



CHILD PROTECTION POLICY

VERSION 07.2021

Child Protection Policy

This policy applies to all those involved in Stratford Lawn Tennis Club including, but not limited to; coaches, administrators, officials, volunteers, members, parents, juniors and visitors.

CHILD PROTECTION POLICY STATEMENT

Stratford Lawn Tennis Club is fully committed to safeguarding the well-being of its members, guests and visitors. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Safeguarding Guidance for Children & Young People in Sport.

Stratford Lawn Tennis Club (the “Club”) supports the view that all children’s sport should be conducted in an atmosphere of fair play. In this context the Club undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993).

“Fair play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption.”

In order to promote the best practice in children’s sport, the Club complies with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children’s Sport as follows:

- The club has adopted and implemented the Code of Ethics and Good Practice for Children’s Sport as an integral part of its policy on children in the club.
- The Club is operated under its Club Rules. This document has been approved and adopted by Club’s members at various Annual and Extraordinary General Meetings

of the members of the club. Any changes to the Club Rules have to be approved by the members of the club at a General Meeting of the members.

- The Committee of the Club is elected by the Club members at each Annual General Meeting in accordance with the procedures set out in the Club Rules.
- The Club will adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The roles of the Committee members, all Sports Leaders and parents/ guardians shall be clearly defined.
- The club appoints one male and one female children's officer at the AGM as outlined in the Code of Ethics and Good Practice for Children's Sport. One of the Children's officers is an ex-officio member of the Committee.
- The Committee appoints a member of the club to act as Designated Liaison Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the club the Committee disseminates its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct is posted prominently on the club website and available on the club premises.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation that has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been vindicated.
- Where appropriate, Sports Leaders are required to report to the Committee or a designated Sub-Committee on a regular basis.
- The club encourages regular turnover of Committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/ incidents have been put in place.
- The club monitors both the use of the facilities and participation in club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Committee.
- All club members are given notice of all General Meetings of the club in accordance with the procedures in that regard as set out in the Rules.
- The minutes of all Committee meetings are recorded, adopted as correct and safely filed.

Stratford Lawn Tennis Club is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and have the appropriate training for their activity. Appropriate training and education opportunities will also be made available to club officials, non-coaching staff and parents/guardians as appropriate.

Stratford Lawn Tennis Club is committed to ensuring that adequate adult supervision of all club activities involving children is provided.

EQUALITY STATEMENT

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000)

Stratford Lawn Tennis Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some children feel powerless
- On occasions possible limited ability to communicate their feelings

To address this vulnerability coaches are encouraged to seek guidance on working with children with a disability from external agencies, parents / guardians and the children themselves.

CONFIDENTIALITY STATEMENT

Stratford Lawn Tennis Club recognises that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.



Stratford Lawn Tennis Club Child Safeguarding Statement

Section 1 – Club Information

Branch details:

- **Name:** Stratford Lawn Tennis Club
- **Sport:** Tennis
- **Location:** Grosvenor Square, Rathmines, Dublin 6, Ireland
- **Size** 380 members
- **Activities:** Stratford LTC provides tennis activities and opportunities for children and young people through independent play and participation in club events. In the future, we intend to participate in external club, regional and provincial events with our representative teams. The club is committed to safeguarding children and young people. All of our coaches, volunteers and members work under the guidance and policies of our Child Protection and Safeguarding Policy. All volunteers and staff working with children at the club seek to create a safe environment for children and young people to participate in tennis.

Section 2 - Principles to Safeguard Children from Harm

Stratford Lawn Tennis Club is committed to safeguarding children. By working under the guidance of our club Safeguarding Policies (and those of our governing body, Tennis Ireland), our staff and volunteers seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- (i) **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
- (ii) **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.

- (iii) **Integrity in relationships** - Adults interacting with children in tennis are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- (iv) **Fair play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- (v) **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- (vi) **Competition** - Competition is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- (vii) **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

This Stratford Lawn Tennis Club 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 and procedures to manage these risks are contained in the following categories. ***Note that numbers shown under various categories in this table correspond with appendices containing the relevant policies:***

Risk identified	Procedure in place to manage risk identified
Club and Coaching Practices <ul style="list-style-type: none">— Lack of coaching qualification.— Supervision issues.— Unauthorised photography & recording activities.— Behavioural Issues.— Lack of gender balance amongst coaches— No guidance for travelling & away trips— Lack of adherence with misc procedures in Safeguarding policy	<ul style="list-style-type: none">— Guidelines for coaches/Recruitment Procedure/ Roles & Responsibilities (2, 8, 10)— Supervision policy/Guidelines for coaches (13, 2)— Photography & Video policy (17)— Code of Conduct / Safeguarding 1 / Recruitment Procedure/ Complaints Procedure (2, 3, 4, 5, 6, 8, 9)— Guidelines for Coaches / Supervision policy (2, 13)— Travel & Hosting policy / Child Safeguarding Training (12, 8)— Safeguarding Policy / Complaints Procedure (Safeguarding, 9)

<p>Complaints & Discipline</p> <ul style="list-style-type: none"> — Lack of awareness of a Complaints policy. — Difficulty in raising an issue by child & or parent — Complaints not being dealt with seriously 	<ul style="list-style-type: none"> — Complaints procedure / Roles & Responsibilities (9, 10) — Complaints Procedure / Roles & Responsibilities (9, 10) — Complaints procedure / Roles & Responsibilities (9, 10)
<p>Reporting Procedures</p> <ul style="list-style-type: none"> — Lack of knowledge of organisational & statutory reporting procedures — No DLP appointed. — Concerns of abuse or harm not reported. — Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> — Child welfare reporting procedures / Guidelines for Coaches / Code of Conduct (11, 2, 3, 4, 5, 6) — Child welfare reporting procedures / Roles & Responsibilities (11, 10). — Child welfare reporting procedures / Roles & Responsibilities/ Recruitment Procedure (11, 10, 8). — Post the names of CO, DLP and Mandated person (1).

<p>Use of Facilities</p> <ul style="list-style-type: none"> — Unauthorised access to designated children's play & practice areas & to changing rooms, showers, toilets etc..... — Unauthorised exit from children's areas. — Photography, filming or recording in prohibited areas. — Missing or found child on site. — Children sharing facilities with adults e.g. dressing room, showers etc. 	<ul style="list-style-type: none"> — Supervision policy / Guidelines for Coaches/ Roles & Responsibilities (13, 2, 10) — Supervision policy / Guidelines for Coaches/ Roles & Responsibilities (13, 2, 10) — Photography & Video Policy (17) — Missing Child Policy (14) — Safeguarding policy / Supervision policy / Guidelines for Coaches (Safeguarding, 13, 2)
<p>Recruitment</p> <ul style="list-style-type: none"> — Recruitment of inappropriate people. — Lack of clarity on roles. — Unqualified or untrained people in role. 	<ul style="list-style-type: none"> — Recruitment Procedure (8) — Recruitment Procedure / Roles & Responsibilities (8, 10) — Recruitment policy (8)

<p>Communications</p> <ul style="list-style-type: none"> — Lack of awareness of 'risk of harm' with members and visitors. — No communication of Child Safeguarding Statement or Codes of Conduct to members of visitors. — Unauthorised photography & recording of activities. — Inappropriate use of social media & communications by under 18's — Inappropriate use of social media & communications with under 18's. 	<ul style="list-style-type: none"> — Child Safeguarding Statement / Roles & Responsibilities/ Codes of Conduct (Safeguarding, 10, 2, 3, 4, 5, 6) — Child Safeguarding Notice / Codes of Conduct (1, 2, 3, 4, 5, 6) — Photography & Video (17) — Social Media Policy / Codes of Conduct (16, 2, 3, 4, 5, 6) — Social Media Policy / Codes of Conduct (16, 2, 3, 4, 5, 6)
<p>General Risk of Harm</p> <ul style="list-style-type: none"> — Harm not being recognised. — Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. — General behavioural issues. — Issues of Bullying. — Vetting of staff/volunteers. — Issues of Online Safety 	<ul style="list-style-type: none"> — Safeguarding policy / Recruitment Procedure / Roles & Responsibilities (Safeguarding, 8, 10) — Safeguarding policy / Child Safeguarding Training / Codes of Conduct (Safeguarding, 2, 3, 4, 5, 6) — Code of Conduct (2, 3, 4, 5, 6) — Bullying Policy (15) — Recruitment Procedure (8). — Social Media Policy (16).

