



Appendix 1

Introduction to the Code of Ethics and Good Practice for Children's Sport

The Code of Ethics and Good Practice for Children's Sport is for the benefit of everyone involved in children's sport including children, parents/ guardians, coaches and leaders. The Code is built upon a number of core principles relating to the importance of childhood, the needs of the child, integrity and fair play, and relationships and safety in children's sport. It addresses issues relating to the roles and responsibilities of all involved in children's sport, and underpins the importance of policies and procedures in providing quality leadership for children in sport. It outlines principles of good practice and child protection policy and procedures.

Sligo Tennis Club is committed to implementing the core principles with the club. The work of the **Children's Officer** at club level is instrumental in implementing the Code.

The full Code of Ethics and good practice for Children's sport manual is available to download [www.sportireland.ie/Participation/Code of Ethics/](http://www.sportireland.ie/Participation/Code_of_Ethics/)

Code of Ethics Safe Sport App

The Sport Ireland Safe Sport app is based on the Code of Ethics & Good Practice for Children's Sport. It is an information and guidance tool for everyone involved in sport for children and young people. The app is aimed at creating greater awareness and understanding about safeguarding and best practice principles in children's sport.

There are four key areas of the app which can be accessed from the home screen:

Leader/Coach

Parent/Guardian

Club/Organisation

Child/ Young Person

Within each section information and guidance is provided on "fair play", "good practice", "a child centred approach" and "should or should not". The app addresses how to report child welfare and protection concerns of suspected child abuse to TULSA Child and Family Agency and poor practice to the Club Children's Officer or National Children's Officer.

The App is available to download from the App Store or Google play.



Appendix 2

ADDITION TO CLUB CONSTITUTION

Sligo Tennis Club is fully committed to safeguarding the well being of its members. Every individual in the club should at all time 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.

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

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

stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.

- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer in the club.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

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

GENERAL CONDITIONS

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



Appendix 3

Guidelines for Sports Leaders, Coaches, Officials, etc. including Code of Conduct

Sligo Tennis Club recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of children in the club. Club coaches, sports leaders and officials will strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders will have as their first priority the children's safety and enjoyment of tennis and will adhere to the guidelines and regulations set out in The Code of Ethics and Good Practice for Children's Sport and the club's Child Protection Policy.

Leaders will respect the rights, dignity and worth of every child and will treat everyone equally, regardless of gender, age, disability, social class, race, religion, ability etc.

Leaders appointed by the club to work with children will have the appropriate experience and/or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment and selection procedures (ref. Appendix 9), whether paid or unpaid. Vetting procedures must be followed to comply with legislation. For those in the Republic of Ireland Garda Vetting should be successfully completed for all those with on-going contact with young people and in Northern Ireland all those working unsupervised in 'regulated activity, 'frequently' or 'intensively' must complete an Access NI enhanced check.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by The Code of Ethics and Good Practice for Children's Sport and sign up to the Code of Conduct for Sports Leaders. Coaches and Sports Leaders should know and understand the club's Child Protection Policies and Procedures and undertake to abide by them.

Once appointed the Leader should act as a role model and promote the positive aspects of tennis and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Their behaviour to players, other officials and opponents will have an effect on the players in their care. They should report any concerns they have to the Designated Person in the club.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation

- Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young players and providing a duty to care.

Protection for leaders

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leaders' homes or overnight stays.
- Avoid working alone and ensure there is adequate supervision for all activities
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the child.
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks.
- Physical punishment or physical force must never be used. Never punish a mistake by physical means or exclusion

A positive environment

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a match. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment.
- When approached to take on a new player, ensure that any previous coach-participant relationship has been ended in a professional manner.
- It is advisable to get agreement from a parent/guardian when young players are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the club must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information
- The nature of the relationship between a leader and a participant can often mean that a leader will learn confidential information about a player or player's family. This information must be regarded as confidential and, except where abuse is suspected,

must not be divulged to a third party without the express permission of the player/family.

The following is the Code of Conduct to be signed by all club Coaches, Sports Leaders and Officials. In addition all club Coaches, Sports Leaders and Officials will be required to formally sign the Code of Ethics and Good Practice for Children's Sport Undertaking below.



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 folder. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated person.- Cathryn Bogan 0877540306 or Stephen Cunningham 087221 3857
- **Ensure adequate adult supervision -at least 2 adults present at all times (one adult male and one adult female if coaching session involves both boys and girls). If a parent is regularly acting as a supervising adult they will have to be Garda Vetted.**
- **Ensure adequate adult supervision. One adult per 8 children aged under 12 years and one adult per 10 children aged over 12 years.**
- **Keep records of attendance at training sessions.**
- **Have access to telephone for immediate contact to emergency services if required.**
- Where possible, not take sessions alone. If giving an individual lesson with a child the parent/guardian must be informed and recommended to remain onsite.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the Childs GP or Care Doc 0818365399 (After 6pm weekdays and all weekend). All accidents must be recorded (appendix 6)
- Foster teamwork to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Not abuse members physically, emotionally or sexually.

- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping) and remember, children learn by example.
- Refrain from smoking and the consumption of alcohol during club activities or coaching sessions.
- Hold current coaches insurance.
- Never ask anyone to keep secrets of any kind.
- Ensure that all those working with young people do so under the guidance of the coach.
- As a coach keep my knowledge updated through various courses run by my Governing Body.
- To complete Garda vetting and subsequently re-vetting every 3 years.
- To complete a First aid course and update every 5 years.
- To complete safeguarding 1 and 2 (or equivalent)
- Report quarterly to the Management committee on junior coaching
- 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 my home.

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 Code of Ethics and Good Practice for Children’s Sport and agree to abide by the guidelines as set out in the Code.

Name: _____

Signature: _____

Position: _____

Date: _____



CODE OF CONDUCT FOR JUNIOR MEMBERS

THE JUNIOR MEMBER WILL

- Play fairly, do their best and have fun.
- Behave in a manner that avoids bringing the sport into disrepute.
- Talk to the children's officer if you have concerns- name and number on the junior notice board.
- Respect opponents and always shake hands at the end of a match.
- Be modest in victory and be gracious in defeat.
- Refrain from the use of bad language and inappropriate gestures.
- Refrain from damaging sports equipment.
- Respect officials and accept their decisions with grace not a grudge.
- 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.
- Abide by the rules set down by team managers when travelling to away events.
- Use the disabled toilet (located beside the ladies changing room) or the toilet upstairs

JUNIOR MEMBERS HAVE 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 their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
-

I have read the Club 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 are expected to:

- Complete and return the Health and Consent Form regarding Junior membership child.
- 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.
- Deliver and collect the child punctually to and from coaching sessions/matches. Children must be brought to and collected from the hall (Badminton) or the seated area behind Tennis courts (tennis).
- **Children are not permitted to wander onto the car park unattended.**
- The Coach must be contacted if there is an unforeseen circumstance result in a delay in collection.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, tracksuit, rain jacket, hat, 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.
- To inform the coach prior to start time if your 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.
- 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.

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 that Sligo Tennis Club officials regrettably asking the child to leave the club.

I have read the Club's 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.



APPENDIX 6 GUIDELINES FOR REPORTING ACCIDENTS

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

- Fill in a copy of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians if appropriate.
- Contact emergency services dial 999 or out of hours Caredoc 0818365399 (after 6pm weekdays and all weekend) if required. Sligo University Hospital 0719171111
- Record in detail all facts surrounding the accident, witness's etc. One copy of Accident Form to be placed in incident book/folder. Forward one copy of Accident Form to Designated Person (Conor Gormley- Club Administrator) for record keeping/ action required.

<ul style="list-style-type: none"> ▪ COACH/ LEADER IN ATTENDANCE: ▪
<ul style="list-style-type: none"> ▪ INJURED PARTY: ▪ Name
<ul style="list-style-type: none"> ▪ Age/ DOB:
<ul style="list-style-type: none"> ▪ School: ▪
<ul style="list-style-type: none"> ▪ Address: ▪ ▪
<ul style="list-style-type: none"> ▪ Accident Details: ▪ ▪ Date: ▪ ▪ Time: ▪ ▪ Exact Location ▪ ▪ Injury ▪ ▪ How it happened ▪ ▪
<ul style="list-style-type: none"> ▪ Severity: ▪ Minor ▪ Considerable ▪ Severe ▪

<ul style="list-style-type: none"> ▪ First Aid Involved: YES / NO ▪
<ul style="list-style-type: none"> ▪ Medical Attention Required: YES / NO
<ul style="list-style-type: none"> ▪ Parents Informed: YES / NO ▪ ▪ By Whom: _____
<ul style="list-style-type: none"> ▪ Form Completed By: ▪ ▪ Date
<ul style="list-style-type: none"> ▪ Referred to Designated Person: ▪ YES / NO ▪



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 Code of Ethics encourages clubs to be positive in their focus: encouraging young people to become more responsible for themselves and contributing to setting boundaries for behaviour.

The following guidance on sanctions is provided:

The use of Sanctions

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 that 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 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
Encouraging Better Behaviour

ISC & SCNI
NSPCC



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.

Anti-Bullying Policy

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion by one or more children against a victim.

Is Bullying harmful?

Persistent bullying can have a devastating effect on a child's self esteem. They may feel it's somehow their fault, or that there's something wrong with them, they may become withdrawn and insecure, more cautious, and less willing to take any sort of risk.

