

# Tralee Tennis Club

## Child Protection Policy

This policy applies to all those involved in Tralee Tennis Club including, but not limited to, coaches, administrators, officials, volunteer drivers, members, parents and young people.

### CHILD PROTECTION POLICY STATEMENT

**Tralee 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.**

Tralee Tennis Club supports the view that all children's sport should be conducted in an atmosphere of fair play. In this context the club undertakes to adopt the definition of fair play as set out in the European Sports Charter and Code of Ethics, Council of Europe (1993).

*"Fair play is 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."*

In order to promote the best practice in children's sport, the club complies with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport as follows:

- The club has adopted and implemented the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the club.
- The club is operated under its Constitution. This document has been approved and adopted by clubs members at various Annual and Extraordinary General Meetings of the members of

the club. Any changes to the Constitution have to be approved by the members of the club at a General Meeting of the members.

- The club permits all junior (i.e. under 18) members over 16 years of age to vote, where possible, in the running of the junior section of the club. One parent/guardian has one vote for all of their children under 16 years of age, where relevant.
- The General Executive of the club is elected by the club members at each Annual General Meeting in accordance with the procedures set out in the Constitution
- The club has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The roles of the committee members, all Sports Leaders and parents/ guardians have been clearly defined.
- The club appoints one male and one female children's officer at the AGM as outlined in the Code of Ethics and Good Practice for Children's Sport. One of the Children's officers is an ex officio member of the Executive Committee.
- The Executive Committee appoints a member of the club to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the club the Executive Committee disseminates 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 is posted prominently around the club premises.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been vindicated.
- Where appropriate, Sports Leaders are required to report to the Executive Committee on a regular basis.
- The club encourages regular turnover of committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/ incidents have been put in place.

- The club monitors both the use of the facilities and participation in club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Executive Committee.
- All club members are given notice of all General Meetings of the club in accordance with the procedures in that regard as set out in the Constitution.
- The minutes of all Executive and Committee meetings are recorded, adopted as correct and safely filed.

Tralee Tennis Club is committed to ensuring that Sports Leaders are competent to provide safe and rewarding experiences for those in their care and that Sport Leaders are provided with the appropriate training for their activity. Appropriate training and education opportunities will also be made available to club officials, non-coaching staff and parents/guardians as appropriate.

Tralee Tennis Club is committed to ensuring that adequate adult supervision of all club activities involving children is provided.

### **EQUALITY STATEMENT**

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children’s Sport 2000)

Tralee Tennis Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some children feel powerless
- On occasions possible limited ability to communicate their feelings
- A negative self-image can make children vulnerable to manipulation by others.

To address this vulnerability coaches are encouraged to seek guidance on working with children with a disability from external agencies, parents / guardians and the children themselves.

### **CONFIDENTIALITY STATEMENT**

Tralee Tennis Club recognises that 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.

## **APPENDICES**

Tralee Tennis Club is committed to continual monitoring and development of this Child Protection Policy in the light of changing circumstances.

All Coaches and Sports Leaders will be required to read and sign the appropriate Code of Conduct contained in the Appendices to this policy. The original signed document will be held by the club.

The following Appendices form part of the Child Protection Policy of Tralee Tennis Club

- Appendix 1      Club Children's Officers**
- Appendix 2      Guidelines for Sports Leaders, Coaches, Officials etc incl. Code of Conduct**
- Appendix 3      Code of Conduct for Children**
- Appendix 4      Code of Conduct for Parents/Guardians**
- Appendix 5      Club Recruitment Procedures**
- Appendix 6      Club Complaints Procedure**
- Appendix 7      Roles & Responsibilities of Coaches, Sports Leaders & elected officials**
- Appendix 8      Member's Child Protection Undertaking**
- Appendix 9      Travel & Hosting Policy**
- Appendix 10     Adult Supervision of Children's Tennis Activities**
- Appendix 11     Club Rules**
- Appendix 12     Code of Ethics and Good Practice for Children's Sport**
- Appendix 13     Children First: National Guidelines for the Protection and Welfare of Children**
- Appendix 14     Tennis Ireland Complaints, Objections and Disciplinary Rules and Procedures**

- Appendix 15**    **Our Duty to Care**
- Appendix 16**    **Child Welfare and Protection Procedures**
- Appendix 17**    **Bullying Policy**
- Appendix 18**    **Social Media Policy**
- Appendix 19**    **Mental Wellbeing Policy**
- Appendix 20**    **Forms**

# Tralee Tennis Club – Child Protection Policy

## Appendix 3

### CODE OF CONDUCT FOR CHILDREN

All junior members are required to abide by the following Code of Conduct.

