases where sailors may not have the right experience for the conditions and they will be supported in their decision should they decide not to sail. This could be done for example by a comment at briefing by the RO. In a training event, the leader may that decision for them.
- Keep a record of emergency contact numbers for parents / guardians
- Ensure First Aid kit is close at hand with access to qualified first-aider
- Know the contact numbers of emergency services
- Have available appropriately stocked first aid kit(s).
- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details
- Officials and leaders should ensure that participants conduct themselves properly.
- Personnel involved should hold appropriate qualifications required by the governing body.
- Ensure there is adequate insurance cover for all activities.

Where the event is organised by the Association, it will:

- Ensure activities are suitable for age and stage of development of participants. There will be cases where sailors may not have the right experience for the conditions and they will be supported in their decision should they decide not to sail. This could be done for example by a comment at briefing by the RO. In a training event, the leader may that decision for them.
- Keep a record of emergency contact numbers for parents / guardians

Transport

There is extra responsibility on leaders/ organisers when they transport young people to events. Adults should:

- Ensure that there is adequate insurance cover on their car / boat
- Not carry more than the permitted / safe number of passengers
- Avoid being alone with one participant,
- Have agreed central pick up & drop off locations,
- Seek parental permission to transport an individual participant on a regular basis
- Clearly state times of pick- up and drop off.
- Parents should check with young people about the plans and be happy with the transport arrangements.
- When using vehicles, follow the rules of the road, including legal use of seat belts
- When using boats
 - Ensure coxswains are qualified & competent
 - Ensure everyone wears an appropriate, properly fitted personal floatation device.
 - Ensure all passengers are secure.
 - Ensure that the boat is fit for purpose and properly equipped.

Overnight & Away trips

Separate permission forms should be signed by parents and participants, containing emergency contact number.

Young participants should sign a behaviour agreement

Appoint a group leader who will make a report on returning home.

A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details

Rooming arrangements – adults should not share rooms with children, children share rooms with those of same age and gender and adults should knock before entering rooms.

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

Alcoholic drink, smoking, doping or other illegal substances are forbidden to sailors. Leaders should act as role models in this respect.

There must be at least two adults, one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:10/12

Lights out times should be agreed with sailors and enforced.

Young sailors should be under reasonable supervision always and should never leave the venue or go unsupervised without prior permission.

Physical Contact

Physical contact during sailing activities should always be intended to meet the child's needs, NOT the adults. The adult will use appropriate contact when the aim is to assist in development of the skill or for safety reasons. Examples where adults may need to make physical contact with a child to support them are as follows:

- First Aid situations where the casualty may need to be moved or supported into a position or may need their wetsuit / raingear taken off for CPR/ AED access and will abide by the UN Convention of "Assumed Consent" to conduct basic life support to the casualty.

- Spotting a trainee on a trapeze simulator in case they sailor slips off the deck, it is important to be standing in a secure stance with an open hand-held between the shoulder blades to prevent the person from hitting their head-first on to the ground.
- Lifting, pulling or dragging a person over the side of a rescue boat or dinghy, when the person asks or needs assistance to get back into or onto the vessel avoiding making contact with sensitive parts of the body.. It is important to ensure your own safety first and apply correct lifting techniques as per manual handling training and where possible utilise equipment such as hoists, slings, ladders, ropes to assist first.

There are many other examples and variations of the above that involve physical contact which occur as part of the sport and the following considerations should always be followed:

- All contact should be in an open environment with the permission and understanding of the participant, when not possible another adult or some other children should attend to support and bare witness as appropriate facilitating the persons privacy and dignity.
- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves eg fitting buoyancy aids.
- Never engage in inappropriate touching such as touching of groin, genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.

Toileting/Intimate Care

Personal care needs of all sailors should be considered when organising activities on and off the water.

Guidelines for Young People

Irish 420 Class Association wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

Young participants are entitled to:

- Be safe and to feel safe
- Be listened to
- Be believed
- Be treated with dignity, sensitivity and respect
- Have a voice in the association
- Participate on an equal basis
- Be happy, have fun and enjoy sport
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies
- Say no
- To protect their own bodies
- Confidentiality

Code of Conduct for Young People

Young participants should always:

- Treat instructors, coaches and other leaders and organisers with respect
- Play fairly at all times, do their best
- Respect fellow participant, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events.
- Behave in a manner that avoids bringing the sport of sailing into disrepute
- Talk to Youth Officer if they have any problems.

