



# **OFFICIAL GUIDELINES & CODE OF ETHICS**



## OFFICIAL GUIDELINES & CODE OF ETHICS

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## Carrigaline Tennis Club

### POLICY STATEMENT

**Carrigaline 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 Carrigaline 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 club 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 Carrigaline 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 Carrigaline Tennis Club are:

	<b>Name</b>	<b>Address</b>	<b>Telephone/ Mobile</b>
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.



## REPORTING PROCEDURES

### Guidelines For Reporting Accidents

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

- Fill in 2 copies of the Accident/Incident Form (see page 7) 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, witnesses etc.

### Guidelines For Reporting Allegations/ Incidents

- Record all incidents reported or observed on an Accident/Incident Form (see page 7)
- 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.

### Guidelines For Responding To A Child Reporting An Incident

#### DOs

- Stay calm
- Listen & hear. Give the person time to say what they want
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to someone else in the organisation - "the designated person."
- Record your report.

#### DON'Ts

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily.

## Confidentiality - Who Needs To Know What?

Tennis Ireland has a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or their family situations will not be talked about or passed onto others without their consent.

However, 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. Your statement of confidentiality should make this clear.

In any situation where there is an allegation of suspicion or abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

### **This will mean, at the very least, informing:**

- the person responsible for child protection in our organisation;
- where relevant, a statutory child protection agency;
- the parent of the child;
- the alleged perpetrator.

You should inform the parents unless doing so would endanger the child. Informing the parent of the child about whom you are concerned will need to be handled in a sensitive way and may be undertaken in consultation with a statutory agency.

Any individual under suspicion whether or not s/he is a staff member or volunteer within your group has a right to be notified of the cause of the concern unless to do so would place a child at risk. This matter will need careful consideration and should only be undertaken in consultation with a statutory agency or Tennis Ireland Children's Officer.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will advise you right about who needs to be told, when they should be told, and the kind of information which is appropriate to be communicated.

All information of a personal nature will be stored in a safe and secure setting. Those who will be given access to this information will be;

- Club children's officer
- Club secretary for mailing addresses, fees etc.
- Club coaches for information relating to a child's ability to participate in an activity/ residential.

