



# Club Mark - Gold Level\_Nov 2020

## 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.

Maintain 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

The accreditation has been divided into three bands, Bronze, Silver & Gold so as to allow all clubs achieve a quality standard in areas that are most pertinent and achievable to their club.

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### GOLD LEVEL

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



# Club Mark - Gold Level\_Nov 2020

## Equality

There are a set number of ESSENTIALS to achieve the Gold Level

The Accreditation is valid for 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.

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## Disclaimer

The awarding of the Tennis Ireland Clubmark is based on clubs demonstrating to the NGB that they have achieved governance and operational essentials at the time of inspection which determines accreditation at the particular level within the programme.

Having received the accreditation, it is the sole responsibility of the club to maintain all of the benchmarks related to the award. Tennis Ireland bears no responsibility for clubs that neglect to maintain the standards set out in the Clubmark Programme and reserves the right to remove an award if a club no longer meets criteria.

The Clubmark is valid for the 3 years from the date it's awarded. Should any circumstance change within the club's status, however, with regard to their clubmark level, the onus is on the club to contact the NGB to either work towards remedying this or withdraw the clubmark.

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## 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 application. (Ask your Regional Development Officer for the relevant application form)

Step 2. Contact the relevant Regional Development Officer (contact details are at the foot of this Document) to arrange a club visit and/or discuss the Programme as required.

NOTE: In order to achieve the Clubmark at Gold Level, a club needs to achieve all the Essentials fields.

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## Contact Email



**Tennis  
Ireland**

## Club Mark - Gold Level\_Nov 2020

**Club Name**

**Club Mark Co-Ordinator**

**How many outdoor courts does your club have?**

**Essential**

**How many indoor courts does your club have?**

**Desirable**

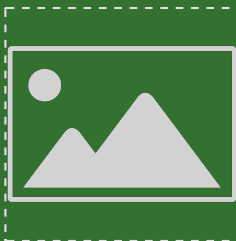
**Does your club have access to a regularly checked First Aid Box?**

Yes

No

**Essential**

**Upload photo of your first aid box**



**sample.png**



## Club Mark - Gold Level\_Nov 2020

Are some of your club members/employees trained to deliver First Aid and are their contact details visible within the club environment?

Yes

No

**Essential**

Upload first aid certs and picture of contact details in club



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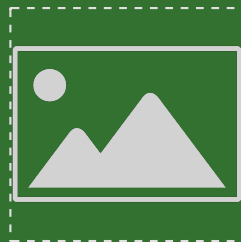
Has your club got access to a regularly checked Defibrillator?

Yes

No

**Desirable**

Upload photo of defibrillator with date of last maintenance check visible if possible



**sample.png**

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Has your club got a notice board to display club information, promotional materials, etc?

Yes

No

**Desirable**

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## Club Mark - Gold Level\_Nov 2020

**Does your club have a court booking system for members?**

Yes

No

*Desirable*

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**Does your club have changing rooms and toilet facilities available to all players during playing times?**

Yes

No

*Desirable*

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**Does your club offer access to modified versions of the game?**

Yes

No

*Essential : 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 or barrier tape*

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**For casual play & practice, have the parents been advised on the proper equipment relative to the age and standard of the player. Eg balls, rackets court sizes etc?**

Yes

No

*Essential :*

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**Does your club have a regular maintenance programme in place**

Yes

No

*Essential : 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 in accordance with the clubs risk assessment?*

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## Club Mark - Gold Level\_Nov 2020

**Do you have plans for indoor courts?**

Yes

No

**Desirable**

**Is the club affiliated to Tennis Ireland, the official National Governing Body?**

Yes

No

**Essential**

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**Does your club have a Board or Management Committee?**

Yes

No

**Essential**

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**Does your club hold an Annual General Meeting?**

Yes

No

**Essential**

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**Does your club produce annual accounts?**

Yes

No

**Essential**

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**Does your club have a clear structure and written description of roles for the Board / Management team?**

