

## Appendix 1

### UBTI/CLUB RECRUITMENT FORM

<b>VOLUNTEER/STAFF APPLICATION FORM FOR THOSE IN REGULATED POSITIONS</b>
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All information received in this form will be treated confidentially

#### Section 1

<b>Name:</b>			
<b>Address</b>			
<b>Date of Birth</b>		<b>National Insurance No</b>	
<b>Telephone No.</b>		<b>Mobile No</b>	
<b>Previous work experience &amp; relevant qualifications</b>			
<b>Have you previously been involved in voluntary work? If yes, please give details:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?</b>			
<b>Do you agree to abide by TENNIS IRELAND Code of Conduct? <i>(copy attached)</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you completed Child Protection Awareness Training?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>If yes, who was it organised by and when approximately</b>	
<b>Do you agree to undergo specific training if available on the role of the (<i>position being appointed</i>)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever been asked to leave a sporting organisation in the past?</b> (if you have answered yes we will contact you in confidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Any other relevant information?</b>	
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.	
<b>Name:</b> <b>Address:</b>  <b>Telephone:</b> <b>Designation:</b>	<b>Name:</b> <b>Address:</b>  <b>Telephone:</b> <b>Designation:</b>

## Section 2

# DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

### Statement of non-discrimination

*Ulster Branch Tennis Ireland (UBTI)* 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:

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it is our policy to ask for an Enhanced check to be carried out by AccessNI. The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

### Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. An arrangement will be made with you to discuss any clarification if 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 by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, 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 UBTI considers that the conviction renders you unsuitable. In making this decision UBTI will consider the nature of the offence, how long ago it was committed, 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; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?**

Yes  No

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

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**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.

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*Please continue on a separate page if necessary.*

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

**Declaration**

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that UBTI, as the **umbrella organisation** carrying out the check, may share the information returned with the designated signatory in my club.

***I declare that any answers given are complete and correct to the best of my knowledge and I will inform the Governing Body Children's Officer of any future convictions or charges.***

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**Signature**

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**Print Name**

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**Date**

<b>FOR OFFICIAL USE ONLY:</b>	
<b>Applicant Name:</b>	
<b>Date application received:</b>	
<b>Date of interview:</b>	
<b>Interviewed by:</b>	1. 2.
<b>References received and are satisfactory:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Access NI check completed &amp; returned (if appropriate):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Comments:</b>	
<b>Proof of applicants identification received:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Identification type:</b>	Group 1 _____ Group 2 _____ _____
<b>Recommendation (with reasons)</b>	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

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**Signature**


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**Print Name**


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**Date**


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**Position in Organisation**

## Appendix 2

### ACCESS NI – IDENTITY CHECK

**Page 2 of the Disclosure Certificate Application Form details the documents which must be produced to prove your identity.**

The President/Chairperson of your club is the designated person authorized to check your identity.

Three documents must be produced; one from Group 1 and two from Group 2 (see attached for details). Please detail below valid documents which you are producing to identify yourself.

GROUP 1	(i)	
GROUP 2	(ii)	
	(iii)	

### PRESIDENT/CHAIRPERSON 'S DECLARATION

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a disclosure certificate.

Name.....

President/Chairperson.....  
(Name of Club).

Signed.....

Date.....

### WARNING

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

### PAYMENT

Disclosures are free for all volunteers. However Access NI levy a charge, currently £30, on any disclosure application re a professional/ paid coach. If required the applicant should make the cheque payable to Access NI.

Please return the following:-

This Declaration  Cheque (if applicable)

UBTI Recruitment Form (Copy to be retained by Club)

AccessNI Disclosure Certificate application Form

**Send to: UBTI, House of Sport, Upper Malone Road, Belfast, BT9 5LA**

# FOR CLUB USE ONLY

## Appendix 3

### CONFIDENTIAL REFERENCE FORM

The following person:

\_\_\_\_\_ has expressed an interest in working for 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.

1. **How long have you known 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	V Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

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

YES

NO

Please Sign and Print name below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_ (if applicable)

Organisation: \_\_\_\_\_ (if applicable)



## 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 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 your 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
- 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.

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's appeals committee.