The Risk Assessment was updated on **10th July 2021**

Section 4 – Procedures

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 and Gateway Northern Ireland). 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.

Stratford Lawn Tennis Club 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.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- Procedures for managing trips away and hosting children.

Please note that all procedures listed are available on request.

The Relevant Person for Stratford Lawn Tennis Club is the Club Designated Liaison Person – Liza Kelly (086 8811 656) or the Chairperson – Marc McGlade (087 9920 858)

Section 5 – Implementation

We recognise that implementation is an ongoing process. Our Club 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.

Please note the following:

- That all members and coaches have been circulated with a copy of this statement.
- This statement is available to all members, parents/guardians and members of the public on our website, in our clubhouse, or by request.

- This statement is displayed in the Stratford Lawn Tennis Club clubhouse and on our website.

This Child Safeguarding Statement will be reviewed on **10th June 2023**

Signed: 

Date: 10/07/2021

(On behalf of Stratford Lawn Tennis Club)

Name: Liza Kelly

Phone: 086 8811 656

For queries on this Child Safeguarding Statement, please contact our Children's Officers –
Niall Lynch (087 2454 889) or Lia Byrne (086 6022 994)

APPENDICES

Stratford Lawn Tennis Club is committed to continual monitoring and development of this Child Protection Policy in the light of changing circumstances and legislation.

All Coaches and Sports Leaders will be required to read and agree to the appropriate Code of Conduct contained in this policy.

The following Appendices form part of the Child Protection Policy of Stratford Lawn Tennis Club and will be made available in the clubhouse for inspection.

Appendix 1 Club DLP & Children's Officers 2021

Appendix 2 Guidelines for Coaches and Sports Leaders, including Codes of Conduct

Appendix 3 Code of Conduct for Children

Appendix 4 Code of Conduct for Parents/Guardians

Appendix 5 Code of Conduct for Adult Members

Appendix 6 Code of Conduct for Committee Members

Appendix 7 Stratford Club Rules

Appendix 8 Club Recruitment Procedures

Appendix 9 Club Complaints Procedure

Appendix 10 Roles & Responsibilities of Club Officials, Coaches & Sports Leaders

Appendix 11 Child Welfare and Protection Reporting Procedures

Appendix 12 Travel & Hosting Policy

Appendix 13 Adult Supervision of Children's Tennis Activities

Appendix 14 Missing Child Policy

Appendix 15 Bullying Policy

Appendix 16 Social Media Policy

Appendix 17 Photography & Video Policy

Appendix 18 Forms & Supporting Documents

APPENDIX 1

DESIGNATED LIAISON PERSON 2021

The current Stratford Lawn Tennis Club

Designated Liaison Person is:

Liza Kelly: 086 8811656



If you are aware of any Child Protection concerns (inside or outside the club) you should immediately inform the Designated Liaison Person.

CHILDREN'S OFFICERS 2021

**The current Stratford Lawn Tennis Club
Children's Officers are:**

**Lia Byrne
086 602 2994**



**Niall Lynch
087 2454889**



If you have any child protection concerns, please contact one of the above Children's Officers.

If the concern is about a Children's Officer please contact the Chairperson of the club. The current Chairperson is Marc McGlade – 087 992 0858

Appendix 2

Guidelines for Coaches & Sports Leaders, including Codes of Conduct

Coaches & Sports Leaders

Stratford Lawn Tennis Club recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of children in the club. Club coaches, sports leaders and officials will 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 will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in *The Code of Ethics and Good Practice for Children's Sport* and the club's Child Protection Policy.

Leaders will respect the rights, dignity and worth of every child and will treat everyone equally, regardless of gender, age, disability, social class, race, religion, ability etc.

Leaders appointed by the club to work with children will have the appropriate experience and/or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures, whether paid or unpaid. Vetting procedures must be followed to comply with legislation. For those in the Republic of Ireland Garda Vetting should be successfully completed for all those with on-going contact with young people and in Northern Ireland all those working unsupervised in 'regulated activity', 'frequently' or 'intensively' must complete an Access NI enhanced check.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by *The Code of Ethics and Good Practice for Children's Sport* and sign up to the Code of Conduct for Sports Leaders. Coaches and Sports Leaders should know and understand the club's Child Protection Policies and Procedures and undertake to abide by them.

Once appointed the Leader should act as a role model and promote the positive aspects of tennis and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Their behaviour to players, other officials and opponents will have an effect on the players in their care. They should report any concerns they have to the Designated Person in the club.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation
- Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young players and providing a duty to care.

Protection for leaders

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leaders' homes or overnight stays.
- Avoid working alone and ensure there is adequate supervision for all activities
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the child.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks.
- Physical punishment or physical force must never be used. Never punish a mistake by physical means or exclusion

A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a match. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment.
- When approached to take on a new player, ensure that any previous coach-participant relationship has been ended in a professional manner.
- It is advisable to get agreement from a parent/guardian when young players are invited into adult groups/squads. 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 players and their obligation to the club must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' 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 a leader and a participant can often mean that a leader will learn confidential information about a player or player'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 player/family.

The Club has adopted a code of conduct for coaches and sports leaders. All coaches and sports leaders agree to abide by this code as part of our recruitment process:

Code of Conduct for Sports Leaders & Supervisors

All Sports Leaders & Supervisors at Stratford Lawn Tennis Club agree to:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded on the club incident/accident form, as appropriate. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated officer.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people do so under the guidance of the coach.
- Protect myself from false accusation by
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys, however short
 - Never taking children to your home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

All Sports Leaders & Supervisors at Stratford LTC accept:

- That any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club's Designated Liaison Person.
- Any persistent breach of the code of conduct will result in dismissal from the club.
- Adherence to the Stratford Lawn Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.
- To abide by the Sport Ireland Safeguarding Guidance for Children & Young People in Sport.

All Sports Leaders and Supervisors at Stratford Lawn Tennis Club agree to abide by this Code of Conduct as part of the club's recruitment process.

Code of Conduct for Coaches

All coaches at Stratford Lawn Tennis Club agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times.
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Always be positive and to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded on the club's incident/accident form as appropriate. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined / committed / time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Hold current coaches insurance
- Never ask anyone to keep secrets of any kind
- Ensure that car insurance is appropriate for transporting young people to and from events
- Ensure that all those working with young people do so under the guidance of the coach.
- As a coach keep my knowledge updated through the Tennis Ireland Continuous Professional Development.
- Protect myself from false accusation by...
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys, however short
 - Never taking children to your home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.

All Coaches at Stratford LTC accept:

- That any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club's Designated Liaison Person.
- Any persistent breach of the code of conduct will result in dismissal from the club.
- Adherence to the Stratford Lawn Tennis Club Child Protection Policy and agree to abide by the guidelines as set out in the policy.
- To abide by the Sport Ireland Safeguarding Guidance for Children & Young People in Sport.

All coaches at Stratford Lawn Tennis Club agree to abide by this Code of Conduct as part of the club's recruitment process.

Appendix 3

Code of Conduct for Children & Young People

Children have a great deal to gain from tennis in terms of their personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including child members of the organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Sport Leaders with fairness and respect.

In Tennis you should:

- Be happy, have fun and enjoy taking part and being involved in your sport.
- Be treated fairly by everyone, adults and other players.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Have a voice in the decisions that affect you within the club and organisation.
- Say no to something which makes you feel uncomfortable.
- Train and compete at a level that is suitable for your age, development and ability.
- Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
- Know who to go to if you feel unsafe.

Your responsibilities are to:

- Treat all sports leaders/coaches with respect.
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.
- Respect other players and your opponents.
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.
- Keep to rules and guidelines set by Tennis Ireland, the Province and your Club and make sure you understand the rules.
- Take part in your tennis without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;
- Behave in a manner that is respectful towards your organisation and your club.

- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.
- Talk with your Coach or Club Children's Officer if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
- Do not, or allow others to make you, try or take banned substances to improve your performance.

