

Wicklow Tennis Club

Code of Conducts for Committees

Wicklow Tennis Club should follow the points below:

- Be familiar with the National Governing Bodies/Organisation and any Club rules.
- Within a Club ensure and approve the appointments of Club Children's Officers and a Designated Liaison Person. Inform all member of who the person is through your communication channel.
- Carry out your required duties for sports club/organisation understanding that the welfare of children is paramount.

Follow the Wicklow Tennis Club policies and procedures so that all activities are in accordance with the safeguarding children and your people in tennis document:

- Create a safe environment for young people.
- Ensure the codes of conduct are in place for all involved.
- Provide adequate supervision for training sessions and organised play/competitions with attendance record being kept.
- Recruit volunteers/employees ensuring vetting and training is completed.
- Understand implement the complaints and disciplinary procedures.
- Ensure safe induction and supervision of volunteers/employees.
- Ensure other activities follow procedures e.g. away trips.
- Implement Tennis Ireland Policy on away trips.
- Ensure all required procedures contained in the safeguarding children and young people in tennis document adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including:

- Recording all incidents.
- Reporting the incident/accident or injury.
- Informing the parent or guardian (if child involved)

Additional information:

- Keep and store securely all documents with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasure report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of Wicklow Tennis Club. Rules should not contravene any Wicklow Tennis Club rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. emails, web posting, use of notice boards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities with the various disciplines e.g. fun, day out, trips away, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Club Children's Officer any changes in membership and any unusual dropout, absenteeism or club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- A Club Children's Officer must be a member of the Executive Committee and should attend the monthly meetings.
- Club Coaches must be sending in their monthly reports and advise the Executive Committee.

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

Signature of Wicklow Tennis Club Committee Member

_____ Date _____