Yes

No

**Essential**



# Club Mark - Gold Level\_Nov 2020

**Upload Board/Management team structure and written description of roles**



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**Does your club have a Constitution in place?**

Yes

No

**Essential**

**Please upload a copy of your club constitution**



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**Does your club have a comprehensive set of club rules in place?**

Yes

No

**Essential**

**Upload a copy of your club rules**



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**Does your club have a disciplinary committee?**

Yes

No

**Essential**

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**Does the club Committee / Board meet at least 4 times annually.**

Yes

No

**Essential**



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**Does your club have a development plan?**

Yes

No

***Essential***

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

Yes

No

***Desirable***

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

Yes

No

***Desirable***

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**Board / Management team encompasses all genders and includes representatives from all aspects of the membership**

Yes

No

***Desirable: 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.***

**Is your club fully compliant with the Children's First Legislation?**

Yes

No

***Essential***

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## Club Mark - Gold Level\_Nov 2020

**Do you have confirmation from your Insurance Company that you possess an appropriate level of public liability insurance relevant to your club?**

Yes

No

**Essential**

**Upload confirmation letter of public liability insurance**



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**Do you have attendance registers for children under the age of 18 and vulnerable adults, and are they completed for every activity organised by the club, including coaching/training sessions, organised play and competitions.**

Yes

No

**Essential**

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**Do you have an accident recording process in place?**

Yes

No

**Essential**

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**Do you consider your club facilities to be safe and welcoming?**

Yes

No

**Essential**

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## Club Mark - Gold Level\_Nov 2020

**The club has a person on the committee who is responsible for making all the necessary checks in relation to Health and Safety on a regular basis.**

Yes

No

***Essential: That is, buildings, courts, all surrounding areas, life saving equipment and any other risks identified in the clubs risk assessment.***

**The club provides all playing members with a National Association rating from the age of 11 years and older following the ITF rating guidelines**

Yes

No

***Desirable***

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**The club offers informal ROGY type play and scoring sessions including activities for all juniors up to 18 years of age, where the match results are not recorded/published. (ROGY = Red, Orange, Green & Yellow Events)**

Yes

No

***Essential***

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**The club offers organised 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 where appropriate.**

Yes

No

***Essential***

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

Yes

No

***Essential***



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**Coaches and competitive event organisers use appropriate slower balls for coaching and competitions for all levels.**

Yes

No

**Essential**

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**The club offers organised competitive opportunities for players aged 19 and older, with the use of the regular yellow balls.**

Yes

No

**Essential**

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**The club offers organised competitive opportunities specifically for adult beginner and improver players using the slower balls.**

Yes

No

**Essential**

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**The club offers opportunities for junior players (aged 11-18) to play in organised local based team competition.**

Yes

No

**Essential**

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**The club offers opportunities for adults (19 and older) to play in organised local based team competition.**

Yes

No

**Essential**

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## Club Mark - Gold Level\_Nov 2020

The club offers an annual junior club championships for players of all levels of ability and age.

Yes

No

**Essential**

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The club offers an annual club championships for senior players.

Yes

No

**Essential**

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The club offers a structured clear and understandable player development pathway which is available to cater for players of all ability levels using the Tennis Ireland long term player development pathway.

Yes

No

**Essential**

Upload a copy of the clubs player development pathway

*sample.pdf*

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The club offers Tennis Xpress, or an equivalent programme, is used for introducing tennis to teenage beginner and adult beginner players.

Yes

No

**Essential**

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## Club Mark - Gold Level\_Nov 2020

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

Yes

No

**Essential**

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

Yes

No

**Desirable**

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

Yes

No

**Desirable**

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The club advises the most talented 14 and under players of the recommended necessary off court physical conditioning training by a certified expert in the field.

Yes

No

**Desirable**

---

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

Yes

No

**Desirable**

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## Club Mark - Gold Level\_Nov 2020

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

Yes

No

**Desirable**

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

Yes

No

**Essential**

**A coaching programme is run at the club annually (minimum of 10 weeks per annum).**

Yes

No

**Essential**

**Upload an outline of the club coaching program**

 *sample.pdf*

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

Yes

No

**Essential**

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

Yes

No

**Essential**



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## Upload a list of club coaches



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## The coaches are involved in organizing competition.

