



C.W.L.T.C.

Supervision Policy

CWLTC 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.

All club-organized activities will be supervised by a minimum of 2 adults. Adult supervisors will ensure that they are not left alone with junior 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 junior members in their charge. Consistent late collection may require alternative arrangements to be put in place.

If a parent is unavoidable delayed they should contact the club 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 club/Junior Committee, the supervisor will attempt to contact the parent using the contact number(s) provided by them on the completed 'Consent form' (see below). 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 another adult nominated by the parent.

Children attending 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/guardian 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.

Juniors in general are not allowed use the upstairs changing room facilities in CWLTC. Where use of these are necessary, supervision of changing rooms (where children are very young or need special assistance) will only be in pairs of the appropriate gender.

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 organised and run by the junior Committee of the club
- During any of the closed club tournaments run by the Junior Committee of the club

It is important to note 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 times 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 organised by the child's parents).

The parents of all children taking part in any of the activities organised by the club will be required to complete and sign the relevant 'Consent form' (see below).



Parental Consent Form

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

I hereby consent to the above child participating in the tennis activities of CWLTC 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 the club's Child Protection Policy and undertake to abide by the obligations it imposes on me as the parent/legal guardian of the above-name child.

I acknowledge that the club is no responsible for providing adult supervision for my child except as set out above in the club's Child Protection Policy.

I consent/do not consent to the below mentioned child/children 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: (please print) _____

Signature: _____

Name of Child/Children:

Address: _____

Parent Mobile No: _____

Emergency Contact No. 1: _____

Emergency Contact No. 2: _____

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