



Tennis Ireland Clubmark Gold Accreditation

TENNIS IRELAND CLUBMARK: Helping Clubs to Organise for Success

Introduction

The Tennis Ireland Clubmark is a Programme designed to provide clubs with the resources to develop a Club Development Strategy that will:

Assist the club management to organise for success.

Continue to develop programmes that will satisfy the needs of all members.

Attract new club members whilst retaining current members.

Guarantee a 'quality standard' in specific areas of your club.

The programme will allow interested parties including prospective club members to identify clubs that have achieved a recognized standard of quality in the areas of:

- Organization and management.
- Safety, child welfare, risk management, equality and inclusion.
- Organized play and scoring, competition, coaching and player development.
- Outreach programmes.
- Communication and public relations.

Accreditation Levels

Accreditation has been divided into three bands so as to allow all clubs achieve a quality standard in areas that are most pertinent and achievable to their club. The three bands are outlined below:

GOLD

This club is distinguished in club development aspects in the following areas:

Facilities

Organisation & Management

Safety & Child Welfare
Play, Scoring & Competition
Player Development
Workforce
Outreach Programme's
Communication & PR
Equality

There are 64 ESSENTIAL to achieve at Gold Level

Accreditation awarded & arrangements made for presentation of certificate/plaque, annual health checks and future accreditations (every 3 years)

Achieving Clubmark signals that your club provides a quality sporting experience, open to all and delivered in a safe environment, administered by an effective and efficient committee.

Who can apply?

Any Tennis Ireland affiliated club can register for inclusion in the Clubmark Programme and can choose the level of accreditation that is most suitable and achievable for their club.

THE CLUBMARK PROCESS

Step 1. Following Committee agreement to apply for the Programme, appoint a Clubmark Coordinator and committee to begin the process by completing the online application.

Step 2. Contact the relevant Regional Development Officer (details below) to arrange a club visit and/or discuss the Programme as required.

Tennis Ireland Development Team –

Connacht - Olwyn O'Toole - Email: olwyn.rdo@tennisireland.ie Mob: (087) 7120756

Munster - Lucy Penkova -Email: lucy.rdo@tennisireland.ie Mob: (085) 7331528

Fingal/Leinster - Tara Congdon Email: tara.rdo@tennisireland.ie Mob: (085)1076000

Leinster - Peter Farrell - Email: peter.Farrell@tennisireland.ie Mob: (086) 8228235

NOTE: 'E' or 'D' below indicates 'Essential' or 'Desirable'.

In order to achieve the Clubmark at Bronze Level, a club needs to achieve all the Essentials.

In order to achieve the Clubmark at Silver Level, a club needs to achieve all the Essentials.

In order to achieve the Clubmark at Gold Le

1. Club Name

2. Clubmark Coordinator



Tennis Ireland Clubmark Gold Accreditation

FACILITIES

* 3. E. How many outdoor courts does your club have?

* 4. D. How many indoor courts does your club have?

* 5. Does your club have:

	Yes	No
E. an accessible First Aid Box and Defibrillator on site?	<input type="radio"/>	<input type="radio"/>
E. members/employees trained to deliver First Aid?	<input type="radio"/>	<input type="radio"/>
D. a notice board to display club information, promotional materials, etc.?	<input type="radio"/>	<input type="radio"/>
D. a court booking system for members?	<input type="radio"/>	<input type="radio"/>
D. changing rooms and toilet facilities available to all players during playing times?	<input type="radio"/>	<input type="radio"/>

* 6. E. Do you offer access to modified versions of the game?

This encompasses standalone courts with red and orange courts permanently marked, and with lowered nets. OR we use temporarily adapted courts with drop down lines and lowered nets.

- Yes
- No

* 7. E. For casual play & practice, do players have access to the Red and Orange courts, equipment and balls?

- Yes
- No

* 8. E. Do you have a regular maintenance programme in place in order to ensure that all club facilities, buildings, courts, fittings, etc, are kept in good working condition and are suitable and safe for use?

- Yes
- No

* 9. D. Do you have plans for indoor courts?

Yes

No



Tennis Ireland Clubmark Gold Accreditation

ORGANISATION / MANAGEMENT

10. E. Is the club affiliated to Tennis Ireland, the official National Governing Body?

Yes

No

11. Does the club

	Yes	No
E. have a Board or Management Committee?	<input type="radio"/>	<input type="radio"/>
E. hold an Annual General Meeting?	<input type="radio"/>	<input type="radio"/>
E. produce annual accounts?	<input type="radio"/>	<input type="radio"/>
E. have a clear structure and written description of roles for the Board / Management team?	<input type="radio"/>	<input type="radio"/>
E. have a Constitution in place?	<input type="radio"/>	<input type="radio"/>
E. have a comprehensive set of club rules in place?	<input type="radio"/>	<input type="radio"/>

12. E. The club Committee / Board meets at least 4 times annually.

Yes

No

13. **D.** The Head Coach / Director of Coaching has a clear reporting process to the Board / Management team.

Yes

No

14. **D.** The club has a strategic development plan for the next 2-3 years.