Young players should never:

- Cheat
- Use violence or physical contact that is not allowed within the rules
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player
- Use unfair or bullying tactics to gain advantage
- Take banned substances
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours

Guidelines for Parents

Irish 420 Class Association believes that parents should:

- Be a role model for their child and maintain the highest standards of conduct when interacting with children, other parents, with officials and organisers.
- Always behave responsibly and not seek to unfairly affect the competition.
- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for their child.
- Not publicly question the judgement or honesty of officials, coaches or organisers. Respect referees, coaches, organisers and other players.
- Encourage their child to play by the rules. Teach their child that honest endeavour is as important as winning and do all they can to encourage good sportsmanship.
- Set a good example by recognising achievement and encouraging mutual respect for other participants, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms.

Code of Conduct for Parents:

1. I will respect the rules and procedures set down in Irish Sailing Code of Ethics for Children's]Activities.
2. I will respect my child's fellow participants, leaders, (eg. Instructors coaches, officials, judges), and parents including those against which my child is competing.
3. I will encourage my child to treat other participants, coaches, selectors, and managers with respect.
4. I will give encouragement and recognise only positive accomplishments whether from my child, their fellow participants, their opponents or the officials.
5. I will respect my child's leader(s) and support their efforts
6. I will respect the officials and their authority during sessions and events
7. I will never demonstrate threatening or abusive behaviour or use foul language.

Guidelines for Leaders

Leaders in children's sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the policies & procedures.

Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Leaders working with young people in water sports should be suitable and appropriately qualified. Leaders should go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References should be required and must be followed up.

There should be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Code of Ethics and Good Practice for Children in Sport and to the policies and code of the club / 420 Class Association.

Leaders should all be given a copy of the Irish 420 Class Association's code of ethics and they should be made aware of the procedures contained within it.

Once appointed the Leader must act as a role model and promote the positive aspects of water sports and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Leaders should remember that their behaviour to participants, other officials, and opponents will influence the participants in your care.

Leaders should be generous with praise and never ridicule or shout at participants for making mistakes or for losing a game. All young participants are entitled to respect.

Leaders should 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 flippanant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Leaders should insist that participants in their care respect the rules, participate fairly and ensure participants are aware that they will not tolerate cheating or bullying behaviour.

Young participants are there to have fun and enjoyment and that skill development and personal satisfaction have priority over highly structured training or competition. Never make winning or achieving the only objective.

Encourage the development of respect for opponents, officials and other coaches and avoid criticism of fellow instructors and coaches.

Organisations should have in place specific policies and procedure for use when travel/overnight travel is involved.

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for Instructors and coaches not to involve young players in their personal life. Visits to coach's home or overnight stays etc.

Leaders should avoid working alone and ensure there is adequate supervision for all activities.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.

Leaders who become aware of a conflict between their obligation to their participants and their obligation to their club, association, organisation or governing body must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their participant's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant or participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant/family

Set realistic goals for the participants and do not push young participants. Create a safe and enjoyable environment

Do not criticise other leaders, (officials, instructors and coaches). You are the role model for the children in your care

Leaders should avoid the use of alcohol, before coaching, during events, on trips with young players

- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others.

Leader's Code of Conduct

Leaders should be

- Positive during session, praise and encourage effort as well as results
- Plan and prepare appropriately
- Putting the welfare of young participants first, strike a balance between this and winning / results
- Encouraging fair play, treat participants equally
- Recognising, and being sympathetic to, developmental needs
- Qualified and up-to-date with knowledge and skill of sport for young people
- Involving parents where possible and inform parents when problems arise
- Keeping records of attendance at training
- Keeping a brief record of injury(s) and action taken
- Keeping a brief record of problem/action/outcomes, if behavioural problems arise

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 journey's 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 adults
- Undertake any form of therapy (hypnosis etc.) in the training of children

A copy of Irish Sailing Instructors & Coaches Charter signed by all Irish Sailing qualified Instructors & Coaches completing training since June 2012 is included in Appendices

Policies and Procedures

Disciplinary, Complaints and Appeals Procedure

The Irish 420 Class Association has put a complaints procedure in place that allows all members or participants who are dissatisfied to register their complaint in a formal way.

The following principles / recommendations should be adapted to the organisations' structure and adopted.