Being victimised in this way can cause days of mental anguish and leave lifelong emotional scars. It has driven some young people to try to murder their tormentors and others to suicide. A child who has suffered bullying often needs professional counselling to let out their feelings and rebuild their self-confidence. Bullying also affects any child who witnesses it.

What do children get bullied about?

Some of the factors involved in bullying include:

- Puberty
- Peer pressure
- Gender differences
- Stereotypes / prejudice
- Structure of the group – hierarchy of dominance
- Family background of victims and bullies

Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around. So often it is due to lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involved young people wilfully setting out to hurt or victimise. Young people often grow out of this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent 'slagging', which has the same, devastating effects as bullying, shouldn't be ignored.

How would you know if a child is being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied.

- Reluctance to come to a centre or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained

- Fearful behaviour (fear of walking to scout meeting, going different routes, asking to be driven)
- Frequent loss of 'subs' or shortage of money with vague explanations
- Having few friends
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Not eating
- Attempting suicide or hinting at suicide
- Anxiety (shown by nail-biting, fearfulness, tics)

There are other possible reasons for many of the above

What makes a person bully others?

Bullies are often making a plea for help through their violent behaviour, which may reflect a sense of insignificance. Bullies whose activities go un-addressed often fail socially and academically in later life. They need to be taught all important negotiation and co-operative skills, working with others rather than competing.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the health board or An Garda Síochana, dealing with bullying behaviour is normally the responsibility of the organisation where it is taking place.

How can it be prevented?

Modules on raising awareness and developing techniques for dealing with bullying should be included in training.

An Anti-Bullying Policy and Code should be drawn up and enforced and procedures should be clearly established to deal with any incidents. While it is important to have rules about bullying, a whole group policy is the best solution. This means not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group. Group discussion methods have a big advantage over punishment in that they do not drive the problem underground or escalate it by making the bully more excluded or more of a social failure. This is known as the "No blame approach" (see below)

Are there any practical steps that can be used to counter bullying?

- Use young people as a positive resource in countering bullying and to change the culture of the group to a permission to tell culture rather than a 'might is right' one
- Teach young people to negotiate, co-operate and help others, particularly new or different children

- It's a good idea to run poster campaigns and have stories and role-plays on how to deal with a bully included in ordinary group activities
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault

What is the 'No Blame' Approach?

Step 1 – Interview with the victim

If you find that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation
- Actively listen

Step 2 – Meet with all involved

Arrange to meet with all those involved; this should include some bystanders, those who may have colluded, those joined in and those who initiated the bullying.

- Just have a maximum of six to eight in the group – keep the number controllable
- Make a point of calling a 'special' meeting
- Ensure the severity of the topic is understood by all
- Speak only of the hurt caused in general terms with no reference to the victim
- Play on the conscience of all – ask questions like: How would you feel? Would you like it done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking questions:

- Would they like it if it happened to them
- "Someone here in this group was bullied by someone within the group, what could we do to see it does not happen again?"
- Listen, watch out for reactions, and pick up on any without isolating anyone

Step 4 – Share the responsibility

Explain what steps / controls may have to be introduced to prevent further incidents and how everyone will loose out as a result

Step 5 – Ask the group for their ideas

At this stage the group is encouraged to suggest ways that would make the victim feel happier. All positive responses are noted. Use phrases “if it were you” to encourage a response. Listen to all suggestions and note them

Step 6 – Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility over to the group and give a time frame within which something must be done

Step 7 – Meet them again

Each member of the group, including the bully, discuss how things are going, who is doing what and have there been other incidents. This allows for continual monitoring and also keeps all involved in the process.

Again enforce the idea of the ‘team’ looking after each other at regular intervals to ensure it is know that bullying or intimidating behaviour will not be tolerated.



Appendix 9

Recruitment Procedures

Section 1. The General Approach to Recruitment.

Sligo Tennis Club relies heavily on the time and commitment freely given by volunteers. Without this the opportunities for children to participate in tennis would not exist. However the club is also mindful of its commitment to “*safeguarding the well-being of its members*” as outlined in its Child Protection Policy Statement.

This Recruitment Policy document sets out how the need for and encouragement of volunteer participation in our programmes is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We trust that potential volunteers will appreciate the obligation on the club to satisfy itself that all those volunteering fully understand the role which they are taking on and the responsibilities attaching to that role. In addition it is reasonable that those with substantial access to children in our care provide the kind of information that is essential in assessing somebody’s suitability for quite responsible positions.

We hope that potential volunteers will provide any requested information in the overall spirit of the club’s commitment to child protection. Similarly staff employed by the club will be expected to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

Section 2. The Specific Recruitment Procedures

Sligo Tennis Club will ensure good recruitment procedures by utilizing some or all of the following.

- Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
- Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position. (*see application forms at the end of this document*)
- Obtaining proof of identity of each person applying.
- Where necessary obtaining the individual’s signed permission to enable Tennis Ireland or Badminton Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).

- In the case of those who will have substantial access to children.
- Assessing the individual’s experience of working with children or young people and knowledge of child protection issues
- Assessing their commitment to promoting good practice.
- Assessing their ability to communicate with children. (i.e. be approachable).
This assessment will be done in the way most appropriate to the particular position.
 - Where considered necessary obtaining written references.
 - Ensuring that any appointment, whether paid or voluntary, is approved by the club’s Management Committee
 - By providing suitable induction and where considered appropriate setting a probationary period.
 - Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position (*Codes of Conduct in Appendix 3*)

The review of the information provided will be carried out by the **Recruitment Sub-committee** comprising the Club Officers plus a representative of the Junior Committee. In the case of the review and assessment of any of the members of the Recruitment Sub-committee they will absent themselves from the sub- committee for the duration of that particular review.

The duties and responsibilities associated with all posts within the club are set out in Appendix 10 of this policy.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. (Appendix 3)

The following table sets out the various criteria to be complied with by volunteers and post-holders.

	Complete Form	Provide Reference	Garda Vetting	CP Awareness Course	Insurance	Qualifications	Code of Conduct Undertaking	Induction
Club President	X		X	X			X	X
Club Secretary	X		X	X			X	X
Club Treasurer	X		X	X			X	X

Club Captain's (Tennis & Badminton)	X		X	X			X	X
Committee Member	X		X	X			X	X
Junior committee member	X		X	X			X	X
Other Sub-committee member	X			X			X	X
Junior Sports Leader	X	X	X	X			X	X
Tennis Coach	X	X	X	X	X	X	X	X
Caretaker/cleaner.	X	X	X	X			X	X
Groundsman	X	X	X	X			X	X

Protection of Data provided by volunteers.

All information provided to Sligo Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential. Only the members of the Recruitment Committee will have access to this information. Only hard copies of the information will be retained by the club. This hard copy information will be kept by the Club administrator in a locked storage area with a single key being held by the administrator. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.



VOLUNTEER / COACH APPLICATION FORM

(Appendix 9)

(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(s) over the last 5 years:** _____

How long have you lived at this address? _____

Tel: _____ **Mobile:** _____ **DOB:** _____

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)

	<i>Mon</i>	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 the club's Coach Code of Conduct (Appendix 3)?

Yes No

Have you completed the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection or similar?

Yes No

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

If No do you agree to undergo this training?

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

List all relevant training courses (coaching-*any sport*, Child Protection, etc.) that you have completed.

Course Organising Body Date

completed

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:



**- DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION
FOR STATUTORY CHECKS FOR THOSE WORKING WITH
CHILDREN (Appendix 9)**

(Please read this information carefully)

Statement of non-discrimination:

Sligo 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 that may be 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 Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland 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)

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 club's Designated Liaison 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: _____

Sligo Tennis Club

- Third Part Reference Form (Appendix 7)

STRICTLY CONFIDENTIAL

**This form should be returned only to the person who requested
it's completion.**

The following person:

_____ has expressed an interest in working in Sligo Tennis Club.

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.

Signed _____

Print Name _____

For Anyclub Tennis Club

Date _____

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: _____



Appendix 10

Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials

Club President.

- To chair Management Committee meetings.
- To issue official correspondence on behalf of the club.
- To endeavor to generate good communication between committee members to unite the group
- To encourage the full participation of all committee members
- To liaise with the other officers between committee meetings
- To officiate at club events

Club Secretary

- To record the minutes of the meetings
- To set the agenda for meetings in consultation with the President
- To issue notices of committee and General meetings
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the President as soon as possible)
 - To maintain and manage all digital records

Club Treasurer.

- To record all financial transactions of the club
- To report on all transactions to the Executive Committee meetings
- To liaise with sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank in relation to club accounts

Club Administrator

- To oversee the day to day running of Sligo Tennis club.

- To issue payment for all bills, wages, fees etc. as approved by the Management Committee.
- To lodge all monies received.
- To report to the monthly meeting of the management Committee.

Tennis/Badminton/Squash Captains

- To organize tennis activities within the club.
- To select club teams.
- To liaise with other sub-committees in relation to various events within the club.
- To report to the monthly meeting of the Management Committee.
- To officiate at club events, prize-givings etc. as necessary

General Committee Member

Junior Sub-committee member

Other Sub-committee member

Junior Sports Leader

Tennis Coach??