All junior members are deemed to have agreed to abide by this Code of Conduct as part of the process of joining Stratford LTC. Parents/guardians signing on a junior member's behalf should explain this code fully to the junior member. All Codes of Conduct are available on our website and are available to read in our clubhouse. Links to the documents are provided during the booking process for all activities to remind members of their content.

Appendix 4

Code of Conduct for Parents/Guardians

Stratford Lawn Tennis Club believes that as parents you should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy, Appendix 17, within the club's Child Protection Policy.

Parents Code of Conduct:

1. I will respect the rules and procedures set down in the Irish Sports Council's Safeguarding Guidance for Children & Young People in Sport.
2. I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events whether within the club or outside.

6. I will never demonstrate threatening or abusive behaviour or use foul language.

All parents and guardians are deemed to have agreed to abide by this Code of Conduct as part of the process of joining Stratford LTC. Parents/guardians signing up as family members should explain this code fully to their junior members. All Codes of Conduct are available on our website and are available to read in our clubhouse. Links to the documents are provided during the booking process for all activities to remind members of their content.

Appendix 5

Code of Conduct for Adult Members

Stratford Lawn Tennis Club believes that as adult members you should:

- Be patient with junior members, particularly those who are new to the game and those older junior members who are beginning to integrate with the senior section of the club.
- Be a role model for junior members and maintain the highest standards of conduct when interacting with other adult members, young people, parents, officials and organisers.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of discouraging, flippant or sarcastic remarks.
- Encourage junior members to play by the rules of tennis and encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other members, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to the club's Child Protection Policy for full details.

Adult Member Code of Conduct:

1. I agree to abide by the Stratford Lawn Tennis Club Child Protection Policy.
2. I will respect the rules and procedures set down in the Irish Sports Council's Safeguarding Guidance for Children & Young People in Sport.
3. I will give encouragement to junior members to play by the rules of tennis and encourage good sportsmanship.
4. If playing in mixed events or activities, I will never intentionally expose any young participant to embarrassment or disparagement by the use of discouraging, flippant or sarcastic remarks.
5. I will never demonstrate threatening or abusive behaviour or use foul language.

All adult members are deemed to have agreed to abide by this Code of Conduct as part of the process of joining Stratford LTC. Parents/guardians signing up as family members should explain this code fully to their junior members. All Codes of Conduct are available on our website and are available to read in our clubhouse. Links to the documents are provided during the booking process for all activities to remind members of their content.

Appendix 6

Code of Conduct for Committee Members

Committees should follow the points as below:

- Be familiar with the National Governing Bodies/ Organisation and any Club rules.
- Within a Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.
- Carry out your required duties for sports club/organisation understanding that the welfare of children is paramount.

Follow all Stratford LTC policies & procedures so that all activities are run in accordance with the safeguarding children and young people in tennis document:

- Create a safe environment for young people.
- Ensure the codes of conduct are in place for all involved.
- Provide adequate supervision for training sessions and organised play/competitions with attendance records being kept.
- Recruit volunteers/employees ensuring vetting and training is completed.
- Understand and implement the complaints and disciplinary procedures.
- Ensure safe induction and supervision of volunteers/ employees.
- Ensure other activities follow procedures e.g. away trips.
- Implement Tennis Ireland Policy on away trips.
- Ensure all required procedures contained in the safeguarding children and young people in tennis document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including

- Recording all incidents.
- Reporting the incident/accident or injury.
- Informing the parent or guardian (if child involved).

Additional Information:

- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurer's report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of Stratford Lawn Tennis Club. Rules

should not contravene any NGB/ Branch/ Club/Organisation_rules and must be communicated to the relevant members.

- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice boards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the various disciplines e.g. fun day out, trips away, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officers any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- One of the Club Children's Officers must be a member of the committee and should attend the monthly meetings.
- Club Coaches must be invited to at least 50% of committee meetings per annum to report to and advise the Committee.

All Stratford LTC Committee members agree to abide by this Code of Conduct as part of the Club's recruitment process.

Appendix 7

Stratford Club Rules

STRATFORD L.T.C. CLG

CLUB RULES

1. The Club shall be called "Stratford Lawn Tennis Club CLG" (Company Limited by Guarantee).

2. Membership of the Club shall be open to:

(a) Persons aged over the age of 18 years on the 1st April in each year and who have paid the annual subscription appropriate to **ordinary members**.

(b) Persons aged under the age of 18 years on the 1st April in each year and who have paid the annual subscription appropriate to **junior members**. Junior members are not eligible to vote, hold office or take part in the management of the Club, and shall be subject to such regulations as the Committee may make. The operation of this Rule, however, shall not debar Junior Members from acting on any Sub-Committee.

(c) Persons aged over the age of 18 years on the 1 April in each year in full time education and who have paid the annual subscription appropriate to **Student Members**. Student Members are not eligible to vote, hold office or take part in the management of the Club, and shall be subject to such regulations as the Committee may make. The operation of this Rule, however, shall not debar Student Members from acting on any Sub-Committee.

Membership of the Club shall be open to all persons, as defined above, regardless of gender, race, political or religious beliefs.

3. The management and control of the Club shall be vested in a Governing Body Committee (the Committee) consisting of President, all Past Presidents who agree to join the Committee, Chairperson, Honorary Secretary, Honorary Treasurer, Men's' Captain, Ladies' Captain and a maximum of ten other Ordinary Members. The foregoing, with the exception of Past Presidents, shall be elected at the Annual General Meeting.

In addition, at each AGM, the members will appoint one male and one female Children's Officer whose role shall be to lead the implementation of Child Protection Policies and Procedures. In this task they will have the full support of the Committee and at least one of the Children's Officers shall serve on the Committee.

All Club Presidents, when they vacate that office at an Annual General Meeting without being re-elected shall become Honorary Life Members of the Club. Nominations for office of President, Chairperson, Honorary Secretary and Honorary Treasurer may be made by the outgoing Committee. The Committee shall have discretionary power to increase its number by the co-option of not more than four Ordinary Members.

4. The Annual General Meeting shall be held in the month of April, at which the following business shall be transacted :-

(a) Passing of minutes of the preceding Annual General Meeting and any intervening Special General Meeting

(b) Presentation of the reports of the Chairperson and Honorary Treasurer

(c) Nomination and election of Officers and Committee

(d) Nomination and election of Vice-Captains

(e) Nomination and election of Children's Officers, male and female

(f) Appointment of Honorary Auditors

(g) Consideration of Motions

(h) Any other business

5. The Accounts of the Club shall be made up to the 31 March of each year and shall be audited by the Honorary Auditors who shall be appointed at the preceding Annual General Meeting.

6. Notices of Motions for the Annual General Meeting (with the exception of motions submitted by the Club Committee) must be given (in writing, signed by the Proposer and the Seconder) to the Honorary Secretary not later than the 31 March in any year.

7. The quorum at General Meetings shall be ten ordinary Members.

8. A Special General Meeting shall be convened on the request of the Committee or on a requisition signed by not less than ten Ordinary Members. Such requisitions must state the nature of the business to be transacted and no other business shall be discussed. A special General Meeting shall be held within twenty-eight days from the receipt of the requisition.

9. The Notice and Agenda of Annual General Meetings and Special General Meetings shall be sent to the members **at least seven days prior** to the date of such Meetings.

10. **The Chairperson** shall preside at meetings of the Committee during this period of office. In the absence of the Chairperson from any meeting, the Committee may appoint any other member of the Committee to preside at such a meeting. The Chairperson of the Committee shall also preside at all General Meetings. The Chairperson shall have a casting vote in addition to a deliberative vote.

11. The quorum at meetings of the Committee shall be five members. The Committee shall meet as required by the Chairperson or Honorary Secretary or by any five members of the Committee and at least once each month during the Summer Season.

12. The Honorary Secretary shall give to each member of the Committee not less than four days notice of all Committee Meetings

13. The Committee shall have power to fill, by co-option, any casual vacancies which may occur in its number or office - holders.

14. The Committee shall appoint, as required, the signatories of any lease, bank accounts, or other document which may be necessary for the purposes of the Club.

15. The Committee shall be empowered to make such regulations as it may deem expedient for the welfare of the Club and the convenience of the members and to supervise the play and use of courts generally.

16. Stratford Tennis Club is fully committed to safeguarding the well-being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles.

17. In the event of the winding up of the Club and in default of specific directions from a General Meeting, the Committee shall have power to dispose of the funds, property and assets of the Club at its sole discretion.