Yes

No

**Essential**

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## The Management team is proactive in recruiting volunteers to help at the club.

Yes

No

**Desirable**

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## Volunteers have a clearly documented role to play at the club.

Yes

No

**Essential**

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## Does the club organise a briefing/meeting for parents during the year?

Yes

No

**Desirable**

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

## At least 1 school in the local area.

Yes

No

**Essential**



# Club Mark - Gold Level\_Nov 2020

What is the name of the school (s)

Engages with local Parks Tennis venues where applicable.

Yes

No

*Essential*

At least 1 other Education Institution in the local area e.g. special school / school for people with disabilities, College or University.

Yes

No

*Desirable*

All local schools are given information on how pupils can get involved in tennis and join the club.

Yes

No

*Desirable*

Coaches encourage and train teachers within local primary schools to deliver tennis activity in their school (Refer to your Development Officer for further information on Schools Tennis Ireland)

Yes

No

*Desirable*





## Club Mark - Gold Level\_Nov 2020

**Coaches encourage and train teachers within other education institutions (special schools / schools for people with disabilities, college or university) to deliver tennis activity in their school.**

Yes

No

**Desirable**

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**An Open Day is held at least once a year at the club.**

Yes

No

**Desirable**

**The club organises social events at the clubhouse or a nearby facility.**

Yes

No

**Essential**

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**The Club has an up to date, informative website and or social media outlets and uses them to promote activity and engage with tennis players and potential new members**

Yes

No

**Essential**

**Club website or social media link**

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

Yes

No

**Desirable**



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

Yes

No

***Essential***

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**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**

Yes

No

***Essential: (e.g. WTN's are allocated to all new playing members by the committee).***

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

Yes

No

***Essential***

**Upload a copy of the clubs new member welcome pack**

 **sample.pdf**

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

Yes

No

***Desirable***

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## Club Mark - Gold Level\_Nov 2020

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

Yes

No

**Desirable**

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

Yes

No

**Desirable**

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**The club has a process in place for re-engaging inactive playing members**

Yes

No

**Desirable**

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

Yes

No

**Essential**

**Have you signed up to the Equal Advantage Charter through Tennis Ireland?**

Yes

No

**Upload a copy of your Equal Advantage Charter**



sample.pdf

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## Club Mark - Gold Level\_Nov 2020

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

**Essential**

Upload a copy of the clubs disciplinary procedures



Membership of the club is open to all subject to the Clubs Policies and Procedures.  
EG - Reference Checks

Yes

No

**Essential**

Has the Club explored how people with disabilities could be included in tennis at the club? Take into account the main disability groups - Physical, deaf or hard of hearing, blind or partially sighted, intellectual disability

Yes

No

**Essential**

Has the committee shown they have considered involving people with a disability in the club by signing the Cara Sport Inclusion Disability Charter?  
<https://caracentre.ie/sport-inclusion-disability-charter/>

Yes

No

**Essential**



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- During periods when public health issues arise (for example the Covid-19 pandemic), the club undertakes to help ensure in all ways possible that members, visitors & staff are protected to the best degree by club precautions & adapted rules \***

*And to implement guidelines as issued by Tennis Ireland in consultation with public health experts and authorities*

- I acknowledge that I have read and agree to the terms and conditions of the clubmark process \***

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**E-Signature \***

**Club \***

**Role within Club \***

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## Club Mark - Gold Level\_Nov 2020

Please continue to proactively engage with our Development Team member in order to stay informed of current developments and to support the Clubmark process and other activities and progress.

To contact your Regional Development Officer on the following link for further assistance - <https://www.tennisireland.ie/tennis-ireland-2/staff/>

- **Please tick this box if you give permission to Tennis Ireland to share documents you uploaded with other clubs**

*This is for the sole purpose of sharing good practice within the tennis club community. Tennis Ireland will redact any specific information connecting the club to the document.*