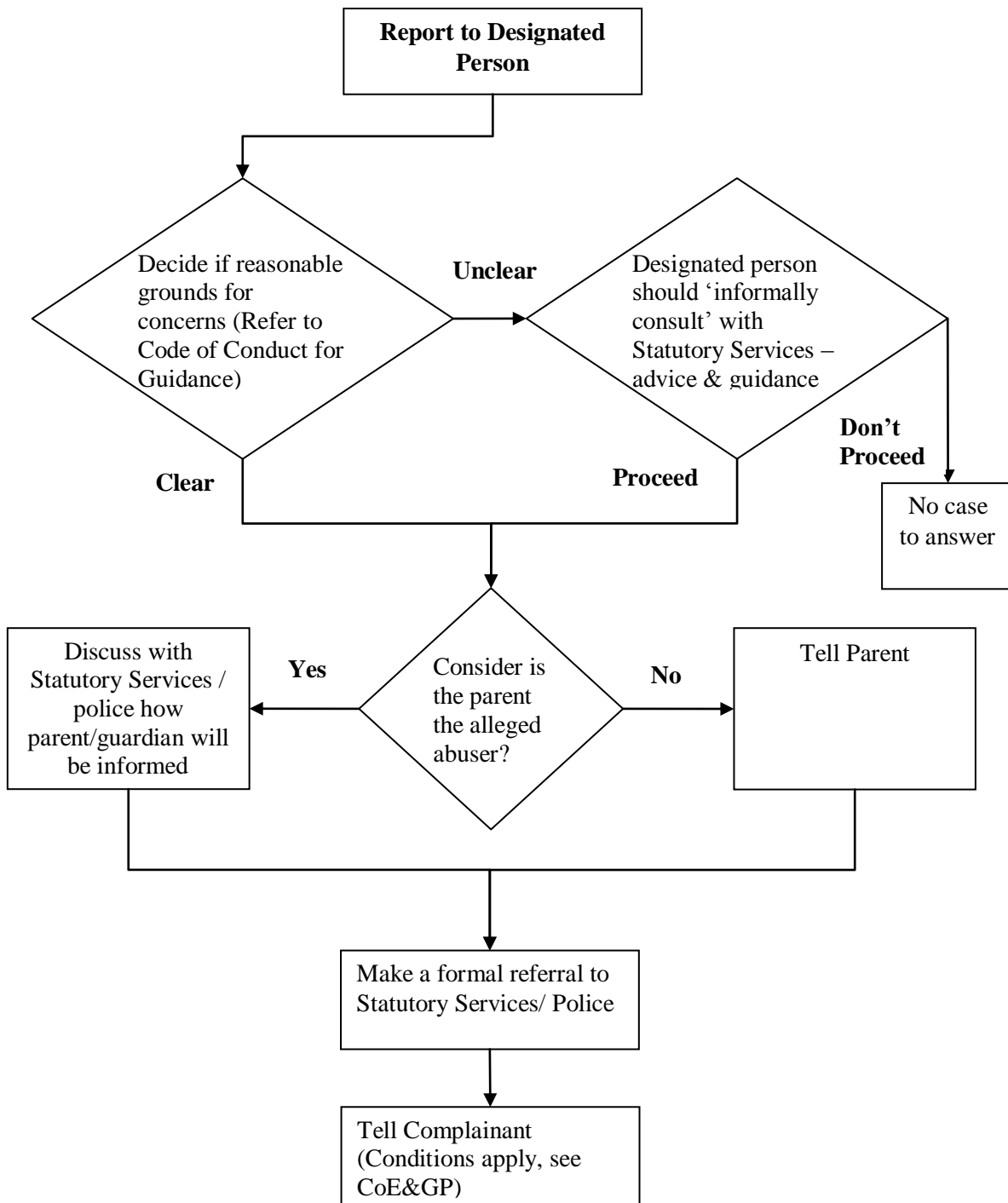


## ACCIDENT / INCIDENT FORM

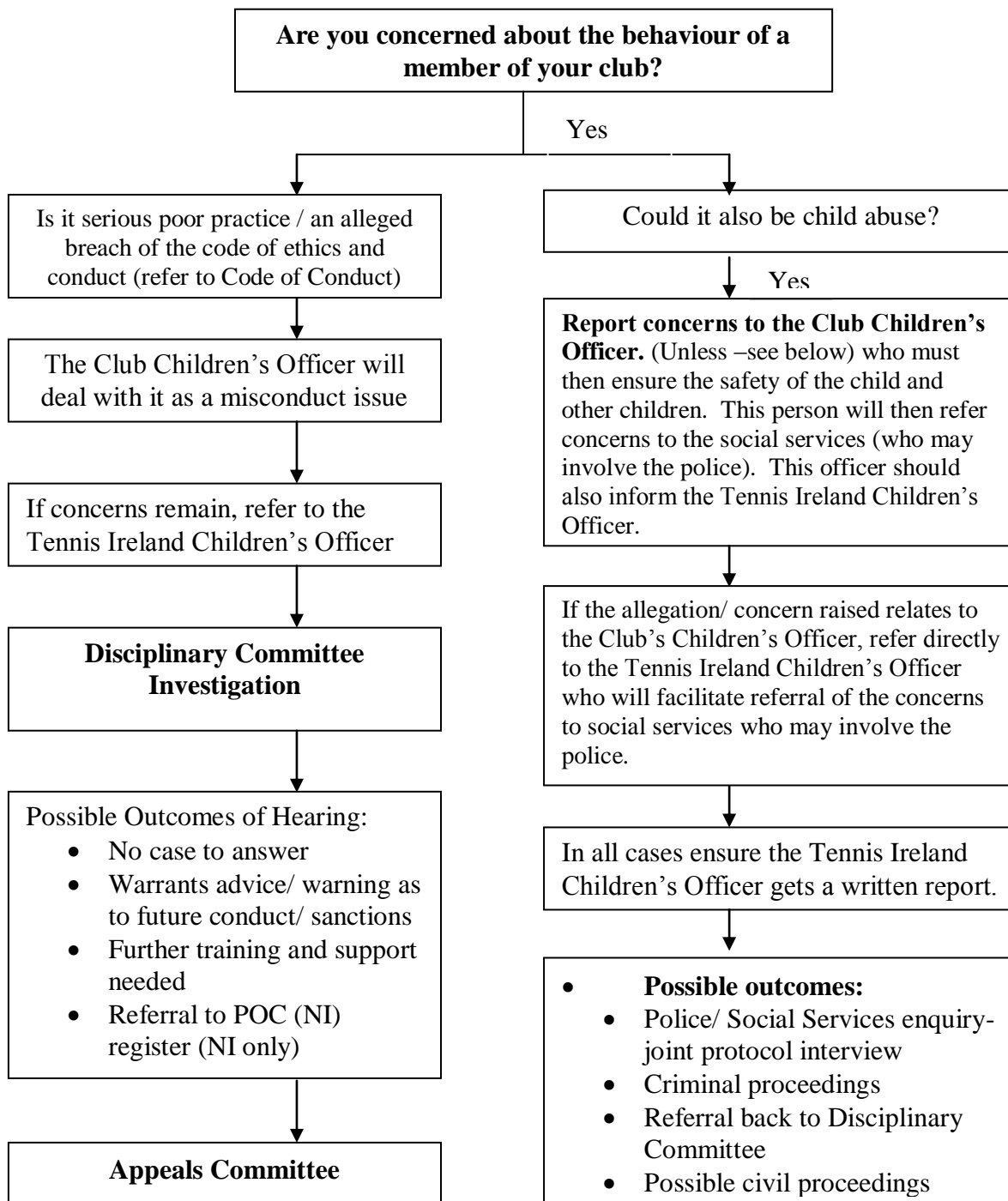
<b>COACH/ LEADER IN ATTENDANCE</b>	
<b>INJURED PARTY</b>	
Name	
Age/ DOB	
School	
Address	
<b>Accident Details</b>	
<ul style="list-style-type: none"> <li>• Date:</li> <li>• Time:</li> <li>• Exact Location</li> <li>• Injury</li> <li>• How happened</li> </ul>	
<b>Severity</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Minor</li> <li><input type="radio"/> Considerate</li> <li><input type="radio"/> Severe</li> </ul>	
<b>FIRST AID INVOLVED</b>	<b>YES / NO</b>
<b>MEDICAL ATTENTION REQUIRED</b>	<b>YES / NO</b>
<b>PARENTS INFORMED</b>	<b>YES / NO</b>
<b>BY WHOM</b>	
<b>FORM COMPLETED BY:</b>	
<b>REFERRED TO DESIGNATED PERSON</b>	<b>YES / NO</b>
<b>DESIGNATED PERSON SIGNATURE</b>	

# Reporting Procedures About Possible Abuse Outside The Organisation

When the complaint is about possible abuse outside the organisation



# Reporting Procedures About Behaviour Of A Club Member/ Coach



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Statutory Services direct (or the NSPCC/ISPC or Childline.) At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.



## POSITIVE DISCIPLINE

No two children are ever the same and there is no exact science as to how a child will respond to certain coaching styles or discipline. One thing that is clear is that negative put-downs, shouting or even physical punishment (such as extra laps of the track / push-ups for misbehaving) will not improve a child's belief in themselves or how they value the opinion of their coach. It may well increase the child's fear of the coach but it will not increase the child's desire to remain involved in the sport.

