



# Table Tennis Ireland: Comprehensive Guide to Safeguarding and Codes of Conduct

## Introduction

Table Tennis Ireland is committed to maintaining high standards of conduct and safeguarding within the sport. This comprehensive guide outlines the codes of conduct for clubs, coaches, athletes, young people, parents/carers, technical officials, and volunteers. It also details the roles and responsibilities of Club Welfare Officers. Adopting and communicating these codes is essential for the well-being and protection of all members. Clubs must agree to adopt the code and all its recommendations to be fully affiliated with Table Tennis Ireland.

## 1. Club Safeguarding Code of Conduct

Every club has a responsibility to implement and communicate the following codes of conduct, policies, and procedures:

- **Adopt Child Safeguarding Policies and Procedures:** Display prominently on websites and social media.
- **Adopt Adult Safeguarding Policies and Procedures:** Display prominently on websites and social media.
- **Ensure Codes of Conduct are Signed:** By those working and volunteering in regulated roles, parents/carers, and players.
- **Manage Safeguarding Concerns:** Have a disciplinary process for managing misconduct cases.
- **Appoint a Welfare Officer:** Ensure they are fully vetted before appointment.
- **Recruit Coaches and Volunteers Safely:** Ensure they operate appropriately within the club environment.
- **Induction Process for New Members:** Include agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, and anti-bullying policies.
- **Liase with Parents/Carers and Officials:** Ensure good practice is maintained.
- **Display Contact Details:** For Club Welfare Officers and relevant agencies in club premises and on club websites.
- **Promote Well-being and Safety:** Develop an environment prioritizing players' safety over performance.
- **Promote Fair Play:** Never condone rule violations or the use of prohibited substances.
- **Raise Concerns Without Fear:** Ensure an environment where concerns can be raised without fear of reprisal.
- **Training:** Ensure everyone volunteering or working with children or adults at risk attends relevant safeguarding training every three years.

## 2. Code of Conduct: Coaches

Coaches play a vital role in player development and must adhere to the highest standards of professionalism:

- **Professional Standards:** Attain appropriate qualifications and commit to ongoing training.
- **Personal Standards:** Demonstrate proper behaviour and conduct at all times.



- **Rights:** Respect and champion the rights of every individual to participate in sport.
- **Responsibilities:**
  - Provide coaching services without discrimination.
  - Prioritize players' health and welfare.
  - Respect players' right to self-determination.
  - Report any injuries or misunderstandings promptly.
  - Avoid inappropriate relationships or communications with players.
  - Maintain clear boundaries and appropriate working relationships with players, especially those under 18 or adults at risk.
  - Obtain parental consent for activities outside the usual training venue.

### 3. Code of Conduct: Senior Athletes

Senior athletes are expected to:

- **Set a Good Example:** Behave ethically, professionally, and with integrity.
- **Maintain Professionalism:** Avoid conflicts of interest and adhere to training and competition schedules.
- **Respect Others:** Treat fellow athletes, coaches, and officials with respect.
- **Promote Fair Play:** Compete fairly and uphold the spirit of the sport.

### 4. Code of Conduct: Children and Young People (Under 18 Years)

Children and young people should:

- **Be Safe and Protected:** Know their rights to safety, respect, and fair treatment.
- **Report Concerns:** Inform adults about any inappropriate behaviour or risky situations.
- **Respect Club Rules:** Behave appropriately, listen to coaches, and take care of equipment.
- **Avoid Bullying:** Refrain from using bad language or participating in inappropriate or illegal behaviour.
- **Follow Safe Practices:** Use safe transport arrangements and avoid alcohol or illegal substances.

### 5. Code of Conduct: Parents/Carers

Parents and carers must:

- **Abide by Safeguarding Policies:** Follow the Child and Adult Safeguarding Policies.
- **Demonstrate Respectful Behavior:** Set a good example for children.
- **Support Children's Participation:** Encourage learning and adherence to the rules of table tennis.
- **Communicate Effectively:** Maintain open lines of communication with the club regarding their child's involvement.

### 6. Code of Conduct: Technical Officials

Technical officials are expected to:

- **Uphold Integrity:** Ensure fair play and adherence to rules.
- **Act Professionally:** Maintain a high standard of conduct during competitions.
- **Promote Respect:** Foster a respectful environment for all participants.

### 7. Code of Conduct: Volunteers



Volunteers should:

- **Adhere to Club Policies:** Follow the safeguarding and conduct guidelines.
- **Set a Positive Example:** Behave ethically and responsibly.
- **Promote Safety and Well-being:** Ensure the safety and welfare of all club members.

### 8. Club Welfare Officer: Roles and Responsibilities

Club Welfare Officers (CWOs) must:

- **Implement Safeguarding Policies:** Keep them up to date and promote good practice.
- **Respond to Concerns:** Handle safeguarding concerns appropriately.
- **Report Regularly:** Keep the club's organizing committee informed about safeguarding matters.
- **Ensure Safe Recruitment:** Follow legal requirements for recruiting staff and volunteers.
- **Maintain Records:** Keep track of safeguarding training and criminal record checks.
- **Provide Information:** Ensure everyone knows how to contact the CWO and how to respond to safeguarding concerns.
- **Handle Breaches Effectively:** Deal with breaches of conduct, poor practice, or allegations of abuse.
- **Stay Informed:** Keep up with developments in safeguarding and attend relevant training courses.
- **Maintain Confidential Records:** Keep detailed records of reported concerns and actions taken.

By adhering to these guidelines, Table Tennis Ireland aims to foster a safe, respectful, and enjoyable environment for all participants. Clubs must adopt and implement these codes to be fully affiliated with Table Tennis Ireland.

A more detailed Code for each area is on the website along with additional safeguarding policies and procedures.

Club: \_\_\_\_\_

Signed by Club Chair: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Club Welfare officer: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_