



Roles & Responsibilities

Club Childrens Officer

Relevant Person

Mandated Person

Designated Liaison Person

Coaches

Sports Leaders

Role	Appointed	Date	Telephone	Email
Club Childrens Officer	Graham Scallan	Jan 2026	087 2470425	graham@scallans.com
Relevant Person	David Busher	Jan 2026	089 4573298	davidbusheris@gmail.com
Mandated Person	Graham Scallan	Jan 2026	087 2470425	graham@scallans.com
Designated Liaison Person	Graham Scallan	Jan 2026	087 2470425	graham@scallans.com





Club Children's Officer (CCO)

The appointment of a Club Children's Officer in the Club is an essential element in the creation of a quality atmosphere. They act as a resource with regard to children's issues. In summary Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people. Club 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.

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 Club Children's Officer should have the following role:

- To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by:- the production / distribution of information leaflets, the establishment of children's/agegroup specific notice boards, regular information meetings for the young people 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 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 Sports Leaders on best practice in children's sport.
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports 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 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.
- Ensure each member signs an annual membership form that includes signing up to Motorsport Irelands *Code of Conduct for Childrens Sport* (App 123).

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.

Role Requirements:

- Safeguarding Level 1
- Safeguarding Level 2
- Garda Vetting



Designated Liaison Person (DLP)

The Club has appointed a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer.

- The DLP is a resource for volunteers/coaches and should ensure that the clubs reporting procedures are followed.
- The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Tusla or an Garda Síochána/ Gateway team.
- The DLP should also inform the NCO that a report has been submitted without identifying details.
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3
- The DLP should familiarise themselves with the statutory and support services within their locality.
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI)

Role Requirements:

- Safeguarding Level 1
- Safeguarding Level 3
- Garda Vetting

Mandated Person (MP)

The Club has appointed a Mandated Person named under schedule 2 of Children First Act 2015 (ROI). They have legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to the Tusla.

Legal Obligations of a Mandated Person:

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

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

Role Requirements:

- Safeguarding Level 1
- Safeguarding Level 3
- Garda Vetting



Coaches

The coaches are responsible for co-ordinating and delivering a high quality coaching programme for the Wexford Motor Club Youth Academy which increases participation and performance in motorsport. They are responsible for coaching young members by analysing their performance, instructing in relevant skills and by providing encouragement. Consequently, the role of coach will be many & varied, from instructor, assessor, friend, mentor, advisor, supporter, fact finder, motivator

Main Duties and Responsibilities

- Develop a programme that increases participation and performance in motorsport.
- Create the right conditions for learning to happen and to find ways to motivate students.
- Provide encouragement for all students regardless of ability.
- Promote good communication with the CCO, coaches, leaders and Club Committee to ensure that Child Safeguarding Policies are adhered.
- Undertake the necessary planning and risk assessment for each activity and to implement appropriate Health and Safety policies and procedures.
- Monitor student progression and keep records of performance.
- Ensure fairness, fair play and openness in selection of students for prizes.
- Keep records if warnings or immediate sanctions for disciplinary offences are issued.
- Adhere to the Motorsport Irelands *Code of Conduct for Childrens Sport* (App 123)
- Provide appropriate mentoring, support and guidance to other coaches, players and volunteers.
- To take responsibility for their own continuous professional development and attend relevant training courses to improve their coaching delivery.

Role Requirements:

- Safeguarding Level 1
- Garda Vetting
- Expertise/experience in area of responsibility

Desirable:

- Valid First Aid Certificate
- Level One Coaching Qualification



Supervisors

Supervisors are responsible for assisting the coaches in implementing the programme put in place for the Youth Academy. Supervisors will most likely be parents of participants who volunteer their time.

Duties of the supervisor

The supervisor must:

- Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and supervisor
- Be aware of Child Safeguarding Policy and adhere to Motorsport Irelands *Code of Conduct for Childrens Sport* (App 123)
- Take note of children leaving and returning from the activity eg. To go to the toilet
- Allow the coach freedom to get on with the session – sometimes coaches need to feedback to individuals on one to one basis, this should be in open view
- Help to keep records of performance
- Keep a record of any incidents that occur (Incident Report Form)
- Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee, usually the secretary
- Have temporary access to children's contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency.

Role Requirements:

- Safeguarding Level 1
- Garda Vetting



Sport Leaders

All adults involved in children's sport are referred to as Sports Leaders. All have a role to play in ensuring that Child Safeguarding procedures and 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.
- Assistants: Assistants are those people who provide back-up to any of the roles outlined in this section and often such assistants are involved on an intermittent basis (e.g. marshalling, checking equipment, etc.).
- Club Officers: President, Chairperson, Secretary, Treasurer and Committee members are appointed to oversee club activities and the development of the club/organisation.
- Coach/Trainer: A coach is a person who assists a young participant to develop his or her skills and abilities in a progressive way.
- Instructor/Teacher: Instructors are involved in the systematic development of the core skills and abilities of an activity, sometimes in a non-competitive context.
- Manager: A manager is an individual who takes overall responsibility for a team or a group of sports people and who may often have a direct input into the nature and organisation of the activity itself.
- Mentor: A mentor is an individual who undertakes an overseeing role with a group of participants under 18 years of age, often in co-operation with other mentors.
- 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 timekeepers, scrutineers, etc.
- Selector: A selector is an individual who has responsibility for the selection of participants under 18 years of age for teams and events.

Role Requirements:

- Safeguarding Level 1
- Garda Vetting