Caretaker

Groundsman

2018 Elected officers

Management Committee

Micheal O' Broin (President)
Kevin Walsh (Secretary)
Frank Armstrong (Treasurer)
Olwyn Devins
Ursula O'Shea

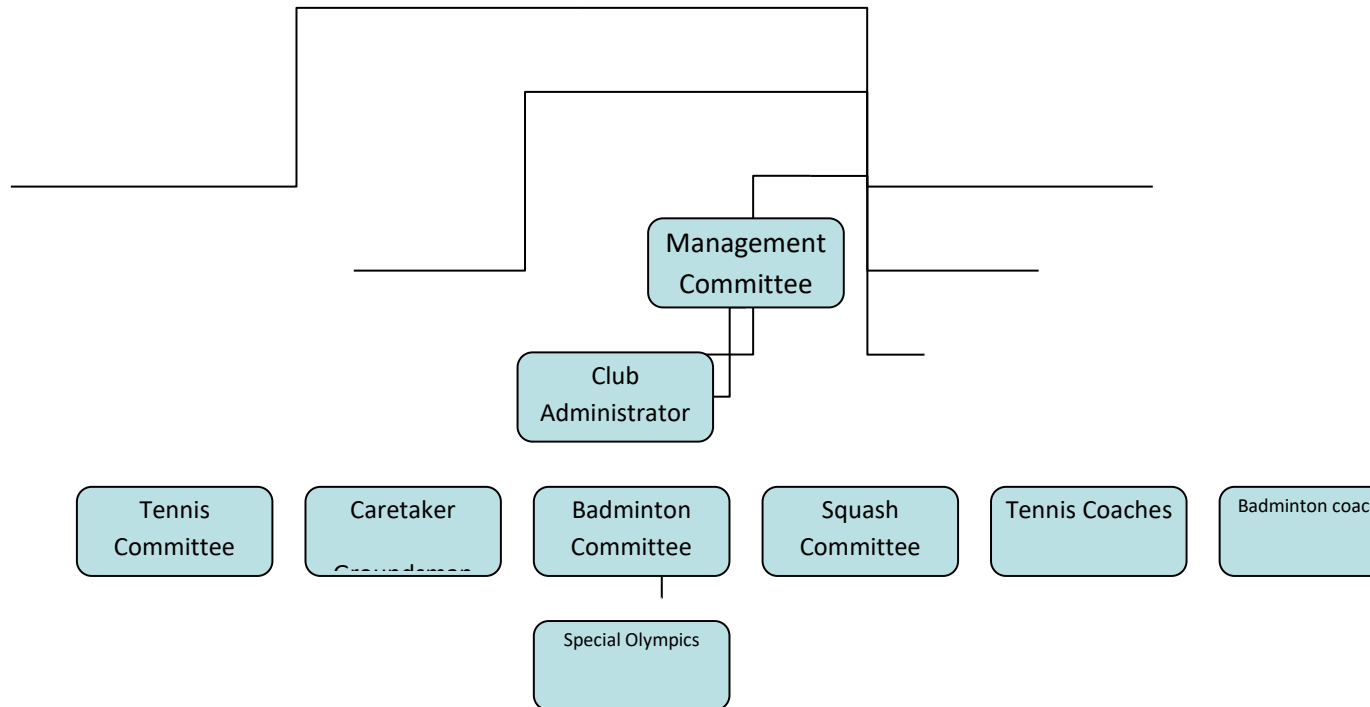
Club Administrator

Conor Gormley

Tennis committee

Emer Concannon (Tennis Captain)

Badminton Committee



Appendix 11

Photography and Video Footage of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs and video footage on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who is a member of the Z Tennis club and who likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Sporting organisations and clubs need to develop a policy in relation to the use of images of athletes on their websites and in other publications. The sport will need to make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps, the potential for misuse of images can be reduced.

The code of ethics advises sporting bodies to:

- Consider using models or illustrations if you are promoting an activity
- 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.

Easy rules to remember are:

- 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.

First steps and things to think about...

- Establish the type of images that appropriately represent the sport for the Web and other media
- Think about the level of consideration you give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.

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 a 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.



Appendix 12

Incident Form

PERSON (COACH/LEADER/MEMBER) IN ATTENDANCE
Incident Details Date: Time: Exact Location
What happened -
FORM COMPLETED BY: CONTACT DETAILS

REFERRED TO CLUB ADMINISTRATOR		
DATE		TIME
CLUB ADMINISTRATOR SIGNATURE		
FOLLOW UP		
REFERRED TO CHILDREN'S OFFICER		YES/NO
DATE	TIME	



Appendix 13

Complaints and Disciplinary Process

In the event of a dispute or a complaint by a member of Sligo Tennis Club this is the procedure to follow when reporting concerns. This process does not cover any Child Welfare concerns. All child welfare concerns are governed by the Code of Ethics and Good Practice for Children's sports and Safeguarding and should be reported to one of the Children's Officers.