Yes

No

15. **D.** The club has a financial plan / forecast in place for the next 2-3 years.

Yes

No

16. **D.** Young people (16-25 years old) are involved or represented on the Board / Management team.

Yes

No

17. **D.** Board / Management team encompasses both genders and includes representatives from all aspects of the membership i.e. senior players (18 years and older), junior players (18 years and under), parents of the junior players, representative of the teams, the coaches, players with a disability.

Yes

No



Tennis Ireland Clubmark Gold Accreditation

SAFETY AND CHILD WELFARE IN TENNIS AND MANAGING RISKS IN CLUB

18. **E.** Is your club fully compliant with the Tennis Ireland 12 point compliancy Child Protection Programme, related to the Code of Ethics and Best Practice for Children in Sports?

Yes

No

19. **E.** Do you have an appropriate level of public liability insurance relevant to your club?

Yes

No

20. **E.** Attendance registers are completed for every activity, including coaching/training sessions and organised and informal competitions.

Yes

No

21. **E.** Risk assessments are carried out

Daily before activity

Monthly inspection of facilities

22. **E.** An accident recording process is in place, monitored and implemented.

Yes

No

23. **E.** The club facilities are welcoming, clean and safe.

Yes

No

24. **E.** The club facilities are accessible to all members and guests, including disabled access.

Yes

No

25. **E.** The club has fire and safety/emergency procedures in place, with instructions clearly visible (e.g. fire exits).

Yes

No

26. **E.** The club is fully compliant with all legal requirements around health and safety, fire safety and emergency policies and procedures.

Yes

No



Tennis Ireland Clubmark Gold Accreditation

PLAY, SCORING AND COMPETITION

27. **D.** The club provides all playing members with a National Association rating from the age of 11-years-and-older, following the ITF rating guidelines. (10.1, 10.2 & 10.3 can be used for Red, Orange & Green Events).

Yes

No

28. **E.** The club offers informal ROGY type play and scoring sessions including gender specific activities for all juniors up to 18 years of age, where the match results are not recorded. (ROGY = Red, Orange, Green & Yellow Events). *See Resources section (below) for information on competition.*

Yes

No

29. **E.** The club offers informal play and scoring sessions for all beginner and improver players aged 19-and-older (including adult and senior players) with the use of the slower balls.

Yes

No

30. E. Club sessions are organised offering opportunities to play with others of a similar level.

- Yes
- No

31. E. Coaches and competitive event organisers use appropriate slower balls for coaching and competitions according to the ITF Tennis 10s framework.

- Yes
- No

32. The Club offers the following:

	Yes	No
E. Organized competitive opportunities following the ITF recommended competition framework for clubs, for Tennis 10s players (aged 10-and-under).	<input type="radio"/>	<input type="radio"/>
E. Organized competitive opportunities following the ITF recommended competition framework for clubs, for junior players aged 12 and 14-and-under	<input type="radio"/>	<input type="radio"/>
E. Organized competitive opportunities for junior players from 11-18-years-old using regular yellow balls.	<input type="radio"/>	<input type="radio"/>
E. Organized competitive opportunities for players aged 19-and-older, with the use of the regular yellow balls.	<input type="radio"/>	<input type="radio"/>
E. Organized competitive opportunities specifically for adult beginner and improver players using the slower balls.	<input type="radio"/>	<input type="radio"/>
E. Opportunities for 10-and-under players to play in organized local based team competition	<input type="radio"/>	<input type="radio"/>
E. Opportunities for junior players (aged 11-18) to play in organized local based team competition	<input type="radio"/>	<input type="radio"/>
E. Opportunities for adults (19-and-older) to play in organized local based team competition	<input type="radio"/>	<input type="radio"/>
E. An annual junior club championships for players 18, 16, 14, 12-and-under	<input type="radio"/>	<input type="radio"/>
E. An annual club championships for senior players.	<input type="radio"/>	<input type="radio"/>



33. **E.** A structured, clear and understandable Player Development Pathway is available to cater for players of all ability levels using the Tennis Ireland Long Term Player Development Pathway.

Yes

No

34. **E.** Opportunities are available for 10-and-under players to learn and play the game according to the ITF Tennis 10s framework, using correct equipment and courts.

Yes

No

35. **E.** Tennis Xpress, or an equivalent, is used for introducing tennis to teenage beginner and adult beginner players.

Yes

No

36. **E.** Coaching sessions follow the 'games-based approach' to coaching, and always include organized play, with competitive activities included as part of each session.

Yes

No

37. **D.** Gender specific coaching sessions are available for all ages if requested, e.g. single gender Tennis 10s sessions, single gender Tennis Xpress sessions.

Yes

No

38. **E.** The appropriate progression of a player from stage to stage during their tennis development is based on technical and tactical competence and success within competitive environments (*e.g. progressing from the Orange Stage to the Green Stage in Tennis10s during organised assessment days*).

Yes

No

39. **D.** On-court performance training opportunities are available for the most talented 14-and-under players.

OR

the club is linked to a nearby club or facility that can provide a high performance opportunity.

