



## FACT SHEET 2

### ADDITION TO CLUB CONSTITUTION (Sample Child Protection Objective)

..... **Lawn 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 of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

The action points to assist clubs to maximise compliance with the Code are set out below.

It is recommended that each club should have within its constitution a complaints and investigation procedure, appeals procedure and termination of membership procedure, to deal with any complaint which may arise in the future. Clubs are advised that these procedures be checked out by their club's solicitors.

#### **ACTION POINTS TO ASSIST CLUBS TO MAXIMISE COMPLIANCE WITH THE CODE OF ETHICS (To be inserted as an appendix in the Club Constitution)**

To ensure that best practice is being followed by this club we shall work closely with our Governing Body. In order to promote the best practice in children's sport, we shall comply with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport which are:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of Club policy on children in the Club.
- Have its constitution approved and adopted by clubs members at an AGM or EGM.
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents / guardians.
- Appoint/ reappoint at least one Children's Officer at the AGM as outlined in the C.o.E. In the event that a Club caters for both boys and girls, one children's officer of each gender should ideally be appointed.
- Appoint one of the Children's Officers to act as Designated person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code / Children's First.
- Ensure best practice throughout the club by disseminating 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 should also be posted in all facilities used by the club.

- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer in the club.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

### **Other Sample insertions to Club Constitution**

All members will have access to the relevant Code of Conduct, the club's Child Protection Statement and the Constitution. On annual renewal of membership all members agree to abide by the Code of Conduct, the Constitution and the Child Protection Policy. All junior club members and coaches should sign their respective Codes of Conduct.

### **GENERAL CONDITIONS**

The club shall appoint on a yearly basis, if possible, a male and female who have remits as Children's Officers. It is recommended that these positions be reviewed regularly, i.e. 2-3- years while maintaining consistency on the committee. This will include attending relevant training courses, liaising with relevant agencies when necessary and bringing to the attention of the General Committee any incidents or information deemed appropriate. At least one of these Children's Officers should sit on the general committee.