- On receiving a complaint, the Association will appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying. The complaint should be in writing to the secretary or Youth Officer and should be responded to within 5 working days. The committee should consist of a representative from the Committee, the Youth Officer and ordinary registered members of the club.
- If the complaint involves suspected abuse or a criminal offence the Youth officer/designated person should be consulted, and the disciplinary committee disbanded. The statutory authorities must then be informed and a report of the offence also sent to Irish Sailing's Mandated Person / National Children's Officer.
- The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Committee of the progress of the disciplinary process. This should be done within 10 working days
- The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee
- Written confidential records of all complaints should be safely and confidentially kept in accordance with GDPR Guidelines and club compliance procedures should be defined for the possession of such records in the event that the data must be stored indefinitely. Some data will be exempt from GDPR compliance with regards to the period of time data is stored and may be exempt from Subject Access Request (SAR) as outlined in the Restrictions on Data Requests on the Data Commissioner's website www.dataprotection.ie . For further information on this please contact info@dataprotection.ie
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians
- If the person against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Committee.
- If any party is not satisfied with the outcome the matter can be referred to Irish Sailing for mediation or arbitration. However, efforts to resolve the issue at local level should be exhausted before Irish Sailing is engaged in attempts to resolve the matter

Recruitment and Selection of Leaders.

The Irish 420 Class association will take all reasonable steps when recruiting leaders to work with young people to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all persons with substantial access to young people, whether paid or unpaid.

The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

Applicants should complete an application form which should include a self-declaration section / form.

Copies of all relevant qualifications should be requested and if necessary validated with Irish Sailing.

Formal Garda Vetting procedures must be availed of. (See Appendix 3 – Garda Vetting Page 36)

References should be verified and reports recorded by the association..

Every effort should be made to manage and support appointed Leaders, including awareness of the code of conduct. Adequate supervision should be provided; a leader should not have to work alone.

A decision to appoint a Leader is the responsibility of the Irish 420 Class Association and not of any one individual within it. The committee should ratify all recommendations for appointment.

Information in relation to applicant's information should be treated as sensitive and confidential. It should be kept in a secure place that is only accessible to nominated officers.

Bullying

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological, physical or cyber conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as online, schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

The acronym STOP – Several Times on Purpose - can help you to identify bullying behaviour.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

There are other possible reasons for many of the above

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to Duty Social worker in TUSLA or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of all Leaders within this organisation.

How can it be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Deal with any incidents as they arise.
- Use a whole group policy or 'no-blame approach', i.e., not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group, (see below)
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support and put the 'no blame approach' into operation

- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim?
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a 'special' meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them?
- "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- Listen, watch out for reactions, and pick up on any without isolating anyone

Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will lose out as a result

Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them

Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time. Pass responsibility over to the group and give a time frame within which something must be done

Step 7 – Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and keeps all involved in the process.

Again, enforce the idea of the 'team' looking after each other at regular intervals to ensure it is known that bullying or intimidating behaviour will not be tolerated.

Use of Photographic and Mobile Equipment

The policy of the Irish 420 Class Association is to be compliant with GDPR in relation to the use of images of participants on our websites and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. Anyone concerned about photography taking place at events or training sessions can contact the YOUTH officer/ designated person / Club Organiser and ask them to deal with the matter.

The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the organisation is identified rather than individuals are good for publicity without creating a risk to those in the photographs. As a guide try to remember the following: -

- If the participant is named, avoid using their photograph.
- If a photograph is used, avoid naming the participant.
- Ask for the participant's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use the participant's image to ensure that parents are aware of the way the image is to be used to represent the sport. A permission form opting in must be used or make an announcement at the start of an event.
- To reduce the risk of inappropriate use, only use images of participant's in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- Talk to children's officer/designated person if you are worried about use of images

Photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Children's Officer, event organiser or leader of session. Permission forms should be available on website of the Association.

To ensure spectators and participants are informed of the policy, the club/event/organisation should display appropriate information prior to the start of an event or activity. Typically, this might be included in the activity booking form or Notice of Race.

Working in Partnership to protect young people

Photographs, when used with personal information, can be used as a means of identifying children. This practice can make a child vulnerable to an individual who may wish to "groom" that child for abuse. Furthermore, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites. Adults and sports leaders need to work together to prevent those wishing to cause such harm to young people.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Within

clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

As a young person remember

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or Youth officer/designated person within the Association.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a Leader remember

- Use group texts for communication among participants and teams and inform parents of this at the start of the season.
- It is not appropriate to have constant communication with individual participants.
- Be aware that inappropriate use of your camera phone may cause upset or offence to another person.
- Do not use a mobile phone in certain locations e.g. changing rooms
- Do not take, retain or disseminate pictures / videos of individual children without appropriate permissions & precautions. (Parents & child)

Websites and Social Media

When promoting our organisation and encouraging our members / others to interact through our website or social network such as Facebook, Instagram or Snapchat, there are a few issues to bear in mind in relation to children and young people:

- follow guidance on the use of images of children (see Photography section above)
- ensure that the content and language on our site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed.
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Irish 420 Class Association does not knowingly use social media as a means of communicating directly with children and young people.