Yes

No

40. **D.** The club advises the most talented 14-and-under players of the recommended necessary off-court physical conditioning training.

OR

the club is linked to a nearby club or facility that can provide this high performance opportunity.

Yes

No

41. **D.** A strategy is in place to identify the players with the most potential following the National Federation / ITF guidelines.

Yes

No

42. **E.** The club proactively reaches out to people with disabilities to play tennis.

Yes

No



Tennis Ireland Clubmark Gold Accreditation

WORKFORCE: COACHES, MANAGEMENT and VOLUNTEERS

43. **E.** A comprehensive coaching programme is run at the club annually (minimum of 25 weeks per annum).

Yes

No

44. **E.** The club has a written agreement with the Head Coach / Director of Tennis and all coaches who work at the club.

Yes

No

45. **E.** All coaches working within the club's coaching programme are qualified and Licensed through the National Association (Tennis Ireland).

Yes

No

46. **E.** Are all coaches working at the club involved in the Continuous Professional Development Programme (CPD) run by Tennis Coach Ireland and Tennis Ireland?

Yes

No

47. **E.** The coaches are involved in organizing competition.

Yes

No

48. **D.** The Management team is proactive in recruiting volunteers to help at the club.

Yes

No

49. **E.** Volunteers have a clearly documented role to play at the club.

Yes

No

50. D. Does the club organise a briefing/meeting for parents during the year?

Yes

No



Tennis Ireland Clubmark Gold Accreditation

OUTREACH PROGRAMME

51. The club reaches out to the community and delivers tennis development activity in:

	yes	No
D. At least 1 primary school in the local area.	<input type="radio"/>	<input type="radio"/>
D. At least 1 secondary school in the local area.	<input type="radio"/>	<input type="radio"/>
D. At least 1 other Education Institution in the local area e.g. special school / school for people with disabilities, College or University.	<input type="radio"/>	<input type="radio"/>
D. All local schools are given information on how pupils can get involved in tennis and join the club.	<input type="radio"/>	<input type="radio"/>
D. Coaches encourage and train teachers within local primary schools to deliver tennis activity in their school (See Tennis Ireland Schools Tennis Initiative xxxxxx@tennisireland.ie)	<input type="radio"/>	<input type="radio"/>
D. Coaches encourage and train teachers within secondary schools to deliver tennis activity in their school.	<input type="radio"/>	<input type="radio"/>
D. Coaches encourage and train teachers within other education institutions (special schools / schools for the disabled; college or university) to deliver tennis activity in their school.	<input type="radio"/>	<input type="radio"/>
E. An Open Day is held at least once a year at the club.	<input type="radio"/>	<input type="radio"/>

Tennis Ireland Clubmark Gold Accreditation

COMMUNICATIONS and PUBLIC RELATIONS

52. **E.** The club organizes regular social events at the clubhouse or a nearby facility.

Yes

No

53. **E.** The Club has an up to date and informative website or Facebook page.

Yes

No

54. **D.** The club uses other social media to promote activity and engage with tennis players (e.g. Twitter, YouTube, etc).

Yes

No

55. **D.** The club uses local media (newspapers, radio) to promote activity and engage with new audiences.

Yes

No

56. **E.** Benefits are provided to prospective members to encourage them to join the club (e.g. free coaching lessons)

Yes

No

57. **E.** The club has a structured process for welcoming new players, providing good customer service and ensuring that all members are aware of the opportunities available for development (e.g. ITN assessments are provided to all new playing members by the coach).

Yes

No

58. **E.** The club provides a basic new member welcome pack.

Yes

No

59. **E.** Players are well informed about events and activities via a regular communication process.

Yes

No

60. **D.** The club has a continuous customer feedback process in place (suggestion/comment box, comment tab on the website).

Yes

No

61. **D.** The club has an electronic database of its membership.

Yes

No

62. **D.** The club implements occasional member surveys and shares the results with the members.

Yes

No

63. **E.** Information is available to players as how to use the appropriate equipment provided.

Yes

No

64. **D.** The club has a process in place for reengaging inactive playing members.

Yes

No

Tennis Ireland Clubmark Gold Accreditation

EQUALITY

65. **E.** The Club is committed to ensuring that equality is incorporated across all aspects of its development.

In doing so it acknowledges and adopts the following definition of sports equity: ***“Sports equality 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.”***

Yes

No

66. **E.** The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

Yes

No

67. **E.** The club will deal with any incidence of discriminatory behavior in an effective and timely manner, in line with the club's disciplinary procedures.

Yes

No

68. **E.** Membership of the club is open to all.

Yes

No

69. **D.** Can the club provide evidence that it has considered how to make reasonable adjustments to provide access for people with physical disabilities?

Yes

No

70. **D.** Has the Club explored how people with disabilities could be included in tennis at the club? Take into account that there are four main disability groups - physical, deaf or hard of hearing, blind or partially sighted, intellectual disability.

Yes

No

71. **E.** Does the club's future development proposals include a plan relating to the inclusion of people with disabilities?

Yes

No



Tennis Ireland Clubmark Gold Accreditation

RESOURCES TO SUPPORT THE CLUBMARK PROJECT