



FACT SHEET 26

**SAMPLE
INDUCTION
BOOKLET
FOR CLUB USE**

.....Tennis Club

POLICY STATEMENT

..... **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.

"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them "

(Article 19; UN Convention on the Rights of the Child)

All children's sport should be conducted in an atmosphere of fair play. Ireland and the UK have adopted and are committed to the European Code of Sports Ethics, which defines fair play as:

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

Legislation in both parts of Ireland is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

Standards set by Tennis Club will be achieved through ensuring the club: -

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its 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 Officer 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 First/ Our Duty to Care

- Ensure best practice throughout the club by disseminating its codes of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's codes 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 to Tennis Ireland
- 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.

This policy applies to all those involved in Tennis Club, coaches, administrators, officials, volunteer drivers, parents and young people.

Copies of the full policy and detailed guidelines on recruitment, reporting, recording accidents/incidents, bullying, away trips and use of photography are available from the designated person or any club official.

CHILDREN'S OFFICERS

The Children's Officers within.....Club are:

	Name	Address	Telephone/ Mobile
1.			
2.			

Photographs of the Children's Officers should, if possible, be displayed on the club's notice board and website.

Names of Children's Officers shall be made known to young members, coaches and parents alike as the Designated Persons to whom concerns will be addressed. If the concern is about the Children's Officer please report to Club Chairperson.

The club has procedures in place for dealing with any concern or allegation of abuse either within the club or externally, but the first point of contact for a child, parent/guardian or coach should be the Children's Officer, although any individual has the right to contact the HSE/Social Services or the Police directly if they have a concern about a child's safety.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form for **ALL** accidents.

- Make contact with parents/ guardians
- One copy of form to incident book/ folder
- Forward 1 copy to Children's officer for record keeping/ action required.
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.

GUIDELINES FOR REPORTING ALLEGATIONS / INCIDENTS

- Record all incidents reported or observed on an Incident Form
- 1 copy to Children's officer
- Ensure confidentiality - only "need to know basis". (reference confidentiality clause)

The designated person will be responsible for storing any report in a safe and secure environment.

Good Practice

All personnel are encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within your tennis club.

Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- treating all children/ young people equally, and with respect and dignity
- always putting the welfare of each child / young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with children/ young people (e.g. it is not appropriate to have an intimate relationship with a child or to share a room, tent, shower / bath or changing facilities with them)
- building balanced relationships based on mutual trust which empowers children to share in decision-making
- making sport fun, enjoyable and promoting fair play
- proper supervision of children within the club and with a satisfactory ratio of coaches: children. A **maximum** ratio of 1 coach to 8 children is recommended by Tennis Ireland
- use of proper, recommended equipment including
 - Sport specific guidelines
 - identification markers/ cones, clearly visible
 - playing /coaching surfaces, free from debris
- use of equipment only when supervised by a coach/ sports leader
- a clearly defined area of play/ in bounds, fenced and safe from vehicular traffic

- a first aider and first aid kit on hand in event of an accident, with accident incident book to be marked up at every relatively serious accident. **NB** All accidents will be reported to parents at collection
- ensuring that if physical support is needed, talk aloud to the child / young person explaining what you are doing and why. Any necessary contact should be in response to the needs of the child and it should be in an open environment with the understanding and permission of the young person where possible. The leaders should never do something for the child that they can do themselves. Children / young people should always be consulted before they are touched and their agreement gained. Parental / carer views about manual support should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance (group or individual) in tennis
- involving parents / carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents / coaches / officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female leaders. Be aware of the potential for same gender abuse by male adults of boys and female adults of girls
- ensuring that at tournaments or residential events, adults do not enter children's rooms, invite or permit children into their rooms or become involved in unobserved or unsupervised 1:1 situations with children and young people
- being an excellent role model – this includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- giving enthusiastic and constructive feedback, encouraging achievements rather than negative criticism
- recognising the developmental needs and capacity of children / young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and / or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars and best practice is not to do so without the presence of a second adult
- keep a written record of any inappropriate body contact with a child
- immediately report any accusations made against you or your colleagues
- avoid spending any time alone with children / young people away from others
- never take children / young people to your home
- acquiring completed application forms, interviews and pre-employment checks on all coaches / sports leaders, whether paid or voluntary
- maintaining records on individuals in line with advice from the data protection agency i.e. only holds records on individuals that they have a justifiable reason for holding.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room / tent / changing room / bath or shower with a child / young person
- allow or engage in any form of inappropriate touching
- allow children / young people to use foul, sexualised or discriminatory language unchallenged
- make sexually suggestive comments to a child / young person, even in fun
- reduce a child / young person to tears as a form of *control*
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- undertake personal care for children / young people. Ensure that a parent or carer is responsible for personal care
- invite or allow children to stay with you at your home.