The use of sanctions is an important element in the maintenance of discipline. However Sports Leaders should have a clear understanding of where and when particular sanctions are appropriate. It should be remembered that effectively controlling organisations and successful Sport Leaders are characterised by the sparing use of sanctions. The age and developmental stage of the child should be taken into account when using sanctions.

### Recommended use of Sanctions

Sanctions should be fair, consistent and in the case of persistent offence, should be progressively applied. The following steps are suggested:

- ★ Rules should be stated clearly and agreed
- ★ A warning should be given if a rule is broken
- ★ A sanction (for example, use of time out) should be applied if a rule is broken for a second time
- ★ If a rule is broken three or more times, the child should be spoken to, and if necessary, the parent/guardian should be involved (the parent may need to be involved straight away if the issue is serious enough)
- ★ Sanctions should be used in a corrective way that is intended to help children improve now and in the future. They should never be used to retaliate or make a Sports Leader feel better
- ★ When violations of team rules or other misbehaviours occur, sanctions should be applied in an impartial way
- ★ Sanctions should not be used as threats. If rules are broken sanctions should be implemented consistently, fairly and firmly
- ★ Sanctions should not be applied if a Sports Leader is not comfortable with them. If an appropriate action cannot be devised right away, the child should be told that the matter will be dealt with later, at a specified time and as soon as possible
- ★ Once sanctions have been imposed, it is important to make the child feel s/he is a valued member of the group again
- ★ A child should be helped, if necessary, to understand why sanctions are imposed
- ★ **A child should not be sanctioned for making errors when s/he is playing**
- ★ **Physical activity (e.g. running laps or doing push-ups) should not be used as a sanction. To do so only causes a child to resent physical activity, something that s/he should learn to enjoy throughout his/her life**
- ★ Sanctions should be used sparingly. Constant sanctioning and criticism can cause a child to turn away from sport

### Positive Discipline Works by:

- ★ Creating a good relationship with the young people in your charge
- ★ Being a good role model – not swearing or being abusive to opponents
- ★ Positive reinforcement – emphasising behaviour such as being honest, accepting defeat, shaking hands
- ★ Listening to the view of child members and agreeing codes of conduct with them. Children like security and boundaries in which they know they are safe
- ★ Avoid harsh punishment
- ★ Having clear simple rules reducing the amount of 'grey areas' that children can manipulate
- ★ The coach remaining calm and reasonable
- ★ Acknowledging the young person's feelings that they may be or at least perceive themselves as being unfairly treated

- ★ Keep criticisms to a minimum
- ★ Criticising the behaviour not the child.

Do not become trapped in circular arguments which do nothing but reinforce the child's frustration.

Allow children opportunities to 'escape' from a debate about poor behaviour i.e. asking how else they could have dealt with the situation.

Remember bad behaviour is not a personal attack on you or your coaching style but may be more a reflection of the child's limited ability to obtain attention for positive behaviour.

### **Sanctions**

As we mentioned these should be progressive, examples of these could be,

- ★ Discuss the behaviour with the child. If necessary agree a response to compensate for actions (clearing up equipment, washing up)
- ★ Discuss the behaviour with the child and their parent. If something has been broken or damaged financial reimbursement should be considered (even as only a token gesture)
- ★ Agree to review the matter again with child & parent. Depending on the age of the child & seriousness of the incident agree to monitor their behaviour
- ★ Being dropped from the team for one game/match as a sanction should always be discussed with the parent as well as the child
- ★ Being suspended from the team should only be used in extreme circumstances and reasons for doing this should be given in writing to the parents and children (in plain English)

### **Reference**

Code of Ethics & Good Practice for Children's Sport- SCNI & ISC  
Encouraging Better Behaviour

