

Section 3:

Policies and procedures

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Introduction and Tennis Clubmark requirements

The LTA has produced a range of resources and best practice documentation to assist you in developing your clubs policies and procedures. Resources have been developed under the categories of **child protection, equality and diversity, codes of practice and health and safety.**

3.1 - Child protection

Every year, millions of young people, coaches, officials and other volunteers derive fun, satisfaction and personal achievement from belonging to a sports club. At the same time, there are growing demands for quality and professionalism, as well as a greater need for everybody to be aware of child protection and safety issues.

It is the duty of every club to give serious consideration as to how it conducts activities, and to take all reasonable steps to ensure that participants, visitors and volunteers can enjoy tennis in a safe environment. That obligation is particularly important with regard to the safety and welfare of young tennis players.

Child protection is a key element of Tennis Clubmark. Clubs seeking Tennis Clubmark accreditation are required to have rules, policies and procedures relating to safety and best practice. Clubs must familiarise themselves with the LTA's child protection measures and adhere to them fully.

Requirements for meeting Tennis Clubmark criteria

Your club must implement rules, policies and procedures relating to safety and best practice in child protection. Your club coach and one other club representatives will need to attend the LTA/UKCC child protection workshop.

3.2 - Equality and diversity

Tennis Clubmark clubs should be accessible to everyone, so it is important that the right culture is promoted. Your policies, practices and club ethos must encourage all members to adopt an inclusive and child-friendly approach to tennis.

Simply adopting new policies and gaining accreditation will not change the atmosphere of an unwelcoming club. A club management group must assume responsibility for ensuring that your club is always open, child-friendly, and free from discrimination or unfair behaviour.

"Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society."

Requirements for meeting Tennis Clubmark criteria

- Your club must implement rules, policies and procedures relating to equality and diversity. Club representatives are also required to attend the following training courses:
- **A club for all** – welcoming all members of the community. This course is offered through the Runningsports programme and must be attended by 1 club member.
- **Equity in your coaching practice** – this course is run by sportscoach UK and must be attended by your club coach.

3.3 - Codes of practice

Codes of practice help people to know exactly what is expected of them, help the club to run smoothly and contribute to an excellent club atmosphere. Tennis Clubmark provides parents, guardians and children with practical guidelines to ensure that everyone benefits from a safe, enjoyable environment, on and off the court.

Requirements for meeting Tennis Clubmark criteria

Your club should make copies of these guidelines available to all parents and guardians.

3.4 - Health and safety

Health and safety is extremely important to all tennis clubs and organisations. You have an obligation to ensure the health and safety of members and people visiting your club, and you must provide adequate and appropriate equipment and facilities to enable first aid to be administered. In addition, you should implement policies and procedures that not only minimise the risk of accident, but also set out who is responsible for administering first aid, should an accident occur.

Requirements for meeting Tennis Clubmark criteria

Your club should have access to first aid equipment, guidelines for dealing with an incident/accident and policies and procedures for minimising the risk of accidents.

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Criteria

Here is a summary of the information you need to produce and enclose within your evidence file to satisfy the requirements of section 3.

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Ref	Criteria	Evidence required	Essential/ Desirable
3.1	Child protection		
3.1.1	The club adopts and maintains Tennis Clubmark guidelines for child protection.	Copy of guidelines stored accessibly at the club and adopted at a committee meeting	Essential
3.1.2	The club adopts and maintains the code of conduct for people working with children.	Confirmation that the policy has been adopted and is on display at the club	Essential
3.1.3	The club adopts and maintains the Tennis Clubmark child protection policy.	Copy of the policy and confirmation that it has been adopted and is on display at the club	Essential
3.1.4	The club adopts and maintains the Tennis Clubmark guide to safer recruitment.	Confirmation that the guide has been adopted and the date it was adopted	Essential
3.1.5	The club adopts and uses the Tennis Clubmark self-declaration form for coaches and volunteers.	Copies of completed forms	Essential
3.1.6	The club adopts and maintains Tennis Clubmark policy on the use of images of children and young people.	Policy on display at the club and copies of completed consent forms	Essential
3.1.7	2 club members have attended the LTA/UKCC child protection workshop (1 must be your coach).	Certificate of attendance	Essential
3.1.8	The club adopts and maintains the LTA's guidelines for travelling and staying away.	Confirmation that the guidelines have been adopted and the date they were adopted	Essential

Ref	Criteria	Evidence required	Essential/ Desirable
3.1.9	The club has a separate junior club membership form.	Copy of form	Essential
3.1.10	The club adopts and uses the trip and activity consent form.	Confirmation that form has been adopted	Essential
3.1.11	The club adopts and uses the incident report form.	Form to be made available at the club	Essential
3.2	Equality and diversity		
3.2.1	The club has a constitutional commitment to open access.	Submission of club constitution/open access policy and minutes confirming when it was adopted	Essential
3.2.2	The club adopts and implements an equality and diversity policy.	Copy of the policy, which is also to be displayed at the club	Essential
3.2.3	One member of the club has attended the Runningsports 'A club for all' workshop.	Certificate of attendance	Essential
3.2.4	One coach has attended a sportscoach UK 'Equity in your coaching' workshop.	Certificate of attendance	Essential
3.3	Codes of practice		
3.3.1	The club has a code of practice for parents and guardians/carers.	A copy of the code and a commitment to distribute it to parents	Essential
3.3.2	The club has a code of practice for young people.	A copy of the code and a commitment to distribute it to young people	Essential
3.3.3	The club allows players to wear coloured tennis/sports clothing.	To be included within the club's constitution	Essential
3.4	Health and safety		
3.4.1	The club has access to first aid equipment at all coaching and competition sessions.	A copy of the club policy, list of first aiders and where equipment is stored	Essential
3.4.2	Coaches have an up to date appointed first aid qualification.	Copy of certificate	Essential
3.4.3	The club has guidelines for dealing with an incident/accident.	Copy of guidelines	Essential

Ref	Criteria	Evidence required	Essential/ Desirable
3.4.4	The club has an accident report form.	Copy of form	Essential
3.4.5	The club has a risk assessment form for its facilities.	Copy of completed form	Essential
3.4.6	The club has a risk assessment form for coaches.	Copy of the completed form(s)	Essential

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Resources

The LTA has produced the following resources to help you complete this section of your Tennis Clubmark folder:

Child protection

- *Guidelines for child protection (3.1.1)*
- *Code of conduct for people working with children (3.1.2)*
- *Child protection policy (3.1.3)*
- *Guide to safer recruitment (3.1.4)*
- *Self-declaration form for coaches and volunteers (3.1.5)*
- *Use of images of children and young people policy (3.1.6)*
- *Guidelines for travelling and staying away (3.1.8)*
- *Junior club membership form (3.1.9)*
- *Trip and activity consent form (3.1.10)*
- *Incident report form (3.1.11)*

Equality and diversity

- *Constitution template (3.2.1)*
- *Equality and diversity policy template (3.2.2)*

Codes of practice

- *Code of practice for parents and guardians (3.3.1)*
- *Code of practice for young people (3.3.2)*

Health and safety

- First aid equipment/qualified coaches template (3.4.1 & 3.4.2)
- Guidelines for dealing with an incident/accident (3.4.3)
- Accident report form (3.4.4)
- Club risk assessment form (3.4.5)
- Risk assessment form for coaches (3.4.6)

Courses

- Your county office can assist you in booking on relevant courses.

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Evidence file

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Evidence file

We enclose the following evidence in support our club's Tennis Clubmark application:

(Please **tick** all the relevant boxes to confirm the evidence you have enclosed.)

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