Sligo Tennis Club is governed by the following principles;
Memorandum & Articles of Association.

Code of Ethics and Good Practice for Children's Sport.

Child Protection Policy – Sligo Tennis Club

The principal steps outlined in the Code of Ethics (chapter 3 Policy and procedures) are as follows:

- A complaint must be put in writing to the Club Administrator or one of the children's officers.
- Upon receiving a written complaint it shall be forwarded to the Club President. The club President will appoint a disciplinary committee. The disciplinary committee should consist of a representative from the Management Committee, a Children's Officer and an ordinary member of the club.
- The written complaint should be responded to within 5 working days. (Ideally by the president)
- If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- The disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days.
- The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers-
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
- If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the

decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Children's Officer in relation to issues of child welfare and codes of conduct the appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee

- If any party is not satisfied with the outcome the matter can be referred to the Governing Body. However efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter



Appendix 14 Travel & Hosting Policy

This policy deals with a number of matters which come under the general heading of Travel but include travel, supervision and behaviour on away matches or on club-organised extended trips away. It also sets out the club's policy in regard to acting as a host club or being hosted.

Overnight & Away trips

Trips away (including away matches) require a more stringent level of supervision beyond that set out in Appendix 15 (Adult Supervision of Children's Activities). The level of supervision for overnight trips away will as a minimum be of the order of no more than 5-6 children per adult. There will be at least one adult of each gender with mixed groups. The supervision proposals (which will require to be approved by the Management Committee) will include the proposed child to adult ratio and the names of the adults who will act as supervisors. All adults who travel on away trips will be carefully chosen, using the recruitment and selection procedures in Appendix 9. The club will appoint one adult to be the Group Leader who will have overall responsibility for ensuring that all Child Protection policies and procedures are complied with. The roles and responsibilities of adults participating in away trips will be clearly defined.

Written permission of parents/guardians allowing their child/children to take part will be obtained for all overnight away trips. This will include permission to travel and any medical/special needs of the child (including permission to treat the child)

Children will be required to sign a behaviour agreement prior to taking part in the trip. A meeting with parents and participants will be held to communicate travel times, competition details (where applicable), other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.

Away Matches

The level of supervision for away matches will 6 children per adult. There will be at least one adult of each gender with mixed groups. All adults who travel to away matches will be carefully chosen, using the club's recruitment and selection procedures. One of the adults will be appointed as Team Manager. He/she will have overall responsibility for the conduct of all members of the team (including adult supervisors). Written permission of parents/guardians allowing their child/children to take part should be obtained for all away matches. This will include permission to travel and any medical/special needs of the child (including permission to treat the child). Children will be reminded of their obligation to abide by the club's Code of Conduct for Children.

Transport

There is an extra responsibility on adults and leaders when they transport young people to club organised events.

Adults should

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts.
- Ensure they do not carry more than the permitted number of passengers.
- Avoid being alone with one passenger. Child passengers will travel only in the back seat. A central drop off location will be agreed in advance including clearly stated times of pick- up and drop off. If something happens to cause a delay to the drop-off time the group leader/team manager will phone one of the parents to inform them. The parent phoned will be asked to inform all other parents at the drop-off point. Under no circumstances should a lone adult have a lone child passenger (other than one of their own children) in their car. Parents are advised to check with young people about the travel plans, listen to what the young people are saying and be sure they are happy with the transport arrangements.

Accommodation for Away Trips.

The proposed accommodation will be checked out beforehand to ensure that separate and appropriate sleeping arrangements can be made in advance.

Adults should not share a room with a child. Where the presence of an adult is needed there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same groupings, age and gender.

Rooming arrangements – adults will not share rooms with children. Children will share rooms with those of same age and gender and adults should knock before entering rooms.

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).

General Requirements

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Alcoholic drink, smoking and other illegal substances / activities are forbidden to participants. Leaders should act as role models in this respect.

On away trips, coaches will be accountable to the Group Leader/Team Manager in all non performance-related matters.

In the event of an occurrence Accident and/or Incident Reports should be completed by the Group Leader/Team Manager.

Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition or other event.

Our Club as Host.

Special care will be taken in the selection of homes for hosting overnight stays. The club will be guided by the general principles of child protection and by the specific procedures set out in the club's Recruitment procedures outlined in Appendix 5 when making these selections.

The host family will be provided with as much information about the visiting child/children staying with them and details of the competition as deemed necessary. As

a minimum they will be given the names and contact details of the children's parents and the contact details of the club official responsible for the hosting arrangements. In all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements should be agreed in advance with the club. The policy set out above in relation to accommodation on away trips will also apply to hosting.