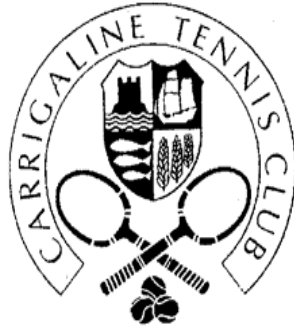
- NSPCC



## **Recruitment and Selection Policy**

Carrigaline Tennis Club will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures apply to all persons with substantial access to young people, whether paid or unpaid. The club will ensure good recruitment procedures by:

- Defining the role the individual is applying for (job specification)
- Insisting that a person applying for any post of responsibility within the club complete the relevant form (see application form page 13)
- Obtaining proof of identity
- Obtaining the individual's signed permission to enable the club to request a check from either the Garda vetting service (ROI)
- Interviewing the individual either formally or informally by two members
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Ensuring that any appointment, whether paid or voluntary, is approved by the club committee
- Setting a probationary period (6months for staff or longterm volunteers).



**VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN**  
All information received in this form will be treated confidentially

Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_  
(If applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Address over the last 5 years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ DOB: \_\_\_\_\_

PPS Number (R.O.I): \_\_\_\_\_

NI Number (N.I): \_\_\_\_\_

Are you (Please tick):

- Employed       Unemployed       Student   
Homemaker       Retired       Other

Previous work experience & relevant qualifications:

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 Tennis Ireland's Code of Conduct (copy included with this form)?

Yes  No

Have you completed Child Protection Awareness Training?

Yes  No

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

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Do you agree to undergo specific training on the role of the (*position being appointed*)?

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

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.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Designation: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY:**

Date application received: \_\_\_\_\_ Date of interview: \_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_  
2. \_\_\_\_\_

References received and are satisfactory: Yes  No

Comments: \_\_\_\_\_

Statutory check completed & returned (if appropriate): Yes  No  N/A

Proof of applicants identification received: Yes  No

Identification type: \_\_\_\_\_

Recommendation:  Approved Reasons  Not approved Reasons

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



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

*(Please read this information carefully)*

Statement of non-discrimination:

Carrigaline 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 is 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 the club considers that the conviction renders you unsuitable. In making this decision the club 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)

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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.

**I declare that all answers are complete and correct to the best of my knowledge and I will inform the designated 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: \_\_\_\_\_



## CONFIDENTIAL

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.

**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: \_\_\_\_\_



## 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 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 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/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 Coach or Sports Leader: \_\_\_\_\_

Date \_\_\_\_\_



## 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 \_\_\_\_\_

Signature of Parent/ Guardian\* \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

\*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 with Carrigaline Tennis 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...
- Ensure that proper footwear and protective equipment are worn at **ALL** times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- 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
- Provide their child with proper clothing and equipment
- 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 Carrigaline 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.