18. The Committee shall have power appoint such other Sub-Committees as may be considered necessary, and may delegate specific or general powers to such Sub-Committees.

19. The Committee shall have power to elect Pavilion Members. Pavilion Members shall not be entitled to vote at any General Meeting of the Club.

20. The Club, at a General Meeting, may, upon the unanimous recommendation of the Committee, elect Honorary Members in recognition of their services to the Club or to the game of Lawn Tennis. Such membership shall, if not specified for life, terminate at the end of one year from the date of election.

21. The Committee shall run the club with an operational surplus each and every year (after taking into account depreciation) to ensure the long term continuation of the club.

22. Subscription Rates shall be recommended by the Committee to the Annual General Meeting or a Special General Meeting for ratification. The Committee shall have power to impose an entrance fee to be paid by new members and to fix the amount of such fee, subject to ratification as above.

23. Annual Subscriptions shall become due and payable on the opening day of each season. The Honorary Treasurer, on or after the 15th June of each year, may post in the Pavilion the name of any member whose subscription remains unpaid and shall notify the non-payment to the member concerned. If the subscription be not paid by the 15th July, the Committee may terminate the defaulter's membership of the Club.

The Committee may report the name and address of a defaulter to the Irish Lawn Tennis Association; such proceeding shall in no way affect the defaulters liability for payment of the subscription.

24. The courts shall be open for play on every day during the season (provided that in the opinion of the Grounds Sub-Committee the courts are in a fit condition for play) except on days reserved by the Committee for any special purpose. Not less than seven days' notice of such reservations shall be posted in the Pavilion.

25. The use of the courts shall be subject to such regulations as the Committee may make from time to time.

26. Members shall have the privilege of introducing **visitors** in accordance with such regulations as the Committee may make from time to time. Such regulations shall be displayed in the Pavilion.

27. The Rules of Play in use by the Club shall be those adopted by the Irish Lawn Tennis Association.

28. The Committee shall control the allocation of all lockers in the Pavilion and shall fix the rent to be charged for the use of such lockers.

29. The Committee shall not be responsible for any property left in lockers or left on or about the Club premises.

30. The Committee shall have the power to suspend or expel or request the resignation of any member whose conduct is considered to be injurious to the character and/or interests of the Club. members shall have the right to appear before the Committee to answer any charge or complaint made against them. The Committee may report to the Irish Lawns Tennis Association the name and address of any member who has been suspended or expelled or requested to resign.

31. These Rules may only be altered, abrogated or added to at a General Meeting of the Club by the assentient vote of not less than two thirds of the Ordinary Members present. Notice of Motion of any proposed alteration, abrogation or addition to these Rules must be given to the Honorary Secretary in accordance with Rule 7 which, for the purpose of this Rule shall also apply to Special General Meetings with the exception that the period of Notice required shall be at least twenty one days from the date of the Meeting.

32. Any dispute or difficulty regarding the interpretation of these Rules shall resolved by the Committee whose decision shall be final.

33. The foregoing rules are subject to and subsidiary to the Memorandum and Articles of Association of Stratford LTC CLG.

Appendix 8

Club Recruitment Procedure

Section 1. The General Approach to Recruitment.

Stratford Lawn Tennis Club relies heavily on the time and commitment freely given by volunteers. Without this the opportunities for children to participate in tennis would not exist. However the club is also mindful of its commitment to “*safeguarding the well-being of its members*” as outlined in its Child Protection Policy Statement.

This Recruitment Policy document sets out how the need for and encouragement of volunteer participation in our programmes is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We trust that potential volunteers will appreciate the obligation on the club to satisfy itself that all those volunteering fully understand the role which they are taking on and the responsibilities attaching to that role. In addition it is reasonable that those with substantial access to children in our care provide the kind of information that is essential in assessing somebody's suitability for quite responsible positions.

We hope that potential volunteers will provide any requested information in the overall spirit of the club's commitment to child protection. Similarly staff employed by the club will be expected to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

Section 2. The Specific Recruitment Procedures

Stratford Lawn Tennis Club will ensure good recruitment procedures by utilizing some or all of the following.

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position. (*see sample application forms at the end of this document*)
3. Obtaining proof of identity of each person applying.
4. Where necessary obtaining the individual's signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).

5. In the case of those who will have substantial access to children.
 - Assessing the individual's experience of working with children or young people and knowledge of child protection issues.
 - Assessing their commitment to promoting good practice.
 - Assessing their ability to communicate with children. (i.e. be approachable).

This assessment will be done in the way most appropriate to the particular position.

6. Where considered necessary obtaining written references (*see form at end of this document*).
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club's Committee
8. By providing suitable induction and where considered appropriate setting a probationary period.
9. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position.

The review of the information provided will be carried out by the **Recruitment Sub-committee** comprising the Club Officers plus a representative of the Junior Sub-committee. In the case of the review and assessment of any of the members of the Recruitment Sub-committee they will absent themselves from the sub- committee for the duration of that particular review.

The duties and responsibilities associated with all posts within the club are available for inspection by all members from the Secretary.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by agreeing to the code.

The following table sets out the various criteria to be complied with by volunteers and post-holders.

	Complete Form	Provide Reference	Garda Vetting	CP Awareness Course	Insurance	Qualifications	Code of Conduct	Induction	ID Proof
Club Chairperson/President	X		X	X			X	X	
Club Secretary	X			X			X	X	
Club Treasurer	X			X			X	X	
Club Captain	X		X	X			X	X	
Executive Committee Member	X			X			X	X	
Junior Sub-committee member	X		X	X			X	X	
Other Sub-committee member	X			X			X	X	
Junior Sports Leader	X	X	X	X			X	X	X
Tennis Coach	X	X	X	X	X	X	X	X	X
Caretaker/cleaner	X	X	X	X			X	X	X
Groundsman	X	X	X	X			X	X	X

Protection of Data provided by volunteers.

All information provided to Stratford Lawn Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential. Only the members of the Recruitment Committee will have access to this information. Only hard copies of the information will be retained by the club. This hard copy information will be kept by the Club Secretary in a locked storage area with a single key being held by the secretary. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.

Appendix 9

Club Complaints Procedure

(Based on the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures document)

1. The Committee shall appoint a club Hearings Committee.
2. The Hearings Committee shall consist of 5 members of the club who shall be 18 years or over.
3. The Children's Officers of the club shall not be members of the Hearings Committee.
4. A club member shall serve on the Hearings Committee for no more than 4 years.
5. The Hearings Committee shall appoint a Chairperson to chair all its meetings.
6. The Hearings Committee shall follow the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** in dealing with issues brought to it.
7. The Hearings Committee shall deal with all Complaints, Disciplinary Action and Objections as these are defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures.
8. **A Complaint** must be made within 14 days of the date of the alleged incident (save where exceptional circumstances are proven to the satisfaction of the relevant Hearings Committee). It must be in writing completed on the official Complaint Form*. It must refer specifically to an incident(s) and it must specify the Rule (see definition below) allegedly broken. The Complaint must be submitted to the Hearings Committee and be accompanied by a fee of € 30.00.
9. **A Disciplinary Action** may be initiated by a Leader or Official (as defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures) or by the Chairperson of the Hearings Committee.
10. **An Objection** can be made by a Participant by submitting in writing details of the Fixture, time of completion and the grounds for objection. It must be submitted on the official Objection Form within 30 minutes of completion of the fixture being objected to and be accompanied by a fee of € 10.00.
11. The decision of the club Hearings Committee can be appealed to the relevant provincial Branch Hearings Committee. An appeal must be made in writing within 5 days of receipt of the written decision of the club Hearings Committee. It must state the date of the decision being appealed, the aspects of the decision being appealed and the grounds of appeal. It should include all relevant documentation and be accompanied by a fee of €500.00 (refundable in the event of a successful appeal).

Note: Parties who file a Complaint, Objection or Appeal will be subjected to an administration fee as set out above. Where a Complaint, Objection or Appeal is upheld, the administration fee will be reimbursed.

DEFINITIONS (extracts from the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures)

Complaint: means any written complaint made against any Participants, Individual Associate, Member, or Branch or Tennis Ireland or any subcommittee therein within the meaning of clause 3.2 of the Procedures

Disciplinary Action means the steps undertaken in initiating, investigating, prosecuting and administering disciplinary misconduct by a Participant, Individual Associate, Member, Branch and Tennis Ireland.

