



Club Recruitment Pack

The General Approach to Recruitment

Celbridge and District 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 Statement.

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 attaching 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 quite responsible positions.

We hope that potential volunteers will provide any requested information in the overall spirit of the club's commitment to child protection.

Protection of Data provided by volunteers

All information provided to Celbridge and District Lawn Tennis Club 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 in a locked storage area with a single key. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.



The Specific Recruitment Procedures

Celbridge and District Lawn Tennis Club will ensure good recruitment procedures by utilizing some or all of the following.

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 volunteer application form).
3. Obtaining proof of identity of each person applying (Proof of identify will be obtained through the Garda Vetting Process)
4. Requiring volunteers to complete a Garda Vetting Process (forms can be downloaded from: <https://www.tennisireland.ie/wp-content/uploads/2016/04/NVB-1-Vetting-Invitation.pdf>)
5. Disclosure of criminal convictions & permission for statutory checks for those working with children
6. In certain situations, if the volunteer is known within the club, references can be provided by an existing club member. If the volunteer is a relatively new member and there isn't anybody within the club in a position to provide a reference, then the club will have no choice but to obtain written references.
7. Ensuring all volunteers working with children and young people complete the Sport Ireland Safeguarding 1 workshop.
8. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position.



Volunteer Duties & Responsibilities

Junior Committee Roles	Duties	Committee Member
Chairperson	<p>Chairing & scheduling committee meetings</p> <p>Representing the Junior Committee at main committee meetings</p> <p>Liaise with main committee on court scheduling for junior coaching</p> <p>Representing the Junior Committee at the club coaching committee</p> <p>Develop Tennis Ireland Teen Tennis initiative</p>	<p>Ken</p> <p>Support as requested.</p> <p>(All Committee members can/will contribute to Teen Tennis initiative.)</p>
Secretary/Finance	<p>Record minutes of committee meetings</p> <p>Email minutes of meetings to committee members</p> <p>Send Action points Via What's App</p> <p>Co-treasurer</p>	Deirdre
<p>Child Protection</p> <p>Club Children's Officers</p> <p>2 people – 1 male & 1 Female</p>	<p>The appointment of two gender specific Club Children's Officers is an essential element in the creation of a quality atmosphere and a big part of their responsibility is to act as a resource with regard to children's issues.</p> <p>In summary, Children's Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people.</p> <p>Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. She/he is the link between the children and the adults in the club. She/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.</p> <p>The Children's Officer should be a member of the Club Management Committee and should be introduced to the young people in the club in an appropriate forum.</p> <p>.</p>	<p>Jennifer Foran (Also designated Liaison Child Protection person for the club)</p> <p>and</p> <p>Brian Breheny</p>



	<p>Role and Responsibilities</p> <ul style="list-style-type: none"> • To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by: - the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians • To influence policy and practice within the club in order to prioritise children's needs • Establish contact with the Provincial and the National Children's Officer. • To ensure that children know how to make concerns known to appropriate adults or agencies. • To encourage the appropriate involvement of parents/ guardians in the club activities • To act as an advisory resource to Sports Leaders on best practice in children's sport. • To report regularly to the Club Management Committee. • To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders. • To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences. • Establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season • Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders. • Ensure each member signs an annual membership form that includes signing up to 	
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<p>Designated Liaison Person (DLP)</p>	<p>the code of conduct for sports leaders and children and young people.</p> <ul style="list-style-type: none"> • Ensure Tennis Irelands Policies and Procedures for managing trips away and hosting children are implemented <p>Minimum Requirements (Children’s Officer)</p> <ul style="list-style-type: none"> · Have completed the Garda Vetting process. · Have attended the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Protection and Safeguarding 2 - Club Children’s Officer Workshop. · Have complied with the requirements of the club’s Recruitment Procedures <p>Desirable qualities and skills.</p> <ul style="list-style-type: none"> · A Children’s Officer should have good communication and listening skills, be approachable and non-judgmental. · He/she should have a basic knowledge of child welfare and protection codes and guidelines (which will be acquired through appropriate training). · The position will require the person to be trustworthy, discreet, impartial and sensitive as they will be required to handle and manage confidential material. · Possession of basic administrative and organizational skills. <p>All of this is based around the Child First Legislation in 2011. Which is now law.</p> <p>-----</p> <p>Tennis Ireland, it’s clubs and it’s stakeholders must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children’s Officer. We strongly advise, however, that the DLP should be one of the Clubs Senior Officers.</p> <ul style="list-style-type: none"> • The DLP is a resource for volunteers/coaches and should ensure that the clubs reporting procedures are followed. The DLP reports any 	
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	<p>suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsla or an Garda Síochána/ Gateway team or PSNI.</p> <p>The DLP should also inform the NCO that a report has been submitted without identifying details.</p> <ul style="list-style-type: none"> • The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. Safeguarding 3 • The DLP should familiarise themselves with the statutory and support services within their locality • Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI) and Cooperating to Safeguard Children and Young People in Northern Ireland 2017. 	
Communications x 2 persons	<p>Issue emails</p> <ul style="list-style-type: none"> • for junior coaching and internal junior events • for membership renewal • for general information, including Covid-19 <p>Update junior contact details as appropriate</p> <p>Social media – club Facebook updates</p> <p>Review & monitor club website & junior notice board and refresh as required</p>	<p>Vanessa Owens</p> <p>Shauna Busto Gilligan</p>
Database	<p>Ensure that new junior members, throughout the year, are recorded on the junior database</p> <p>Record paid up junior members annually onto the database</p> <p>Liaise with Fred for the development of the new club database</p>	Val Kerins
Covid-19 Liaison	<p>Arrange/ ensure, with Junior Head Coach, weekly rota of Covid-19 Officers for junior coaching</p>	<p>Gearoid</p> <p>Brian Curran</p>