Child Welfare and Protection Procedures

If there are grounds for concern, about the safety or welfare of a young person you should react to the concern. Persons unsure about if certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health service executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

Any report made by any member, participant should be passed on to the Designated Liaison Person / Youth Officer / Organisation Leader. They may in turn should pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within the Irish 420 Class Association in a paid or voluntary capacity, to take responsibility or decide if child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

When a young person discloses information of suspected abuse you should:

- (a) deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) stay calm and not show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously
- (c) understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) be honest with the child and tell them that it is not possible to keep information a secret
- (e) make no judgmental statements against the person whom the allegation is made
- (f) not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) check out the concerns with the parents/guardians before making a report unless during so would endanger the child or compromise an investigation
- (h) give the child some indication of what would happen next, such as informing parents/guardians, health service executive or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- (i) Carefully record the details
- (j) Pass on this information to the organisations Designated Person
- (k) Reassure the child that they have done the right thing in telling you

Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred, or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the designated person with responsibility for reporting abuse. If the Designated Liaison Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, they will make a report to the Duty Social Worker in TUSLA / social services who have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Liaison Person is unable to contact a duty social worker, the Garda authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the Designated Liaison Person is unsure whether reasonable grounds for concern exist they can informally consult with the Duty Social Worker in TUSLA / social services they will be advised if the matter requires a formal report.

Contact details for the Duty social workers / social work department are available on Sport Ireland App #SafeSport.

A Designated Liaison Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Service Executive or the Gardaí. The main provisions of the Act are:

- 1) The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochána;
- 2) The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal;
- 3) The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports.

Allegations against Sports Leaders

Irish 420 Class Association has agreed procedures to be followed in cases of alleged child abuse against Leaders (Instructors, coaches, team managers, activity organisers or managers). If such an allegation is made against Leader working within the organisation, two procedures should be followed:

- 1) The reporting procedure in respect of suspected child abuse (reported by the designated liaison person / Youth officer), see previous page
- 2) The procedure for dealing with the Leader (carried by out by the club Chair or senior officer, or a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be necessary to protect children in its care.

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader should be treated with respect and fairness.

The reporting procedure:

If the designated person has reasonable grounds for concern, the matter should be reported to the Duty Social Worker in TUSLA / social services, following the standard reporting procedure.

The Leader

While the designated liaison person makes the report to the Duty Social Worker in TUSLA, the President should deal with the Leader in question.

The leader should be privately informed that: (a) an allegation has been made against him / her and (b) the nature of the allegation.

They should be afforded an opportunity to respond. His / her response should be noted and passed on to the Duty Social Worker / social services.

The leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

Irish Sailing should be informed by the Designated Liaison Person that the leader has been asked to stand aside

The Irish 420 Class Association may consider disciplinary action on the leader but will ensure that this does not interfere with the investigation of the Statutory Authorities. In doing so The Irish 420 Class Association will consider the outcome of the investigation and any implications it might have. The fact that the alleged abuser has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The **following** points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality.
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Sports Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people as per GDPR Guidelines and contact info@dataprotection.ie for specific queries.
- The requirements of the law should be adhered to and details of same may be found at www.dataprotection.ie

Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the child/children is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the Designated Liaison Person/ President. The information should be checked out and handled in a confidential manner.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Liaison Person, President, and checked out without delay.

Appendix 1 Instructor & Coaches Charter

Instructors and Coaches play a crucial part in introducing participants to the activities and sports administered and represented by Irish Sailing and for developing these people into lifelong participants

As an Instructor or Coach, you are the face of the Irish 420 Class Association to all your participants. You represent the sport and lifestyle that you love, and which has given you so much.

Instructors and Coaches are role models to all course participants and are given a position of authority and influence, particularly with young and vulnerable participants.

The environment in which we enjoy our activities is very different to those used for many conventional sports. The safety of your participants, in what may be an unfamiliar environment for them, is your responsibility.

When they leave you, your participants will be practicing the skills and knowledge they learnt and practiced with you. It is important that what you taught was correct and that it is appropriate to their level of competency.

For these reasons it is important that Instructors and coaches conduct themselves in an appropriate manner cognisant of the influence they have on other people's safety, welfare, behaviour and participation in watersports.

This document sets out standards of behaviour and good practice expected of instructors and coaches under the headings.

Instructors and Coaches will be asked to read and then sign this charter agreeing to uphold the principles it sets out.

I agree with the principles and procedures set out in this charter and agree to abide by them.