Hearings Committee means the Member, Branch or Tennis Ireland hearings committee appointed by the executive committee or boards to administer and hear Complaints, Objections or Disciplinary Actions.

Leader means the coach, manager and/or team leader that has responsibility for Participants at a particular Event.

Objection means any objection to the result of a fixture at an Event on the grounds of eligibility.

Official means any person who referees, umpires, or officiates at an Event.

Participant means any athlete or assistant such as a doctor, physiotherapist, parent, coach, trainer, mentor, psychologist, manager, advisor, agent or representative that accompanies an athlete to an Event

The "Rules" referred to above include the following:

- Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures
- Memorandum and Articles of Association of Tennis Ireland
- Tennis Ireland Guidelines for safeguarding children
- The Rules of Tennis
- Regulations for the Conduct of Official Tournaments

IMPORTANT NOTE: The details of the procedures to be followed in regard to all Complaints, Disciplinary Action and Objections can be found in the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** – it is strongly recommended that all members familiarise themselves with that document before initiating any of the above actions. This document is attached as an appendix.

Appendix 10

Roles & Responsibilities of Coaches, Sports Leaders & Elected Officials

Club Chairperson/President

- To chair Committee meetings.
- To issue official correspondence on behalf of the club. (It is advisable to have all letters issued by the Chairperson)
- To endeavor to generate good communication between committee members to unite the group
- To encourage the full participation of all committee members
- To liaise with the other officers between committee meetings
- To officiate at club events

Club Secretary

- To record the minutes of the meetings
- To set the agenda for meetings in consultation with the Chairperson
- To issue notices of committee and general meetings
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the Chairperson as soon as possible)
- To maintain and manage all digital records

Club Treasurer

- To record all financial transactions of the club
- To report on all transactions to the Committee meetings
- To issue payment for all bills, wages, fees etc. as approved by the Committee.
- To lodge all monies received.
- To liaise with sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank in relation to club accounts

Club Captain

- To organize all tennis activities within the club.

- To select club teams.
- To liaise with other sub-committees in relation to various events within the club.
- To report to the monthly meeting of the Committee.
- To officiate at club events, prize givings etc. as necessary

General Committee Member

All Committee Members have a responsibility to:

- Regularly attend Committee meetings and develop a working knowledge of the club;
- Keep informed about the activities of the club and wider issues which affect it;
- Contribute actively to the Committee's role in giving strategic direction and vision to the club, setting overall strategy and policy and evaluating performance;
- Safeguard the good name and the values of the club;
- Ensure the financial stability of Stratford and the proper investment of the club's funds;
- Ensure the club applies its resources effectively, and exclusively, in pursuing its objectives;
- Declare any conflict of interest while carrying out the duties of a Committee member;
- Ensure the effective and efficient administration of the club in line with the Club Rules and M&A and legislation;
- Share responsibility for the decisions and actions of the Committee, and support these decisions whether made by unanimous or majority vote;
- Participate in other tasks as arise from time-to-time, such as interviewing new contractors, helping with fundraising;
- Use any specific skills, knowledge or experience they have to help the Committee reach sound decisions. This will involve scrutinising Committee papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Committee on new initiatives, or other issues, to the area of club's work in which the Committee Member has special expertise.
- Committee members are expected to commit to a minimum of 2 hours per week, on average, depending upon their role.
- Committee Members are appointed by the members at the AGM for a period of three years and retire on a rotating basis.

Director of Tennis, Coaches & Sports Leaders

To plan, schedule and promote annual on court activities:

- Maintain a high level of enthusiasm, energy and support to all club members

- Develop, manage and run a profitable mini-tennis, junior and adult coaching programme, which delivers a high standard of coaching and is enjoyed by all participants
- Maintain accurate records where required e.g. registers and accident reporting
- Upholding the Club's Health and Safety and Child Safeguarding policies
- To provide individual lessons as required
- Organise Assessment Days
- Divide the members into coaching and competitive groups, for recreational & performance
- Hire and pay engaged additional coaches for all coaching programmes, as required
- Train volunteers in organising competitions and social tennis
- Organise parents' meetings and present the plan for the year
- Liaise with local schools and the coaches in the schools
- Devise structured plan for recreational and performance programmes
- Organise competitive and social play opportunities (internal & external)
- Periodically review the tennis risk assessment and advise of high risks where action is required
- Adhere to all Stratford LTC policies, procedures and Codes
- Perform other duties as agreed

The Director of Tennis will:

- Be a Tennis Ireland licensed coach, with a passion for learning and self-improvement.
- Understand and promote Tennis Ireland's Play and Stay Programme, Talent ID and Long Term Player Development Pathway.
- Maintain up to date Child protection and First Aid training and Garda Vetting.
- Possess, or be willing to attain, Director of Tennis qualification.
- Have the ability and willingness to work on own initiative, and to co-ordinate other coaches and assistants.
- Have excellent communication and people skills
- Have a passion for coaching, and be reliable and punctual
- Must have a good playing level
- Possess a professional and energetic attitude
- Adhere to all prevailing guidelines issued by Sports Ireland (e.g. Covid 19)

Children's Officers

Introduction

The club's Children's Officers are responsible for leading the implementation of Child Protection Policies and Procedures. In this task they will have the full support of the Committee of the club.

The club's Children's Officers will play a fundamental role in the creation of a child-centred ethos that promotes the positive aspects of tennis.

This will be achieved by communicating to every adult in the club that they have a duty of care to safeguard the welfare of children and young people in order to protect them from inappropriate behaviour and to promote a culture of safety and fun.

In order to do this the club's Children's Officers require certain knowledge and skills - some of which are a pre-requisite for the role and others that will be obtained through training and experience.

Role and Responsibilities

- To establish and promote a child-centred ethos within the club.
- To make themselves known to all members of the club but particularly the junior members.
- To act as an advisory and support resource to those working with children and young people.
- To serve on the Committee of the club and report at each meeting of the committee on matters pertaining to Child Protection within the club.
- To ensure that children, coaches/volunteers and parents/guardians know how to voice concerns within the club or to external agencies.
- To implement, with support from the Committee, the club's Child Protection Policy and Procedures and to ensure that they are communicated to all members and embraced at all levels within the club
- To ensure that the Child Protection Policy and Procedures are ratified by the Committee.
- To ensure the sign-up to the club's Codes of Conduct by all coaches/volunteers, children and parents/guardians.
- To influence policy and practice in regard to Child Protection by serving on the Committee of the club.
- To manage and report concerns and to advise on poor practice issues which might not reach the threshold of intervention by statutory agencies but nonetheless require to be addressed.
- To promote greater consultation with and participation in club activities by junior members. Further, to ensure that there are ways for junior members to express their views and concerns about their activities and experiences within the club.

- To develop and maintain a register of club personnel who are engaging in regulated activity (as defined by government legislation) with children and young people within the club.
- To implement the required training and vetting needs of club personnel engaging in regulated activity with children.
- To commit to attendance at training as required.
- The Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and therefore have no counselling or therapeutic role. This is the responsibility of statutory organizations.

Minimum Requirements (Children's Officer)

- Have completed the Garda Vetting process.
- Have attended the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection and Safeguarding 2 - Club Children's Officer Workshop.
- Have complied with the requirements of the club's Recruitment Procedures.

Desirable qualities and skills

- A Children's Officer should have good communication and listening skills, be approachable and non-judgmental.
- He/she should have a basic knowledge of child welfare and protection codes and guidelines (which will be acquired through appropriate training).
- The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material.
- Possession of basic administrative and organizational skills.

The Designated Liaison Person

In certain limited circumstances it may be necessary to report suspected or known child abuse allegations to the HSE or An Gardaí.

The club has in place a Designated Person whose job it is to receive such reports from club members. They will then decide if a report should be made to the Health Service Executive (HSE) or indeed in certain circumstances to An Garda Síochána.

The Designated Person has received specific training for this role. In addition the person chosen to fulfil the role will be a senior and experienced member of the club.

Role and Responsibilities

- To receive reports from club members (Senior or Junior) regarding suspected or known child abuse.