## RIGHTS AND RESPONSIBILITIES MATRIX FOR ALL

RIGHTS	RESPONSIBILITIES
<b>Child/Youth Members</b>	
<p><b>Child/Youth members have the right to:</b></p> <ul style="list-style-type: none"> <li>★ Be safe</li> <li>★ Be listened to</li> <li>★ Be respected</li> <li>★ Privacy</li> <li>★ Enjoy your sport in a protective environment</li> <li>★ Be referred to professional help if needed</li> <li>★ Be protected from abuse by other member or outside sources.</li> <li>★ Participate on an equal basis, appropriate to their ability</li> <li>★ Experience competition and the desire to win</li> <li>★ Be believed</li> <li>★ Ask for help</li> </ul>	<p><b>Child/Youth Members are responsible for:</b></p> <ul style="list-style-type: none"> <li>★ Showing respect to other youth members and leaders</li> <li>★ Reporting inappropriate behaviour or risky situations for youth members</li> <li>★ Playing fairly</li> <li>★ Respecting officials and accepting decisions</li> <li>★ Showing appropriate loyalty and be gracious in defeat</li> <li>★ Respecting opponents</li> <li>★ Not cheating</li> <li>★ Not using violence</li> </ul>
<b>LEADERS</b>	
<p><b>Leaders have the right to:</b></p> <ul style="list-style-type: none"> <li>★ Access ongoing training and information on all aspects of leading / managing activities for youths, particularly child protection</li> <li>★ Support in the reporting of suspected abuse</li> <li>★ Access to professional support services</li> <li>★ Fair and equitable treatment by the Governing Body</li> <li>★ Be protected from abuse by children / youths, other adult members and parents</li> <li>★ Not to be left vulnerable when working with children</li> </ul>	<p><b>Leaders are responsible for:</b></p> <ul style="list-style-type: none"> <li>★ Fostering team work to ensure the safety of youth members in their care</li> <li>★ Using appropriate team management behaviour</li> <li>★ Responding to youth members' statements and concerns about alleged abuse</li> <li>★ Ensuring the rights and responsibilities of youth members are enforced</li> <li>★ Reporting suspected abuse to the appropriate Governing Body</li> <li>★ Not abusing members physically, emotionally or sexually</li> <li>★ Maintaining confidentiality about sensitive information</li> <li>★ Being a role model (disciplined / committed / time keeping), remember children learn by example</li> </ul>

## SPORT GOVERNING BODIES

<p><b>Sport Governing Bodies have the right to:</b></p> <ul style="list-style-type: none"> <li>★ Expect all leaders to comply with its Code of Conduct</li> <li>★ Expect all youth members to maintain standards of reasonable behaviour</li> <li>★ Take appropriate action if members breach the Code of Conduct or a Governing Body Policy</li> <li>★ Expect all members to undertake appropriate training when advised to</li> <li>★ Expect leaders will not abuse members physically, emotionally or sexually</li> <li>★ Take appropriate action in the event of a breach of TI's code of conduct or suspected abuse</li> <li>★ Acquire pre-employment checks on all coaches/youth leaders</li> <li>★ Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.</li> </ul>	<p><b>Sport Governing Bodies are responsible for:</b></p> <ul style="list-style-type: none"> <li>★ Providing a safe environment for members</li> <li>★ Providing ongoing training and information for Leaders</li> <li>★ Implement policy and procedures in line with guidance from <i>Our Duty to Care</i> and the <i>Code of Ethics for Children's Sport</i></li> <li>★ Designating a contact in each area for liaison in relation to member protection issues</li> <li>★ Facilitating open discussion on member protection issues</li> <li>★ Insisting areas provide support to members who report accusations of abuse</li> <li>★ Treating suspected abuse information confidentially</li> <li>★ Taking appropriate action if members breach standards of reasonable behaviour or Governing Body Policies and Regulations</li> <li>★ Establishing and maintaining a coaching register</li> <li>★ Setting standards of good practice</li> <li>★ Having knowledge of statutory child protection procedures and their responsibility in reporting concerns as advised in <i>Our Duty to Care</i></li> </ul>
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## PARENTS

<p><b>Parents have the right to:</b></p> <ul style="list-style-type: none"> <li>★ Know their child is safe</li> <li>★ Be informed of problems or concerns relating to their children</li> <li>★ Be informed if their child is injured</li> <li>★ Have their consent sought for issues such as trips</li> <li>★ Contribute to decisions within the club</li> <li>★ Complain if they have concerns about the standard of coaching</li> </ul>	<p><b>Parents are responsible for:</b></p> <ul style="list-style-type: none"> <li>★ Encouraging their child to play by the rules and teach them that they can only do their best</li> <li>★ Behaving responsibly on the sidelines</li> <li>★ Showing appreciation and supporting the coach</li> <li>★ Ensuring their child is punctual</li> <li>★ Collecting their child on time</li> <li>★ Being realistic</li> <li>★ Providing their child with proper clothing and equipment</li> <li>★ Ensuring their child's hygiene and nutritional needs are met</li> </ul>
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***These lists are not exhaustive and are by no means definitive.***



