



C.W.L.T.C.

Recruitment Policy

Section 1. The General Approach to Recruitment

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 attached 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 these 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

CWLTC will ensure good recruitment procedures by following the necessary steps as appropriate outlined in this policy.

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. 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**)
3. Obtaining proof of identity of each person applying.
4. Obtaining the individual's signed permission to enable Tennis Ireland to request a check from the Garda vetting service.
5. 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.

6. Obtaining written references.
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club's Executive Committee.
8. By providing suitable induction and appropriate probationary period.
9. Requiring all volunteers to provide undertakings to abide by the '**Code of Conduct**' relevant to their particular position.

The review of the information provided will be carried out by the Recruitment Subcommittee 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 Subcommittee they will absent themselves from the sub-committee for the duration of that particular review.

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

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

	Volunteer/ Coach Form	Provide Reference	Garda Vetting	CP Awareness Course	Insurance	Qualifications	ID Proof	Code of Conduct
Club Chairperson/President	X			X				X
Club Secretary	X			X				X
Club Treasurer	X			X				X
Club Captain	X			X				X
Executive Committee Member	X			X				X
Other Sub Committee Members	X			X				X
Junior Sub Committee Member	X		X	X				X
Junior Sports Leaders	X	X	X	X	x	x	X	X
Tennis Coaches	X	X	X	X			X	X
Caretaker	X	X	X	X			x	X
CPO and DLP	x		x	x				X

Protection of Data provided by volunteers

All information provided to CWLTC 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 Secretary in a locked storage area with a single key being held by the secretary. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.

See Below:

Volunteer / Coach Application Form

Reference Form

Tennis Ireland Codes of Conducts

- Code for Tennis Leaders
- Code for Coaches
- Code for Parents and Carers



Volunteer/Coach Application Form

VOLUNTEER / COACH APPLICATION FORM

(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)

All information received in this form will be treated confidentially

Name: _____

Maiden Name: _____
(If applicable)

Address:

Previous Address(s) over the last 5 years:

How long have you lived at this address? _____

List any address outside of Ireland on additional sheet and submit.

Place of birth (Town City): _____

Telephone No: _____

Mobile _____

DOB _____ PPS Number _____ (Coaches only)

Previous work/voluntary experience & relevant qualifications:

Do you agree to abide by the Tennis Ireland's Coach Code of Conduct (copy attached)?

Yes No

Have you completed a Safeguarding 1 Course?

Yes No

If yes, please provide the Cert Number _____

If 'No' do you agree to undergo Safeguarding 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

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: _____

Name: _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Position: _____

Position: _____

For Official Use Only

Date application received: _____

Date of Interview: _____

Interviewed by: _____

1. _____

2. _____

References received and are satisfactory:

Yes No

Comments:

Statutory check completed & returned (if appropriate):

Yes No

Proof of applicant's identification received:

Yes No

Recommendation: _____

Approved Reasons: _____

Not Approved Reasons: _____

Signed: _____

Date: _____



Confidential Reference Form

(This form can be used as a telephone reference or used as a written reference)

The following person: _____

Expressed an interest in working in with (Name, Club, Organisation) _____

_____ as a (List Position)

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.

How long have you know this person?

In what capacity? _____

What attributes does this person have that would make them suited to this work?

Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes **No**

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

Signed: _____ **Date:** _____

Print Name: _____

Position: _____ **Organisation:** _____

Code of Conduct for Tennis Leaders

Tennis Leaders play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Leaders is guided by this safeguarding guidance and best practice while also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

In order to act as a role model and to promote their safety and the safety of young people the Tennis Leader should:

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and creating a positive and encouraging environment during children's activities
- Making sure all levels of participation are be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Ensuring age and level of play are appropriate and that realistic challenges are set for all young participants.
- Avoiding favouritism – each child will need attention according to their tennis need.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Never exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of the Tennis Ireland Long Term Player Development Pathway and a child's developmental needs at each stage of the programme.
- Working in an open environment.
- Ensuring there is adequate supervision.
- Implementing Tennis Ireland Policy on away trips.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Never using verbal or physical punishments or exclusion for mistakes.

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the organisation of children's activities. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- The acknowledgement of the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. organised play, events and on trips with young people

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of the Tennis Leader _____ Date _____

Code of Conduct for Tennis Coaches

Tennis Coaches play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Coaches, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

It is strongly recommended that all our stakeholders use Tennis Ireland Licensed Coaches only.

In order to act as a role model and to promote their safety and the safety of young people Tennis Coaches should:

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation are enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Organising age and playing level appropriate organised play and competition and setting realistic goals & challenges.
- Avoiding favouritism – each child will need attention according to their tennis need.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of and implementing the Tennis Ireland Long Term Player Development Pathway and a child's developmental needs at each stage of the programme.
- Working in an open environment.
- Ensuring there is adequate supervision.
- Implementing Tennis Ireland Policy on away trips.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.

Additional Information:

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- The acknowledgement of the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Sports Leader/Coach _____ Date _____

Code of Conduct for Parents/Carers

Parents/Carers in tennis play a key role in the promotion of an ethical approach to our sport and young people's enjoyment in the game. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Tennis Leaders need the support of parents/guardians in conveying the Safe, Fun and Fair Play message.

You should help and support the implementation of best practice policies in your child's/children's Club by following the guidance below.

- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by the Code.
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.
- If you wish to raise an issue with a Leader this should be addressed with the Leader in an appropriate manner and not in front of children and young people
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.

- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.

- Ensure the environment is safe and enjoyable for your child/children.

- Promote fair play and the positive aspects of sport.

- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the sports club/organisation.

- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.

- Promote participation for children that is fun, safe and in the spirit of fair play

- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.

- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.

- You should have the opportunity to put forward suggestions and comments.

- Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially with regard to the use of smart phones, any type of camera and videoing equipment.
- Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.

Signature of Parent/Carer _____ Date _____