



# Launceston Tennis Club

([www.launcestontennis.org](http://www.launcestontennis.org))

## Tennis Clubmark Progress

Target Submission Date: **31st March 2009**

	Criteria	Person Responsible	Progress Update
<b><u>1</u></b>	<b><u>Club action planning</u></b>		
1.1	Club action plan	Peter McAughey	<b>Completed - doc supplied by Peter</b>
1.2	Club business plan (desirable)	N/A	<b>N/A - Optional element only.</b>

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<b><u>2</u></b>	<b><u>Tennis Programmes</u></b>		
2.1	Inclusive tennis programme	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.2	All year round coaching programme	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.3	All year round competition programme	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.4	Talent attraction, identification and development programme	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.5	Links with schools	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.6	Links with other clubs (desirable)	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.7	Appropriate facilities	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>
2.8	Attendance registers	James Brobin/Peter McAughey	<b>Completed - doc received from James/Peter</b>

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<b>3</b>	<b><u>Policies and Procedures</u></b>		
<b>3.1</b>	<b><u>Child protection</u></b>		
3.1.1	Guidelines for child protection	Jenny Worth	Completed - doc received from Jenny
3.1.2	Code of conduct for people working with children	Jenny Worth	Completed - doc received from Jenny
3.1.3	Child protection policy	Jenny Worth	Pending
3.1.4	Guide to safer recruitment	Jenny Worth	Completed - doc received from Jenny
3.1.5	Self-declaration form for coaches and volunteers	Jenny Worth	Completed - doc received from Jenny
3.1.6	Use of images of children and young people policy	Jenny Worth	Completed - doc received from Jenny
3.1.7	LTA/SCUK child protection workshop - 2 members to attend (including 1 coach)	Jenny Worth	Pending - Need to Check if James has attended this course.
3.1.8	Guidelines for travelling and staying away	Jenny Worth	Completed - doc received from Jenny
3.1.9	Junior club membership form	Jenny Worth	Completed - doc received from Jenny
3.1.10	Trip and activity consent form	Jenny Worth	Completed - doc received from Jenny
3.1.11	Incident report form	Jenny Worth	Completed - doc received from Jenny

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<b>3.2</b>	<b><u>Equality and diversity</u></b>		
3.2.1	Constitutional commitment to open access	Helen Davies	Completed - Constitution already contains commitment.
3.2.2	Equality and diversity policy	Helen Davies	Completed - document supplied by Helen.
3.2.3	Runningsports 'A club for all' workshop - 1 club member to attend	Helen Davies	Pending - Helen will attend course at Taunton in June
3.2.4	Sportscoach UK's 'Equity in your coaching' workshop - 1 coach to attend	Helen Davies	Pending - James Brobin to attend course.

	Criteria	Person Responsible	Progress Update
<b>3.3</b>	<b><u>Codes of practice</u></b>		
3.3.1	Code of practice for parents and guardians/carers	Ruth Cornish	Completed - doc received from Ruth
3.3.2	Code of practice for young people	Ruth Cornish	Completed - doc received from Ruth
3.3.3	Coloured tennis/sports clothing	Ruth Cornish	Pending - need to change constitution.

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<b>3.4</b>	<b><u>Health and safety</u></b>		
3.4.1	First aid equipment at coaching and competition sessions	Rod Wood	Pending - awaiting docs from Rod
3.4.2	First aid qualifications for coaches	Rod Wood	Pending - awaiting docs from Rod
3.4.3	Guidelines for dealing with an incident/accident	Rod Wood	Pending - awaiting docs from Rod
3.4.4	Accident report form	Rod Wood	Pending - awaiting docs from Rod
3.4.5	Risk assessment form for facilities	Rod Wood	Pending - awaiting docs from Rod
3.4.6	Risk assessment form for coaches	Rod Wood	Pending - awaiting docs from Rod

	Criteria	Person Responsible	Progress Update
<b>4</b>	<b>Club Management</b>		
<b>4.1</b>	<b>Communicating with members</b>		
4.1.1	Opportunities for members to contribute to the running of the club	Tim Mitchell	Completed
4.1.2	Information for new members	Tim Mitchell	Completed
4.1.3	Regular information for members	Tim Mitchell	Completed
4.1.4	Providing the LTA with details of your playing members	Tim Mitchell	Completed

	Criteria	Person Responsible	Progress Update
<b>4.2</b>	<b>Promoting your club</b>		
4.2.1	Promoting your club and coaching programmes	Tim Mitchell	Completed

	Criteria	Person Responsible	Progress Update
<b>4.3</b>	<b>Managing your workforce</b>		
4.3.1	Volunteer policy	Andrew Hamilton	Completed - doc received from Andrew
4.3.2	Roles and responsibilities for volunteers and paid employees	Andrew Hamilton	Pending - awaiting doc from Andrew
4.3.3	Volunteer recruitment checklist	Andrew Hamilton	Pending - awaiting doc from Andrew
4.3.4	Volunteer agreement form	Andrew Hamilton	Completed - doc received from Andrew
4.3.5	Coach, referee and volunteers recruitment log	Andrew Hamilton	Pending - awaiting doc from Andrew
4.3.6	Consultancy agreement for coaching services	Martin Cooke	Pending - awaiting doc from Martin
4.3.7	Head Coach job description	Martin Cooke	Completed - doc received from Martin
4.3.8	Development Coach/Tennis Assistant job description	Martin Cooke	Completed - doc received from Martin
4.3.9	Junior Co-ordinator job description	Martin Cooke	Completed - doc received from Martin
4.3.10	Coach licensing and registration	Martin Cooke	Pending - Martin liaising with James Brobin