



PREMIER FACT SHEET CLUB STRATEGY

F.A.O Club Chairmen/Presidents and Children's Officers

PROTECTING CHILDREN AND YOUNG PEOPLE IN TENNIS

SAMPLE CLUB STRATEGY

Appointment of 2 Club Children's Officers, preferably 1 male and 1 female

One of the appointed Children's Officers to act as the designated person

1. Children's officers to undergo following courses: **Fact Sheet**

- i. Child Protection Basic Awareness Training 1
- ii. Children's Officer Specific Training

2. Amend club constitutions to include a Child Protection Objective. 2

3. Child Protection statement to be displayed on Club Notice Board in the club. 3

Develop a Child Protection Policy to include the following;

4. Codes of Conduct for;

- i. Coaches/Sports Leaders 4
- ii. Children 5
- iii. Parents/Guardians 6

All codes to be read and signed by relevant personnel where possible, and also displayed in club and / or club website.

5. Club Policies on:	Fact Sheet
i. Bullying	7
ii. Positive Discipline	8
iii. Transporting Young People	9
iv. Photography	10
v. Confidentiality	11
vi. Trips Away and Hosting	12

Above policies to be available, if possible, in a single ring binder within the club and on club website where possible.

6. Clear recruitment policy including;	13
i. Job Description,	
ii. Application form,	
iii. Obtaining proof of ID,	
iv. Interview process (formal or informal),	
v. Vetting (Via Tennis Ireland for Garda Vetting or UBTI for Access NI),	14
vi. References	

All appointments to be ratified by Club committee

Recruitment policies apply to both paid AND voluntary personnel.

7. Effective ongoing management of appointments	15
i. Training	
ii. Support	
8. Reporting procedures on Possible Abuse/Bad Practice	16
Above procedures to be displayed in club.	
9. General Safety and Management of Activities	
i. First Aid	17
ii. Fire Emergency Procedure	18
iii. Sample Accident Form	19
iv. Sample Incident Form	20
v. Good Practice Guidelines	21

Above policies to be available if possible in a single ring binder within the club, and / or on club website

10. Signs to be put up in clubs and on court
"NO PHOTOGRAPHY WITHOUT PERMISSION"
11. Setting up a vetting register to keep track of those in your club who need to be revetted every three years.

All above actions to be approved by Club committee.

Clubs can access tennis specific versions of these policies, codes of conduct etc, from the Tennis Ireland http://www.tennisireland.ie/clubs/child_protection

Other Factsheets are contained on our website that might be of use to clubs:

	FactSheet
Sample Yearly Membership & Medical Consent Form	22
Sample Person Specifications for Sports Coach/Children's Officer	23
Part Sample Trips Away Consent Form	24
Sample Participant Exit Letter and Form	25
Sample Club Induction Booklet	26
Responding to a child reporting an incident	27
A Club Health Check	28
Methods of Communicating Policy	29
Away Trips & Hosting	30
Rights and Responsibilities Matrix for All	31
Tennis Ireland Action Points to Maximise Compliance with the Code of Ethics	32