	<p>Ensure that covid-19 health declarations are appropriately checked (may involve a rota of committee members)</p> <p>Contact person for club covid-19 committee</p> <p>.</p>	
<p>Parent Liaison / Junior Development</p>	<p>Respond to parents enquiries regarding coaching & junior events (email / phone)</p> <p>Respond to parents enquiries regarding membership status (email / phone)</p> <p>Liaise with the Junior database committee member regarding new junior members</p> <p>Advise the junior database contact person of new junior members</p> <p><u>Junior Development</u></p> <p>Lead on the Junior Programme Plan 2021-2023</p> <ul style="list-style-type: none"> • A one-stop document containing junior committee mission, policies, guidelines, programme of events and junior tennis initiatives (e.g. retaining teens etc.) 	<p>Brian Breheny</p> <p><u>Junior Programme Plan</u></p> <p>(all committee members will / can contribute to Junior development)</p>
<p>Internal Competition / Event Organiser</p>	<p>Advance planning and court scheduling for internal junior events, including</p> <p>Journey to the Stars – Red ball, Orange Ball, Green ball – 3 times a year</p> <p>Next Gen – 4-week block</p> <p>Davis Cup – 2 weekends</p> <p>Junior Leagues (Spring U12 & U16) (Autumn U14 & U18)</p> <p>Christmas Party</p>	<p>Brian Curran</p> <p>Gearoid</p> <p>(all committee members will assist)</p>



VOLUNTEER 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

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 _____ (Ireland 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:

Address:

Name:

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: _____



DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

(Please read this information carefully)

Statement of non-discrimination:

Celbridge and District Lawn Tennis Club is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

_____ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering.

Advice to Applicants:

Please complete this form as accurately as possible and return it with other completed forms marked “**Confidential**” in the envelope provided. An arrangement will be made with you to discuss any clarification that may be required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. Volunteers are not applying for the job The disclosure of a criminal record or other information will not debar you from registration / appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)



Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the club's Designated Liaison Person of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Tennis Ireland, as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: _____

Third Part Reference Form

STRICTLY CONFIDENTIAL

This form should be returned only to the person who requested it's completion.

The following person:

_____ has expressed an interest in working in Tennis.

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.



Signed _____

Print Name _____

For Celbridge and District Lawn Tennis Club

Date _____

1. How long have you know this person?

2. In what capacity?

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

4. 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 Committees

Committees should follow the points as 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 members 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 tennis club/organisation policies & procedures so that all activities are in accordance with the safeguarding children and young 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 and 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 are 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 documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
- Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of the NGB/ Branch/Club/Organisation . Rules should not contravene any NGB/ Branch/ Club/Organisation_rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. e-mail, 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 within 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.
- Club Children's Officers must be members of the committee and should attend the monthly meetings.
- Club Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee.

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 Club Committee Member

_____ Date _____



Code 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 whilst 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 be positive during children's activities.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Ensuring age and level of play appropriate and 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.
- Not 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.



- 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 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 _____