The parents/guardian of the visiting child will be provided with all necessary information about the host family including names and contact details of adults, agreed sleeping and transport arrangements and contact details of the club official responsible for the hosting arrangements.

The procedures in regard to transport set out above will apply to any transport being provided to the visiting children by the host family.

Club members being hosted.

The club will ensure that the host club/sporting body has carried out the selection of hosting families using similar procedures to those set out in the club's own Recruitment Procedures outlined in Appendix 5.

The club will ensure that the provision of information to both visiting and hosting families will be the same as set out above where the club is the host.

The club will ensure that in all cases more than one visiting child will be placed with each host family except in exceptional circumstances (and only then with the specific agreement of the parents of the visiting child). The sleeping arrangements will be agreed in advance with the host club. The club will require the assurance of the host club that the policy set out above in relation to accommodation on away trips will be complied with.

Details of the official of the hosting club who is responsible for the hosting arrangements will be provided to the parents of all visiting children. Similarly the details of the official from our club who is responsible for the hosting arrangements will be provided.

The club will require the assurance of the host club that the policy set out above in relation to transport being provided to the visiting children by the host family/club will be complied with.

Whether being hosts or being hosted the club will expect families to:

- Agree in writing to abide by the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.
- Consent to appropriate checks and references.
- Attend host/guest family meetings before competitions or events.
- Provide a safe and supportive environment for the young people being hosted by them.

Whether being hosts or being hosted the club will expect the visiting/hosting children to:

- Sign a Behaviour Agreement.
- Show respect to the host families or the guests.

All visiting children will be made fully aware of the contact details of an adult in both the host and visiting clubs to whom they may go with any problems they may be experiencing. The adult nominated should be one of the club's Children's Officer.



Appendix 15

Adult Supervision of Childrens' Activities

Sligo Tennis Club is rightly proud of the welcome and support given to its Junior members of all ages. The Club encourages all members to make full use of its facilities as often as possible.

As part of its obligations in regard to the protection of children the club sets out in this document the details of adequate adult supervision of junior members provided by the club.

The club will ensure that all children's activities organized by the club will be adequately supervised by adults. Good practice dictates that more than one adult is present to supervise these activities. This will help to ensure the safety of the children as well as protect adults. In this regard the club will be guided by the recommendations contained in Chapter 4 of the Code. As a minimum all club-organized activities will be supervised by one male and one female adult.

Adult supervisors will ensure that they are not left alone with young participants. If an adult needs to talk separately to a child this will be done in an open environment, in view of others.

Leaders and adult supervisors should not be left alone with young people at the end of any activity. Start and finish times for coaching, training and/or other activities will be clearly stated. Parents are requested to collect their children as punctually as possible. If late collections occur leaders/supervisors should remain in pairs until all participants have left. It is the responsibility of parents/guardians to make arrangements for the timely collection of young people in their charge. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidably delayed they should contact the coach or one of the Junior Committee whose contact numbers will be provided to parents at the beginning of the year. In the event that no contact is made with the coach/Junior Committee the supervisor will attempt to contact the parent using the contact number(s) provided by them on the completed Consent Form. If there is no answer they will ask the child if there is another family member whom they can contact. If no contact can still be made the supervisor plus another adult will wait with the child at the club or venue until the child has been collected by a parent or other adult nominated by the parent.

Children attending for club-organised coaching should let one of the adult supervisors know when they have arrived at the club – it is the responsibility of parents to ensure that children do this. When they are finished their coaching session and are leaving with the adult nominated to collect them they (or the adult) should inform the supervisor that they are leaving. Under no circumstances should a child leave the club premises without informing the adult supervisor.

If a child suffers an injury or accident the parents/guardians will be informed and an Accident Report Form will be completed.
Attendance records and records of any incidents or accidents that occur will be kept by the club.

Supervision of changing rooms if necessary (where children are very young or need special assistance), will only be in pairs of the appropriate gender.

The club welcomes and indeed encourages parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise!)

Parents should note that adequate adult supervision as described above is provided only at the following times:-

- During your child's allocated coaching period as part of the club's Junior Coaching Programme.
- During any of the internal junior activities organized and run by the Junior Committee of the club.
- During any of the closed club tournaments run by the Junior Committee of the club.

Arrangements for supervision during home or away matches etc. are outlined in the Travel & Hosting Policy (Appendix 14).

The details of the times of the above-listed activities are available from any member of the Junior Committee. If you have any difficulty getting this information please contact the club Administrator (details on the club web-site or on the Notice Board).

We wish to make it clear that while there may be adults present in the club premises at other times the club does not regard their presence as the provision of adequate adult supervision and it is not responsible for the safety and protection of your child outside of the specific activities listed above.

