



## Clontarf Lawn Tennis Club – Child Protection Policy

### Appendix 2

#### CODE OF CONDUCT

**...for Sports Leaders/Coaches/Trainers/Officials/Committee  
Members/Conveners/Employees & Volunteers etc.**

**(hereinafter referred to as 'All Leaders')**

Clontarf Lawn Tennis Club recognizes the key role all leaders (professionals, sports leaders, coaches, trainers, officials, committee members, conveners, captains, selectors, team managers, employees, volunteers and parents etc.) play in the lives of children in the club. All leaders 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 Irish Sport's Council *Code of Ethics and Good Practice for Children's Sport\** and the club's Child Protection Policy.

Clontarf Lawn 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 and this Code of Conduct document. 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.

Our Recruitment Policy sets out how the need for and encouragement of volunteer participation in our programs is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We require that all leaders and potential volunteers 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. We trust 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.

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.

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 all Leaders. All Leaders should know and understand the club's Child Protection Policies and Procedures and undertake to abide by them.

### **CLTC – 2020 Volunteers, Coaches and Staff**

CLTC Club President	Garrett Connolly
CLTC Executive Committee	<a href="https://clontarfltc.com/committee/">https://clontarfltc.com/committee/</a>
CLTC JDC	Siobhan Burke
CLTC Child Officers	Maria O'Callaghan and Trevor Lonergan
CLTC Coaches	Alan Beaddie Fiona Jones Lisa Bolger Donal Glennon Tatyana Grazhulienie
CLTC Physical Trainer	Stephen Maher
CLTC Yoga   Pilates	Lynsey Sharp Barry Louise Collins Cathy Marren Aisling Guirke
CLTC Staff	Louise Walsh, Club Manager Ursula Martin, Club Operations Co-Ordinator Ter Laughton, Groundsman



## Clontarf Lawn Tennis Club – Child Protection Policy

### CODE OF CONDUCT (Form 1)

...for Sports Leaders/Coaches/Trainers/Officials/Committee  
Members/Conveners/Employees & Volunteers

(hereinafter referred to as 'All Leaders')

I, (*Print Name*) \_\_\_\_\_ agree, where relevant to my participation 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 and not to discriminate on the grounds of religious beliefs, race, age, gender, social class or lack of ability.
- Emphasise fun and participation within a safe, enjoyable and positive environment.
- 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.
- Respect that every child deserves equal time and attention.
- 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 book. Parents will be informed.
- Report accidents or incidents of alleged abuse to the designated liaison person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- 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 I am not qualified to do so. Noting that 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.
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Be a role model (disciplined / committed / time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol or abuse of narcotics during club activities or coaching sessions.
- Never ask anyone to keep secrets of any kind.
- Ensure that car insurance is appropriate for transporting young people to and from events.
- Ensure that all those working with young people do so under the guidance of a coach/trainer.
- 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.
- Ensure that physical punishment or physical force is never used. Never punishing a mistake by physical means or exclusion
- As a coach keep my knowledge updated through the Tennis Ireland Continuous Professional Development and ensure I hold current personal coaching insurance.
- Protect myself from false accusations 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 own home.

I accept that any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Club's Child Welfare Designated Liaison Person. Breach of the code of conduct can result in dismissal from the club.

Dismissals can be appealed by the individual with final decisions taken by the Clontarf Lawn Tennis Club Executive Committee Grievance-Procedure. I have read and understood Clontarf Lawn Tennis Club's Child Protection Policy and agree to abide by the guidelines as set out in this Code of Conduct.

Signature of Leader/Official:

Date:

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The Club's Child Protection Policy is available on the club website or in hard copy format at the clubhouse.  
\*The Irish Sport's Council Code of Ethics and Good Practice for Children's Sport is available on [Tennisireland.ie/child-protection/Achieving-Child-Protection/Appendices 12 A, B,C,D,E,F,G](http://Tennisireland.ie/child-protection/Achieving-Child-Protection/Appendices-12-A,-B,-C,-D,-E,-F,-G).

**CLTC – 2020 Volunteers, Coaches and Staff (To be printed, signed and retained on file):**

CLTC Club President	Garrett Connolly
CLTC Executive Committee	<a href="https://clontarfltc.com/committee/">https://clontarfltc.com/committee/</a>
CLTC JDC Committee	Siobhan Burke
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