- To assess such reports and to seek advice from the HSE in regard to the particular circumstances.
- To make formal reports to the HSE and/or to the Garda Síochána regarding suspected or known child abuse.
- To inform the Chairperson of the club that such a report has been made or advice sought (without disclosing any of the details of the incident).
- To inform the family of an alleged victim of his/her intention to make such a report. (unless doing so would endanger the child or undermine an investigation)
- Assisting the Chairperson/President and other Club Officers in relation to any internal procedures where an allegation concerns a Coach, Club Employee or Sports Leader.

Minimum Requirements

- Have attended the Safeguarding 1 – Basic Awareness Workshop in Child Welfare and Protection.
- Have attended the Safeguarding 3 – Designated Liaison Person Workshop.

Desirable qualities and skills.

- The Designated Person should have good communication and listening skills, be approachable and non-judgmental.
- He/she should have a good knowledge of child welfare and protection codes and guidelines (which will be acquired through appropriate training).
- The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material.

Appendix 11

Child Welfare and Protection Reporting Procedures

Stratford Lawn Tennis Club accepts that all organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. This Appendix sets out the procedures for dealing with any welfare or protection issue that may arise in the club.

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person, the club and any member having such concerns must take appropriate steps to address those concerns.

Details of the club's current Designated Liaison Person and Children's Officers are on the club website and notice board or can be requested from any member of the Committee.

If in doubt the member should always contact the Designated Liaison Person to discuss any child protection matter of concern. The Designated Liaison Person who will then deal with the matter as they see fit.

It is important to realise that it is not the responsibility of anyone working within the tennis club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the 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.

Responding to a Child Disclosing Abuse

In some circumstances a young person may disclose to a trusted adult instances of abuse or other concerns relating to themselves or others.

Any adult finding themselves in this situation should follow the guidelines set out below.

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

- 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.
- Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously.

- 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.
- Be honest with the child and tell them that it is not possible to keep information a secret.
- Make no judgmental statements against the person whom the allegation is made.
- Do not question the child unless the nature of what she/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"*.
- Give the child some indication of what would happen next, such as informing the Designated Person, parents/guardians, social services or the Gardai. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Reassure the child that they have done the right thing in telling you.
- Carefully record the details as soon as possible after receiving the report.
- Pass on this information to the club's Designated Person.

Reporting Suspected or Disclosed Child Abuse

- The following steps will be taken by the Designated Liaison Person in reporting child abuse to the statutory authorities:
- Details such as dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information will be recorded by the Designated Person. These notes will be retained by the Designated Person and destroyed when no longer required.
- If the Designated Person has reasonable grounds for believing that the child has been abused or is at risk of abuse, she/he will make a report to the HSE which has a statutory responsibility to investigate and assess suspected or actual child abuse.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the Gardai will be contacted. Under no circumstances will a child be left in a dangerous situation pending intervention by the statutory authorities.
- If the Designated Person is unsure whether reasonable grounds for concern exist she/he can informally consult with the local social services. She/he will be advised whether or not the matter requires a formal report.
- A Designated Person reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of the alleged victim of

his/her intention to make such a report, unless doing so would endanger the child or undermine an investigation.

Protection for the Person Reporting possible Child Abuse.

It is important to reassure anyone who is in the position of receiving information or directly becoming aware of possible child abuse that in making a report they won't be subject to litigation. In this regard 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 Services Executive or the Gardai (directly or via a Designated Person). The act also covers the offence of 'false reporting'.

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 the 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 Coaches/Club Employees/Sports Leaders

The following are the agreed procedures to be followed in cases of alleged child abuse complaints concerning a Coach, Club Employee or Sports Leader. If such an allegation is made against a Coach/Club Employee/Sports Leader working within the club, two separate procedures will be followed in tandem:

1. The reporting to the statutory authorities by the Designated Person in respect of suspected or disclosed child abuse. (see above for details).
2. The club will also follow its own internal procedure in dealing with the Coach/Club Employee/Sports Leader from a club perspective.

The Internal Procedure will be as follows.

- As soon as the Designated Person is made aware of allegations which concern a Coach/Club Employee/Sports Leader within the club he/she will make the Club Chairman/President aware of the situation. If the allegations concern the Chairperson/President then the Designated Person will convene a meeting of the other officers of the club and brief them on the situation.
- The first thing to consider at this stage is the safety of the child making the allegation and the safety of any other children who may be at risk. The

club will immediately take any steps considered necessary to protect children in its care.

- The next step will be to appoint a senior member of the club to deal with the matter. Under normal circumstances this person will be selected by the Designated Liaison Person together with the Chairperson. Where the allegations concern the Chairperson/President the person will be selected by the Designated Person and the other club officers.
- The senior club member will privately inform the Coach/Club Employee/Sports Leader that

(a) an allegation has been made against him/her

(b) the nature of the allegation.

He/she will be afforded an opportunity to respond and informed that any response will be noted and passed on to the statutory authorities.

- The Coach/Club Employee/Sports Leader will be suspended from their position pending the outcome of the club's investigation. Any investigation of the allegations by the statutory authorities will take precedence over any separate investigation by the club into the allegations. The senior club member will clarify that this suspension is only a precautionary measure and will not prejudice any later disciplinary proceedings.
- The club will retain the right to take disciplinary action against the Coach/Club Employee/Sports Leader on foot of the allegations.

Confidentiality

Given the sensitive nature of the issues covered by this appendix confidentiality will be a very important consideration. The Club will be guided in this regard by the following.

- Appropriate but not absolute confidentiality will 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 alleged victim and the person about whom the complaint has been made are protected.
- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information will be treated in a careful and sensitive manner and will be discussed only with those who need to know.
- Information will 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 will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information will be stored in a secure place, with access to it limited to the Designated Person and appropriate personnel as decided by the Designated Person.
- The requirements of Data Protection laws will be adhered to.

Anonymous Complaints/Rumours

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours will not be allowed to persist and will be dealt with by the Committee as soon as it becomes aware of such rumours. All concerns relating to inappropriate behavior will be brought to the attention of the Designated Liaison Person in order that they may be dealt with as soon as possible. It is the responsibility of every member who becomes aware of such concerns to report them to the Designated Liaison Person. The information will be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children will be paramount.

Statutory Agency Contact Details

In the Republic of Ireland, any concerns about a child should be reported to TUSLA, the Child & Family Agency. Please see website for contact details:

<http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

If you think the child is in immediate danger and you cannot contact Tusla, immediately contact An Garda Siochana on 112/999.

Appendix 12

Travel & Hosting Policy

This policy deals with a number of matters which come under the general heading of Travel but include travel, supervision and behaviour on away matches or on club-organised extended trips away. It also sets out the club's policy in regard to acting as a host club or being hosted.

Overnight & Away Trips

Trips away (including away matches) require a more stringent level of supervision beyond that set out in the club's Supervision Policy:

The level of supervision for overnight trips away will as a minimum be of the order of no more than 5-6 children per adult.

There will be at least one adult of each gender with mixed groups.

The supervision proposals (which will require to be approved by the Committee) will include the proposed child to adult ratio and the names of the adults who will act as supervisors.

All adults who travel on away trips will be carefully chosen, using the recruitment and selection procedures of the club.

The club will appoint one adult to be the Group Leader who will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with.

The roles and responsibilities of adults participating in away trips will be clearly defined.

Written permission of parents/guardians allowing their child/children to take part will be obtained for all overnight away trips. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).

Children will be required to sign a behaviour agreement prior to taking part in the trip.

A meeting with parents and participants will be held to communicate travel times, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

Away Matches

The level of supervision for away matches will be 6 children per adult.

There will be at least one adult of each gender with mixed groups.

All adults who travel to away matches will be carefully chosen, using the club's recruitment and selection procedures.

One of the adults will be appointed as Group Leader. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors).

Written permission of parents/guardians allowing their child/children to take part should be obtained for all away matches. This will include permission to travel and any medical/special needs of the child (including permission to treat the child).

Children will be reminded of their obligation to abide by the club's Code of Conduct for Children.

Transport

There is an extra responsibility on adults and leaders when they transport young people to club organised events.