While the Club takes every reasonable measure to ensure the safety and protection of all its members including Junior members while they are on the premises such measures do not extend to the provision of adequate adult supervision other than for the activities listed above. In that regard it is the responsibility of each parent/guardian to ensure that their child is adequately supervised at all other times that they are on the club premises. (including times when the child is receiving private coaching organized by the child's parents)

The parents of all children taking part in any of the activities organized by the club will be required to complete and sign the Code of conduct for parents (Appendix 5).

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Anyclub Tennis Club
Form 3 - Parental Consent Form (Appendix 10)

I confirm that I _____ am the parent/legal guardian of

_____.

I hereby consent to the above child participating in the tennis activities of Anyclub Tennis Club in line with the Code of Ethics & Good Practice for Children's Sport. I have provided contact

details below and undertake to inform the Hon. Sec. of the club of any changes to this information. I confirm that all details are correct and I am able to give parental consent for my child to participate in all tennis activities in the club.

I confirm that I have read Appendix 11 of the club's Child Protection Policy and undertake to abide by the obligations which it imposes on me as the parent/legal guardian of the above-named child.

I acknowledge that the club is not responsible for providing adult supervision for my child except as set out in Appendix 11 of the club's Child Protection Policy.

Name:(*please print*)_____

Signature _____

Contact Details

Name of Child_____

Address_____

Parent's Mobile Phone No. _____

Emergency Contact No. (1)_____

Emergency Contact No. (2) _____

Please also include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

Photographic & Video Consent

I consent/do not consent to the below mentioned child being included in any photographic or video material, in any publications/websites/social network applications which may be used for the purpose of documenting and highlighting their involvement in tennis.

Name: _____

Age: _____

Signature: _____

Date: _____

Print Name: _____

State Relationship to child: _____

Phone No. _____



Appendix 16
Third Part Reference Form
STRICTLY CONFIDENTIAL

This form should be returned only to the person who requested it's completion.

The following person:

_____ has expressed an interest in working in Sligo Tennis Club

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.

Signed _____ Print _____

Name _____

For Sligo Tennis Club

Date _____

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					
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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: _____

Contact details



Appendix 17

Social Media Policy

Introduction

Social media provides unique opportunities for tennis clubs to engage, connect, and develop unique relationships with people in a creative and dynamic medium where users are active participants. Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. However we must also be aware that these sites can become a negative forum for complaining, gossiping, or bullying. Care must be taken not to breach the club's Child Protection Policy or the Data Protection Act.

Principles

If you are representing the club in an official capacity, it is important that your posts convey the same positive spirit that the club would instill in all of its communications. Be respectful of all individuals, races, religions, and cultures. How you conduct yourself online not only reflects on you – it also reflects directly on the club.

When disagreeing with the opinions of others online, keep it appropriate and polite. If you find yourself in a situation that might become antagonistic, do not get defensive or disengage from the conversation abruptly. It is also important not to respond in the heat of the moment in a way you may regret later. Feel free to seek advice or disengage from the dialogue in a polite manner that reflects well on the club.

Potential Problems

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying; grooming and potential abuse by online predators; identity theft; and exposure to inappropriate content such as self-harm, racism, sexting (which is the creation or uploading of inappropriate material), and adult pornography.

The capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of well reported cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse.

Online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school, and photographs.
- promising meetings with sports idols or celebrities or offers of merchandise.
- offering cheap tickets to sporting or music events.
- offering material gifts including electronic games, music, or software.
- paying young people to appear naked and perform sexual acts.
- bullying and intimidating behaviour, such as threatening to expose the child or young person by contacting their parents/guardians to inform them of their child's communications, or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.
- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- asking to meet children and young people offline.
- sending sexually themed images to a child depicting adult content or the abuse of other children.
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.

Most social networking sites set a child's webpage/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Rules to Remember

If someone has their own personal profile on a social media website, they should make sure that others cannot access any contents, media, or information from that profile which:

- they are not happy for others to have access to.
- which would undermine their position as a coach/volunteer representing their club.

As a basic rule, if you are not happy with others seeing particular comments, media, or information, then simply do not post these onto a public forum site.

When using social media sites, the following should be considered:

- change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.

- review who is on your 'friends list' on your personal profile. In most situations you should not accept 'friends requests' if you do not actually know the person(s) concerned.
- ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of the club.
- ensure that information published on social media sites complies with the club's Child Protection Policy.
- beware of how your actions could be captured via images, posts, or comments online as these will reflect on the club.
- respond to online bullying - what is said online must be treated as if said in real time.
- **coaches must not have any under 18's whom they coach as their friends and must not comment on individual players whom they are coaching through**

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