## BULLYING

### Types of Bullying

Bullying can occur:

- child to child - includes physical aggression, verbal bullying, intimidation, damage to property and isolation
- adult to child - includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child
- child to adult – includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children

### The Individual

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect for every individual's feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

### Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
  - physical pushing, kicking, hitting, pinching etc
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
  - sectarian/racial taunts, graffiti, gestures
  - sexual comments and /or suggestions
  - unwanted physical contact
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the child, the parent, the coach, the youth worker, the sport's official
- Appropriate forums should be established within the organisation, including children, parents, youth workers and other agencies, to address, monitor and stop bullying
- Commitment to the early identification of bullying and prompt, collective action to deal with it

- Policy and practice should be agreed through consultation with clubs, parents and children
- Children should be encouraged to take a role in stopping bullying in their club
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)

### **Support to the Child**

- Children should know who will listen to and support them
- Any advice and assistance should be given by an appropriately trained and experienced worker
- Children should have access to Helpline numbers
- Children should be told what is being recorded, in what context and why
- **Systems should be established** to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided

### **Support to the Parents/Guardians**

- Parents/Guardians should be advised on local policy and practice about bullying
- Any incident of bullying will be discussed with the child's parent(s)/guardians
- Parental/Guardian advice on action will be sought and agreements made as to what action should be taken
- Information and advice on coping with bullying will be given

Support should be offered to the parent(s) including information on other agencies or support lines.



## 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 the 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 Tennis Ireland would recommend should be put in place to minimise the risk:

- Your club should check out all those with access to young people (including drivers) using references, application forms and vetting as advised in this 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.**



## **Fire Emergency Procedure**

All coaches/volunteers should receive instructions of the fire/evacuation procedures on their first day. The manager is responsible for seeing this is carried out and the procedures fully explained. All visitors to the premises should be advised of how to evacuate the premises in the event of an emergency.

Emergency evacuation skills should be held at least every six months and a written log kept of such drills. An evacuation gives the opportunity to make/ coaches/ child aware of alternative escape routes.

### **IN THE EVENT OF A FIRE THESE PROCEDURES SHOULD BE FOLLOWED:**

On discovery of a fire, however small, the nearest fire alarm call point must be operated immediately. Advise responsible official of the location of the fire.

On hearing the alarm all people who have not been given specific responsibilities are to leave the building by the nearest emergency exit. IF THE BUILDING HAS A LIFT IT MUST NOT BE USED FOR EVACUATION OF THE BUILDING.

If it is safe to do so turn machinery/computers off and close all doors and windows.

The ASSEMBLY POINT IS \_\_\_\_\_.

If you use the rear exit you should walk on the other side of the road to avoid falling glass/debris.

On arrival at the assembly point please **REPORT TO** the responsible official in charge. Re-entry to the building will be authorised by the responsible official, fire brigade or police.

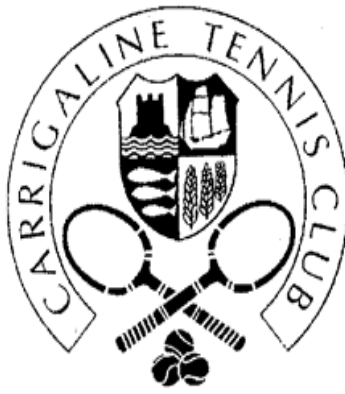
**DO NOT ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.**

**DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS:-**

It is contained in a limited area for example waste paper bin.

You can do so safely.

You are trained in the use of fire equipment.