Instructor / Coach

Date
Name
Signature
Course code / number

For Irish 420 Class Association

Date
Name - Instructor Trainer / Coach Tutor
Signature

As Sailing Instructor or Coach I will.....

- Hold the welfare of my participants as my primary and overriding concern.
- Create and maintain a safe environment in which my participants can learn and practice.
- Ensure that that all activities are appropriate to the skill stage and ability of my participants.
- Set realistic goals for participants that are challenging yet achievable.
- Ensure that the equipment and facilities I use are appropriate and fit for purpose.
- Be generous with praise when it is deserved.
- Never ridicule or shout at participants for making mistakes.
- Ensure that all participants participate in activities, games, races etc.
- Give all participants equal time irrespective of ability.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Be reasonable in demands on participants' time, energy and enthusiasm.
- Be fit for work and presented in a neat and appropriate manner.

When participating in the Irish 420Class Association I will.....

- Develop and foster an environment where participants are proud of their association and the efforts the Association and its officers make in running the organisation and its activities.

When coaching for competition I will.....

- Encourage a respect for the ability of opponents, as well as for officials and their decisions.
- Insist on fair and disciplined participation.
- Ensure the level and type of competition you are preparing your participants for is appropriate.
- Foster a culture where participants recognise improvement as success. Be aware that only one person or team can win a race or event.

When working with children and vulnerable adults, I will.....

- Be aware of the responsibilities that I take on when I work with, or care for, children and vulnerable adults.
- Bear in mind that I am acting in "loco parentis" and to that extent the duty of care may be more onerous than that of an instructor working with an adult.
- Lead by example - with an awareness of the affect bad or inappropriate behaviour has on young children
- Remember that participating for fun is more important than highly structured competition. Winning must never be the only objective.
- Not push young participants into competitions orientated towards adults where these are inappropriate to their ability, experience or endurance.
- Be aware of, and respect, the limitations on concentration, endurance, strength and trainability that exist with young participants.

- Have read, understand, and be in a position to implement the principles and practice set out in Irish Sailing's Code of Ethics and Good Practice for Children's Activities.
- Be aware of the procedures for and report any concerns about a child's welfare or suspicions that a child is being abused or is at risk of abuse to appropriate officials.

While still a participant, Instructor or Coach I will....

- Maintain and develop my own personal skills and knowledge so that I am able to pass these on with authority.
- Constantly challenge myself to develop, implement and refine my instructional / coaching methods and strategies.
- Keep myself informed on sound instructional / coaching principles and methods through personal study and by attendance at conferences and seminars.
- Ensure that my ISA certification is up-to-date and that I hold a current emergency care or approved first aid certificate.

Appendix 2 Training Plan

The Training plan for all Instructors, Coaches, Youth Officers and Designated Liaison Persons (DLP) of the Irish 420 Class Association will be that of Irish Sailing. . The details of the three stages of training are outlined here as follows:

1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course

All Instructors, Coaches, Committee members, Children's Officers and Designated Liaison Persons (DLP) must complete an Irish Sailing (if over 16yrs) or LSP (if over 18yrs) 3-hour Child Welfare & Protection Basic Awareness Course. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport and how to identify and react to a disclosure of abuse.

2. Safeguarding 2 - Childrens / Youth Officer (C.C.O)

A person appointed to the Children/Youth Officer position in a club must have completed safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and should complete the Club Children's Officer 3-hour workshop. This course will help the Club Children's Officer to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children's Officer Action Planning document as part of the training.

3. Safeguarding 3 - Designated Liaison Person(DLP)

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the Designated Liaison Person 3-hour workshop. A club may appoint the same person to both the CCO and DLP positions however best practice advises that they are kept as separate roles.

Youth / Children's Officers

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

Designated Liaison Person

Every club/organisation should designate a person to be responsible for dealing with any concerns about the protection of children. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TULSA Child and Family Agency or Social Services (NI) and/or An Garda Siochán / PSNI. It is recommended that this person is a senior club person. However, if there is difficulty identifying a separate individual to take this role, the Club Children's Officer can be appointed as Designated Liaison Person once the club/organisation is clear about the responsibilities of each role. The organisation's child protection policy and procedures should include the name and contact details of the Designated Liaison Person and the responsibilities attached to the role.

Safeguarding Training Programme

Irish Sailing has an extensive Safeguarding Training Programme. Courses are scheduled throughout the off season on a provincial basis and can also be ran on request for a Club or affiliated organisation. Details of all these courses and scheduled dates are available on www.sailing.ie or schedule a course from Irish Sailing Training Office at - 01 2710114 or training@sailing.ie.