



Baltimore Sailing Club

CHILDREN'S OFFICER Roles & Responsibilities

All ISA affiliated Organisations admitting children to their membership or activities must have a Children's Officer. The Children's Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum. The Children's 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 club in order to prioritise children's needs
- Establish contact with the ISA 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 club activities
- To act as an advisory resource to Leaders on best practice in children's sport
- To report regularly to the organisations Management Committee where this exists.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Leaders
- 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 activities / experiences.
- Establish communication with other branches of the club, 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 signs up to the 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 traveling with children
 - supervision and recruitment of leaders

It is recognised by the ISA that some organisations management committees already have a member representing junior members. This could make it difficult to implement the recommendation that the organisations Children's Officer sit on the main management committee. Where this is the case the organisations Children's Officer, while not sitting on the committee, should have right of hearing at all management committee meetings dealing with matters likely to affect children within that organisation.