Adults should

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Ensure they do not carry more than the permitted number of passengers.
- Avoid being alone with one passenger. Child passengers will travel only in the back seat. A central drop off location will be agreed in advance including clearly stated times of pick- up and drop off. If something happens to cause a delay to the drop-off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point. Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car. Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

Accommodation for Away Trips.

The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance.

Adults should not share a room with a child (unless their own child). Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender.

Rooming arrangements – adults will not share rooms with children. Children will 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).

General Requirements

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

On away trips, coaches will be accountable to the Group Leader/Team Manager in all non performance-related matters.

In the event of an occurrence Accident and/or Incident Reports should be completed by the Group Leader/Team Manager.

Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition or other event.

Our Club as Host

Special care will be taken in the selection of homes for hosting overnight stays. The club will be guided by the general principles of child protection and by the specific procedures set out in the club's Recruitment procedures when making these selections.

The host family will be provided with as much information about the visiting child/children staying with them and details of the competition as deemed necessary. As a minimum they will be given the names and contact details of the children's parents and the contact details of the club official responsible for the hosting arrangements.

In all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child) . The sleeping arrangements should be agreed in advance with the club. The policy set out above in relation to accommodation on away trips will also apply to hosting.

The parents/guardian of the visiting child will be provided with all necessary information about the host family including names and contact details of adults, agreed sleeping and transport arrangements and contact details of the club official responsible for the hosting arrangements.

The procedures in regard to transport set out above will apply to any transport being provided to the visiting children by the host family.

Club Members Being Hosted

The club will ensure that the host club/sporting body has carried out the selection of hosting families using similar procedures to those set out in the club's own Recruitment Procedures.

The club will ensure that the provision of information to both visiting and hosting families will be the same as set out above where the club is the host.

The club will ensure that in all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements will be agreed in advance with the host club. The club will require the assurance of the host club that the policy set out above in relation to accommodation on away trips will be complied with.

Details of the official of the hosting club who is responsible for the hosting arrangements will be provided to the parents of all visiting children. Similarly the details of the official from our club who is responsible for the hosting arrangements will be provided.

The club will require the assurance of the host club that the policy set out above in relation to transport being provided to the visiting children by the host family/club will be complied with.

Whether being hosts or being hosted the club will expect families to:

- Agree in writing to abide by the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.
- Consent to appropriate checks and references.
- Attend host/guest family meetings before competitions or events.
- Provide a safe and supportive environment for the young people being hosted by them.

Whether being hosts or being hosted the club will expect the visiting/hosting children to:

- Sign a Behaviour Agreement.
- Show respect to the host families or the guests.

All visiting children will be made fully aware of the contact details of an adult in both the host and visiting clubs to whom they may go with any problems they may be experiencing. The adult nominated should be one of the club's Children's Officers.

Appendix 13

Supervision of Children's Tennis Activities

Stratford Lawn Tennis Club is rightly proud of the welcome and support given to its junior members of all ages. The Club encourages all members to make full use of its facilities as often as possible. As part of its obligations in regard to the protection of children the club sets out in this document the details of adequate adult supervision of junior members provided by the club.

The club will ensure that all children's activities organized by the club will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect the adults. In this regard the club will be guided by the recommendations contained in Chapter 4 of the Code. As a minimum the club will strive for all club-organized activities to be supervised by one male and one female adult.

Adult supervisors will ensure that they are not left alone with young participants. If an adult needs to talk separately to a child this will be done in an open environment, in view of others.

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible. If late collections occur leaders/supervisors should remain in pairs until all participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidably delayed they should contact the Club committee or Club tennis coaches whose contact numbers will be provided to members on joining the Club (or to non-member parents at the start of an activity). In the event that no contact is made with the club/Junior Committee the supervisor will attempt to contact the parent using the contact number(s) provided by them. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made the supervisor plus another adult will wait with the child at the club or venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending for club-organised coaching should let one of the adult supervisors know when they have arrived at the club – it is the responsibility of parents to ensure that children do this. When they are finished their coaching session and are leaving with the adult nominated to collect them they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child leave the club premises without informing the adult supervisor.

If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed.

Attendance records and records of any incidents or accidents that occur will be kept by the club.

Supervision of changing rooms if necessary (where children are very young or need special assistance), will only be in pairs of the appropriate gender.

The club welcomes and indeed encourages parents who wish to stay and supervise or observe sessions.

Parents should note that adequate adult supervision as described above is provided only at the following times:-

- During your child's allocated coaching period as part of the club's Junior Coaching Programme.
- During any of the internal junior activities organized and run by the Junior Committee of the club.
- During any of the closed club tournaments run by the Junior Committee of the club.

Arrangements for supervision during home or away matches etc. are outlined in the Travel & Hosting Policy.

The details of the times of the above-listed activities are available via our Club communications – in our weekly member email or via the relevant WhatsApp group. If you have any difficulty getting this information please contact us on info@stratfordtennis.ie.

We wish to make it clear that while there may be adults present in the club premises at other times the club does not regard their presence as the provision of adequate adult supervision and it is not responsible for the safety and protection of your child outside of the specific activities listed above.

While the Club takes every reasonable measure to ensure the safety and protection of all its members including Junior members while they are on the premises such measures do not extend to the provision of adequate adult supervision other than for the activities listed above. In that regard it is the responsibility of each parent/guardian to ensure that their child is adequately supervised at all other times that they are on the club premises. (This includes times when the child is receiving private coaching organized by the child's parents.)

The parents of all children taking part in any of the activities organized by the club will be deemed to comply with all Club rules, regulations, codes, policies and procedures by signing up to a particular activity. This is stated during our booking process and links to all relevant Club policies and procedures are included.

Appendix 14

Missing Child Policy

Stratford Lawn Tennis Club is committed to a club environment in which all children participating in its activities are not at risk. If a child under the responsibility of the club were to go missing, the following actions should be taken:

1. Ensure the other young people in your care are looked after appropriately while you organise a search for the missing young person.
2. Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child.
3. Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
4. Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation's grounds.
5. Request all those searching to report back to you or to a nominated adult at a specific location and time.
6. This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the Garda Siochana.
7. The Gardai may recommend further action to be taken before they get involved; you should follow any guidance they provide.
8. If the Gardai decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
9. At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers and the Gardai if they are already involved.
10. Refer the concern as soon as possible to the Tennis Ireland Child Safeguarding Team.

Appendix 15

Bullying Policy

Stratford Lawn Tennis Club is aware of the potential for bullying behavior to take place within the club. This Appendix sets out the club's policy on bullying, the supports to be put in place to support the victims of bullying and the procedures to be followed if incidents occur.

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical 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 schools, clubs and other organisations working with children.

It includes behaviors such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against a victim.

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 club will actively encourage all young members to reject bullying and encourage the reporting of incidents to the Children's Officers.

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.
- Having few friends.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed).
- Not eating.
- Attempting suicide or hinting at suicide.
- Anxiety (shown by nail-biting, fearfulness, tics).

There are of course 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 the Health Services Executive or An Garda Síochana, dealing with bullying behaviour amongst young people in the club will, in the first instance, be the responsibility of the club's Children's Officers.

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 children, 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' one.
- Encourage children 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 child to ignore bullying.
- Never encourage a child to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

If there has been an incident of bullying, one of the club's Children's Officers will talk to the victim. At this stage he/she will try to find out who was involved and what the victim is now feeling by asking questions such as.

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?

Assure the victim that his/her name will not come out in the investigation and actively listen.

Step 2 – Meet with all involved

The Children's Officers will arrange to meet with all those involved. This should include bystanders, those who may have colluded, those who joined in and those who initiated the bullying. However, try to limit it to a maximum of six to eight in the group – keep the number controllable. The Children's Officers should

- ❖ 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 will be explained. At this stage the details of the incident or the allocation of the blame will not be 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 can be done to see it does not happen again?

The Children's Officers will use the meeting to identify the basis for the bullying incident and without isolating anyone try to identify a solution.

Step 4 – Share the responsibility

The Children's Officers will 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 will be encouraged to suggest ways that would make the victim feel happier. All positive responses will be listened to and noted.

Step 6 – Leave it to them

Now that the problem has been identified, solutions suggested, the problem will now be handed over to the group to solve. A further meeting will be in a week's time. The responsibility will now be handed over to the group and give a time frame within which something must be done.