- 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 one of the Children’s Officers if I have concerns.
- Respect opponents and always shake hands at the end of a match.
- Use my 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 me harm.
- Win with grace and lose with dignity.

**The undertaking to abide by and support the club’s Child Protection Policy given by the parent/legal guardian of junior members is deemed to be agreement on the part of the junior member to abide by this Code of Conduct.**

# Tralee Tennis Club – Child Protection Policy

## Appendix 4

### Code of Conduct for Parents

Tralee Tennis Club believes that as parents you should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, umpires, coaches or organisers. Respect convenors, professionals, coaches, referees, umpires, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or organiser while working with the player.
- Encourage your child to play by the rules of tennis. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy, Appendix 17, within the club's Child Protection Policy.

#### **Parents Code of Conduct:**

1. I will respect the rules and procedures set down by Irish Sports Council Code of Ethics and Good Practice for Children's Sport.

2. I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events whether within the club or outside.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

**The undertaking to abide by and support the club's Child Protection Policy given by the parent/legal guardian is deemed to be their agreement to abide by this code of conduct.**

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## Appendix 6

### Club Complaints Procedure

*(Based on the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures document)*

1. The Executive Committee shall appoint a club Hearings Committee at its first meeting.
2. The Hearings Committee shall consist of 5 members of the club who shall be 18 years or over.
3. The Children's Officers of the club shall not be members of the Hearings Committee.
4. A club member shall serve on the Hearings Committee for no more than 4 years.
5. The Hearings Committee shall appoint a Chairperson to chair all its meetings.
6. The Hearings Committee shall follow the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** in dealing with issues brought to it.
7. The Hearings Committee shall deal with all Complaints, Disciplinary Action and Objections as these are defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures.
8. **A Complaint** must be made within 14 days of the date of the alleged incident (save where exceptional circumstances are proven to the satisfaction of the relevant Hearings Committee). It must be in writing completed on the official Complaint Form\*. It must refer specifically to an incident(s) and it must specify the Rule (*see definition below*) allegedly broken. The Complaint must be submitted to the Hearings Committee and be accompanied by a fee of € 30.00.
9. **A Disciplinary Action** may be initiated by a Leader or Official (*as defined in the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures*) or by the Chairperson of the Hearings Committee.
10. **An Objection** can be made by a Participant by submitting in writing details of the Fixture, time of completion and the grounds for objection. It must be submitted on the official Objection Form within 30 minutes of completion of the fixture being objected to and be accompanied by a fee of € 10.00.
11. The decision of the club Hearings Committee can be appealed to the relevant provincial Branch Hearings Committee. An appeal must be made in writing within 5

days of receipt of the written decision of the club Hearings Committee. It must state the date of the decision being appealed, the aspects of the decision being appealed and the grounds of appeal. It should include all relevant documentation and be accompanied by a fee of €500.00 (refundable in the event of a successful appeal).

**DEFINITIONS** (extracts from the Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures)

**Complaint:** means any written complaint made against any Participants, Individual Associate, Member, or Branch or Tennis Ireland or any subcommittee therein within the meaning of clause 3.2 of the Procedures

**Disciplinary Action** means the steps undertaken in initiating, investigating, prosecuting and administering disciplinary misconduct by a Participant, Individual Associate, Member, Branch and Tennis Ireland.

**Hearings Committee** means the Member, Branch or Tennis Ireland hearings committee appointed by the executive committee or boards to administer and hear Complaints, Objections or Disciplinary Actions.

**Leader** means the coach, manager and/or team leader that has responsibility for Participants at a particular Event.

**Objection** means any objection to the result of a fixture at an Event on the grounds of eligibility.

**Official** means any person who referees, umpires or officiates at an Event.

**Participant** means any athlete or assistant such as a doctor, physiotherapist, parent, coach, trainer, mentor, psychologist, manager, advisor, agent or representative that accompanies an athlete to an Event

The “Rules” referred to above include the following:

- Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures
- Memorandum and Articles of Association of Tennis Ireland
- Tennis Ireland Guidelines for safeguarding children
- The Rules of Tennis
- Regulations for the Conduct of Official Tournaments

**IMPORTANT NOTE:** The details of the procedures to be followed in regard to all Complaints, Disciplinary Action and Objections can be found in the **Tennis Ireland Complaints, Objections & Disciplinary Rules and Procedures** – it is strongly recommended that all members familiarise themselves with that document before initiating any of the above actions.