SAMPLE CODE OF CONDUCT FOR COACHES / SPORTS LEADERS

I 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 in the club incident/accident book. 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 their home

Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/organisation.

Dismissals can be appealed by the coach/ volunteer with final decisions taken by the club/organisation appeals committee.

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Player _____

Print Name _____

Signature of Parent/ Guardian* _____

Print Name _____

Date _____

*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

CODE OF CONDUCT FOR CHILDREN / YOUNG PEOPLE

The tennis player will:

- Play fairly and have fun
- Abide by the rules set down by team managers when travelling to away events
- Behave in a manner that avoids bringing the game of tennis into disrepute
- Respect officials and accept their decisions
- Talk to the children's officer if you have concerns
- Respect opponents and always shake hands at the end of a match
- Use his/her best efforts in competitive matches
- Refrain from the use of bad language and inappropriate gestures
- Refrain from ball/ racquet abuse
- Refrain from the use of coaching during competition
- Never use unfair or bullying tactics to gain advantage on or off the court
- Never use bullying tactics to isolate another player
- Never pass on gossip about another player or adult
- Never make false allegations about another player or adult
- Never keep secrets about anyone who has caused you harm
- Win with grace and lose with dignity.

Child/Youth member has the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to your ability
- Experience competition and the desire to win
- Be believed
- Ask for help.

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Player _____

Print Name _____

Signature of Parent/ Guardian* _____

Print Name _____

Date _____

*Please note that the person signing the parent/guardian section must ensure they have parental responsibility for the child.

CODE OF CONDUCT FOR PARENTS / GUARDIANS

Parents / Guardians are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation withTennis Club
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc...
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best i.e. focus on effort rather than performance
- Behave responsibly on the sidelines
- Show appreciation and support the coach
- Ensure their child is punctual
- Be realistic
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who often provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun
- Not ignore or dismiss complaints expressed by a child
- Not treat the club as a minding service.

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Tennis Club officials regrettably asking the child to leave the club.

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the Code.

Name of player/s _____

Signature of parent/ guardian* _____

Print Name _____

Date _____

* Please note that the person signing this the parent/guardian section must ensure that they have parental responsibility for the child.

CLUB STRUCTURES

200?

Details of the structures within the clubs e.g. coaching sessions, numbers of teams in leagues, officials involved, contact names etc to be put in here on an annual basis.

GUIDELINES ON TRANSPORTING A CHILD OR YOUNG PERSON IN YOUR CAR.

The issue of transporting children has become very sensitive for sports leaders and parents. Many coaches argue that their club could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car.

The guidance from both Sports Councils encourages coaches not to take children on journeys alone in their car.

This view has been taken as knowledge has grown of how those who want to harm children has developed. The vast majority of coaches and volunteers will help out through their genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition.

If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Your club should check out all those with access to young people (including drivers) using application procedures, references and vetting as advised in Tennis Irelands policy
- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- The driver must ensure that they have insurance to carry others.
- The driver should attempt to have more than one child in the car
- When leaving children off after a match or training session coaches / volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes
- The person who leaves children home should be alternated; this would reduce the risk of any one individual from always being alone with the child
- The driver should have a point of contact and mobile phone should they break down

- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation
- Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 in Northern Ireland and under 17 in the Republic of Ireland wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts
- Late collections. These can present clubs and coaches with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Clubs should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the club/coach to inform them of emergencies and possible late collections.

Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car.

For further information and enquiries please contact:

Name _____

Address _____

Tel. No. _____