## Use of Photographic and Filming Equipment

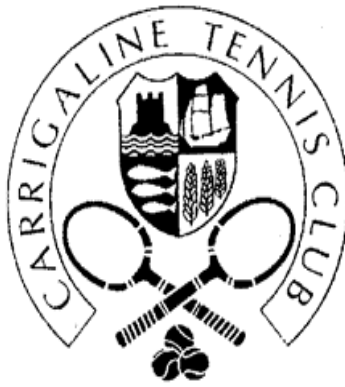
Carrigaline Tennis Club has adopted a policy in relation to the use of images of athletes on their websites and in other publications as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will try to use models or illustrations if you are promoting an activity, and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

### Rules to guide use of photography:

- If the child is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child's Permission Form is one way of achieving this
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your sports child protection officer and the Social Services and/or Police are informed.

### Guidelines for Use of Photographic Filming Equipment at Sporting Events

- Provide a clear brief about what is considered appropriate in terms of content and behaviour, including the displaying of notices at each event
- Issue the photographer with identification which must be worn at all times
- 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
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at an child's home
- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations
- Spectators should be asked to register at an event if they wish to use photographic equipment
- Children and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.



## FIRST AID ARRANGEMENTS

Carrigaline Tennis Club will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise suitably trained First Aid person and appropriate equipment and facilities.

- The club committee will seek volunteer(s) who are willing to train as qualified 'first-aiders'. Where this is not possible, other local arrangements will need to be identified and organised by the local club.
- The names and contact details of the first-aiders must be notified to all members of the club. Details should be displayed at prominent locations.
- The first-aiders must all be trained by an approved body. Copies of the certificates must be retained by the club secretary.
- The certificates are valid for 2 years and arrangements must be made for first-aiders to receive refresher training before the current certificates expires.
- First-aiders are not authorised to administer any forms of medication. Any members reporting to the first-aiders that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is:

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- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/ room should be easily identifiable by white lettering or a white cross on a green background.
  - The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
  - First-aiders will have access to fully stocked first-aid boxes. These are to contain only (the following is only a guideline and each organisation must review their own needs as there is no set of regulations as to what a first aid box should contain):
    - Guidance note explaining first aid at work (Such as first aid at work by the HSE)
    - Pad and Pencil- to record condition of person requiring first aid
    - 20 individually wrapped sterile adhesive dressing of assorted sizes
    - 2 sterile eye pads, with attachments
    - 6 individually wrapped triangular bandages
    - 6 safety pins
    - 6 medium sized, individually wrapped sterile un-medicated wound dressings
    - 2 large, individually wrapped sterile un-medicated wound dressings
    - 3 extra large, individually wrapped sterile un-medicated wound dressings
    - 3 pairs of disposable gloves
    - Surgical tape
    - Medical Scissors
    - Pocket face mask
    - Crepe bandage
    - Sterile water (where there is no running water available)
    - Burns dressings (where there is no running water available)

- First Aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/ equipment can be used e.g. disposable glove, vent-aids.
- A list of the required contents (as above) and the name of the appointed person or first-aider should be kept within the first aid kit. First-aiders will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
- Most of our facilities do not have a designated first aid room, however there should be a room available which could be converted for first aid purposes if required.
- Notices must be displayed within each building informing people of the means of summoning first aid assistance and of the location of the first aid box.
- For visitors to the Club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
- Adult club members often take junior teams away. Where this is the case those members should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the club representative will then be able to cope with the situation.
- Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
- Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving a life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who have been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

### **Legislation**

- Health & Safety (First-Aid) Regulations (Northern Ireland) 1982.
- Health & Safety at Work (Northern Ireland) Order 1978. (Amendment 1998)
- The 1989 Safety, Health & Welfare at Work Act. (Republic of Ireland)
- The Safety, Health & Welfare at Work, General Application Regulation S I 299 2007. (First-Aid)

**Note:**

***For all further advice and Tips please refer to the 'First Aid Tip Sheet' on the Order of Malta website: [www.orderofmalta.ie](http://www.orderofmalta.ie)***



## **CLUB STRUCTURES**

**2009**

**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.**