Step 7 – Meet them again

At the second meeting each member of the group will discuss how things are going, who is doing what and have there been other incidents. This will allow for continual monitoring and also keeps everyone involved in the process.

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

Appendix 16

Social Media Policy

Introduction

Social media provides unique opportunities for tennis clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach the club's Child Protection Policy or the Data Protection Act.

Principles

If you are representing the club in an official capacity, it is important that your posts convey the same positive spirit that the club would instill in all of its communications. Be respectful of all individuals, races, religions, and cultures. How you conduct yourself online not only reflects on you, it also reflects directly on the club.

When disagreeing with the opinions of others online, keep it appropriate and polite. If you find yourself in a situation that might become antagonistic, do not get defensive or disengage from the conversation abruptly. It is also important not to respond in the heat of the moment in a way you may regret later. Feel free to seek advice or disengage from the dialogue in a polite manner that reflects well on the club.

Potential Problems

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying; grooming and potential abuse by online predators; identity theft; and exposure to inappropriate content such as self-harm, racism, sexting (which is the creation or uploading of inappropriate material), and adult pornography.

The capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of well reported cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse.

Online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.
- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.
- bullying and intimidating behaviour, such as threatening to expose the child or young person by contacting their parents/guardians to inform them of their child's communications, or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.
- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'

- asking to meet children and young people offline.
- sending sexually themed images to a child depicting adult content or the abuse of other children.
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.

Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Rules to Remember

If someone has their own personal profile on a social media website, they should make sure that others cannot access any contents, media, or information from that profile which:

- a) they are not happy for others to have access to.
- b) which would undermine their position as a coach/volunteer representing their club.

As a basic rule, if you are not happy with others seeing particular comments, media, or information, then simply do not post these onto a public forum site.

When using social media sites, the following should be considered:

- change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.
- review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned.
- ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of the club.
- ensure that information published on social media sites complies with the club's Child Protection Policy.
- beware of how your actions could be captured via images, posts, or comments online as these will reflect on the club.
- respond to online bullying - what is said online must be treated as if said in real time.
- coaches must not have any under 18's whom they coach as their friends and must not comment on individual players whom they are coaching through their personal page.

Appendix 17

Photography & Video Footage of Children

Stratford LTC will:

- Avoid taking images of children where the child can be clearly identified, i.e. images will be taken from a distance or from behind so that children cannot be easily identified.
- Consider using models or illustrations if we are promoting an activity.
- Avoid the use of the first name and surname of individuals in a photograph to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Establish the type of images that appropriately represent the sport for our website and other media

Rules the club will follow:

- If the child is named we will avoid using their photograph.
- If a photograph is used we will avoid naming the child.
- We will ask for the child's permission to use their image.
- We will ask for parental permission to use an image of a young person.
- We will only use images of children in suitable dress to reduce the risk of inappropriate use, the content of the photograph focusing on the activity, not on a particular child, avoiding full face and body shots.
- We will follow our child protection procedures for reporting the use of inappropriate images to reduce the risks to children, ensuring our sports child protection officers and the Social Services and/or Police are informed.

Use of Photographic Filming Equipment at Sporting Events

- We will provide a clear brief about what is considered appropriate in terms of content and behaviour, including the displaying of notices at each event
- We will issue any official photographers with identification which must be worn at all times
- We will inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- We will not allow unsupervised access to children or one to one photo sessions at events
- We will not approve or allow photo sessions outside the events or at a child's home
- Parents or other spectators who may be intending to photograph or video at an event will be made aware of our expectations
- Spectators will be asked to register at an event if they wish to use professional photographic equipment
- Children and parents will be informed that if they have concerns they can report these to the organisers
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and will be recorded in the same manner as any other child protection issue

Appendix 18

List of Forms & Supporting Documents

Forms:

1. Accident Report Form
2. Incident report Form
3. Parental Consent Form
4. Coach/Volunteer Application Form
5. Disclosure of Criminal Conviction Form
6. Third Party Reference Form

Supporting Documents:

1. Sport Ireland, Safeguarding Guidance for Children & Young People in Sport
2. Children First, National Guidance for the Protection and Welfare of Children
3. Tennis Ireland, Safeguarding Guidance for Children & Young People in Tennis
4. Tennis Ireland, Complaint, Objection & Disciplinary Rules & Procedures



ACCIDENT REPORT FORM

INJURED PARTY

Name:	
DOB:	Contact Details::
Address/ School:	
Coach/ Supervisor in Attendance:	

ACCIDENT DETAILS

Date:		Time:	
Exact Location:		Injury:	
How it Occured:			
Severity:	Minor <input type="checkbox"/>	Considerate <input type="checkbox"/>	Severe <input type="checkbox"/>
First Aid Involved: Yes <input type="checkbox"/> / No <input type="checkbox"/>		Medical Attention Needed: Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Parents Informed: Yes <input type="checkbox"/> / No <input type="checkbox"/>		By Whom:	

FURTHER DETAILS

Form Completed By:
Referred to Designated Person: Yes <input type="checkbox"/> / No <input type="checkbox"/>
Designated Person Signature:



INCIDENT REPORT FORM

INVOLVED PARTY

Name:	
DOB:	Contact Details::
Address/ School:	
Coach/ Supervisor in Attendance:	

INCIDENT DETAILS

Date:	Time:
Exact Location:	Incident Type:
What Happened:	
Parents Informed: Yes <input type="checkbox"/> / No <input type="checkbox"/>	
By Whom:	

FURTHER DETAILS

Form Completed By:
Referred to Designated Person: Yes <input type="checkbox"/> / No <input type="checkbox"/>
Designated Person Signature:



Parent/Guardian Consent Form

I confirm that I, _____, am the parent/legal guardian of

[enter child's name] _____.

I hereby consent to the above named child participating in [enter activity/event name] _____ at Stratford Lawn Tennis Club which will be organised in line with the club's Child Protection Policy. I have provided contact details below and undertake to inform the club of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in activities in the club.

I confirm that I have read the club's Child Protection Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except as set out in the club's Supervision Policy and Travel & Hosting Policy.

Name: *[please print]* _____

Signature _____

Contact Details

Name of Child _____

Address _____

Parent's Mobile Phone No. _____

Emergency Contact No. (1) _____

Emergency Contact No. (2) _____

Please also include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

Photographic & Video Consent

I consent/do not consent to the below mentioned child being included in any photographic or video material, in any publications/websites/social media applications which may be used for the purpose of documenting and highlighting their involvement in tennis.

Name: _____**Age:** _____**Signature:** _____**Date:** _____**Print Name:** _____**State Relationship to child:** _____**Phone No.** _____

--

Have you previously been involved in voluntary work? YES ☐ / NO ☐

If yes, give details:

--

How much time can you commit? (Please tick)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Do you have any spare time hobbies, interests or activities?

Do you agree to abide by the club's Coach/Sports Leader Code of Conduct?

☐ Yes ☐ No

Have you completed the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection or similar?

☐ Yes ☐ No

If yes, who was it organised by and when approximately:

If No, do you agree to undergo this training?

☐

Yes

☐

No

Have you ever been asked to leave a sporting organisation in the past?

(if you have answered yes we will contact you in confidence)

☐

Yes

☐

No

List all relevant training courses (coaching-*any sport*, Child Protection, etc.) that you have completed.

Course Completed	Organising Body	Date

Any other relevant information?

--

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement:

	Reference 1	Reference 2
Name:		
Address:		
Tel:		
Designation:		



DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

(Please read this information carefully)

Statement of non-discrimination:

Stratford Lawn Tennis Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

_____ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering.

Advice to Applicants:

Please complete this form as accurately as possible and return it marked “**Confidential**” in **the envelope provided**. An arrangement will be made with you to discuss any clarification that may be required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The

disclosure of a criminal record or other information will not debar you from registration / appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?

☐

Yes

☐

No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the club's Designated Liaison Person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Tennis Ireland, as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: **Liza Kelly, Designated Liaison Person (2021)**



THIRD PARTY REFERENCE FORM

STRICTLY CONFIDENTIAL

This form should be returned only to the person who requested it's completion.

The following person:

has expressed an interest in working in Tennis.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

Signed _____

Print Name _____

For Stratford Lawn Tennis Club

Date _____

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES ☐

NO ☐

If you have answered **YES** we will contact you in confidence.

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____