



## **Milngavie tennis club**

### **Staff, volunteer & member Induction pack**

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Pack approved on behalf of the committee by:

Club President, Alastair Garvie: Alastair Garvie

Date: 24/01/19

Club Welfare officer, Laura Wilson: Laura Wilson

Date: 24/01/19

Renewal due: Jan 2021

## **1. Club information**

### **History**

The Club was founded as a cricket club in 1904, with the first tennis courts being laid in 1912. We initially had 3 blaes (shale) courts, adjacent to a lawn and small wooden pavilion we shared with Milngavie and Bearsden Cricket Club. Originally known as Milngavie and Bearsden Cricket and Tennis Club, the facility at Auchenhowie became Milngavie and Bearsden Sports Club in the late 1960s.

Cricket remained at the Club until 1983, when it was disbanded to make room for a new artificial hockey pitch.

Our courts have gone through various changes over the years as court technology has developed, our most recent investment being 3 artificial clay courts installed in Spring 2018.

As well as providing a valuable community facility, the Club has always taken pride in the achievements of its players, having produced players who have won national titles at various age groups and represented Scotland and Great Britain at international level.

### **Club Committee**

Alastair Garvie – President

Scott Wilson - Treasurer

Mark Wilson - Memberships, Secretary

David Allison - Committee Member and Section Representative on MBSC Committee

Laura Wilson – Welfare officer

The club committee meet regularly to discuss the running of the club and any issues which arise. If you have anything you wish to be discussed by the committee please don't hesitate to contact any of the committee members.

All members are invited along to the annual club AGM (normally March) where we discuss the previous year and what we are planning for the upcoming year.

## **Coaching**

Our coaching programs run six days a week and all year round. Sessions are available for all age groups and abilities, meaning we have something for everyone!

### Junior Program

We offer multiple sessions at each age group (mini red-U18) giving you the chance to attend one, or more, sessions a week in the junior section. Our coaching is aimed at improving every aspect of your game. We strive to build great balance and coordination, as well as agility, speed, strength and the correct technique on all your shots.

### Adult Program

Our four Rusty rackets classes are our most popular at the club, they are aimed at adults trying to get back into tennis or playing for the first time. It is a great way of meeting new people by getting on court!

### Individual Lessons

Our Head Coach Shaun Tulloch offers individual lessons at the club for £20 an hour. These are a great way of improving your game, working on specific shots and honing your skills.

If you have any questions or queries regarding coaching, please contact our Head Coach Shaun.

## **2. Club court times/match info**

Currently, at Milngavie Tennis Club, we do not operate a booking system for the use of courts. They are available on a first come, first served basis.

Some courts may not be available during team home matches.

For details of all team matches, home and away, please refer to the club calendar on the website <https://www.milngavietennisclub.com/>

Members may bring guests down to use the courts, costing £4 per guest. This fee is to be given to our Head Coach Shaun, or any of our committee members. All fees go towards new equipment for the tennis club

### **3. Clubhouse information**

If you are looking for information on how to access the clubhouse, changing rooms or how to use the floodlights please contact: [info@milngavietennisclub.com](mailto:info@milngavietennisclub.com)

**4. Club policies attached for information**

- i. Safeguarding
- ii. Diversity and inclusion
- iii. Social media, photography and video
- iv. Code of conduct
- v. Anti-bullying
- vi. Complaints and appeals

## **5. Welfare officer information**

Please see attached for information, also see posters and information on the noticeboard at the club house for safeguarding information.



## **Milngavie Tennis Club**

### **Welfare Officer - Roles and responsibilities within the club**

**Current Welfare Officer – Laura Wilson (07951489633)**

#### **Welfare Officer Role Description**

The Welfare Officer is responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved

The Welfare Officer must not be a member of the venue's coaching team and should not be related to a member of the coaching team (for example, their spouse). The Welfare Officer should be someone over the age of 18.

#### **Main duties**

- Work with others in the club to promote safeguarding, diversity and inclusion and ensure compliance with the LTA's minimum standards for venue registration
- Work with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the venue Welfare Officer are visible and available
- Work with others in the club to promote the venue's Code of Conduct(s)
- Ensure safeguarding and diversity and inclusion is on the agenda at committee meetings
- Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified
- Work with the LTA Safeguarding Team when concerns arise within the venue
- Maintain contact details for the LTA Safeguarding Team and key statutory agencies
- Contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate
- Work with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards
- Work with the Committee/Management and LTA to facilitate the completion of any action plan to address the results of an audit
- Work with others in the venue to ensure the relevant people at the venue have completed a satisfactory criminal records check

#### **Training**

- Safeguarding and Protection in Tennis (or another course approved by the LTA) – Completed
- In safe hands – Booked November 2019
- Updates - Provided at club meetings and annually at the AGM

**Criminal records check**

- PVG checked - not barred

**Availability and contact details**

As this is a voluntary post there are no set hours but any contact will be responded to as soon as possible.

Tel. No.: 07951489633

Email: [membership@milngavietennisclub.com](mailto:membership@milngavietennisclub.com)

**Absence**

If for any reason the Welfare officer is unavailable i.e. due to a planned or unplanned absence please contact in the first instance the club secretary, Mark Wilson at [membership@milngavietennisclub.com](mailto:membership@milngavietennisclub.com) or Shaun Tulloch at [info@milngavietennisclub.com](mailto:info@milngavietennisclub.com) If the issue is of a sensitive nature, or it would not be appropriate to discuss the issue with the named alternatives, they can advise when the welfare officer will be available. However, if waiting is not possible then the person should be advised to contact the LTA using their on-line concern form or their email address at [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk)

This document is recommended for approval by:

Club President, Alastair Garvie:

Date:

Club Welfare Officer, Laura Wilson:

Date:

Review date: January 2021 or on resignation of current postholder



## **6. Additional resources/reading/information**

### **LTA website**

<https://www.lta.org.uk>

### **What's the score – safe and inclusive tennis document**

[https://www.lta.org.uk/globalassets/about-lta/safeguarding/whats-the-score---safe-and-inclusive-tennis.pdf?\\_t\\_id=1B2M2Y8AsgTpgAmY7PhCfg%3d%3d&\\_t\\_q=whats+the+score&\\_t\\_tag=language%3aen%2csiteid%3af3862a05-6b76-4b3c-9179-c99ae142b858&\\_t\\_ip=185.58.164.44%3a41524&\\_t\\_hit.id=Lta+Models+Media+Pdf/+2f3f60b6-55bb-4e66-9f1d-27c373463a37&\\_t\\_hit.pos=1](https://www.lta.org.uk/globalassets/about-lta/safeguarding/whats-the-score---safe-and-inclusive-tennis.pdf?_t_id=1B2M2Y8AsgTpgAmY7PhCfg%3d%3d&_t_q=whats+the+score&_t_tag=language%3aen%2csiteid%3af3862a05-6b76-4b3c-9179-c99ae142b858&_t_ip=185.58.164.44%3a41524&_t_hit.id=Lta+Models+Media+Pdf/+2f3f60b6-55bb-4e66-9f1d-27c373463a37&_t_hit.pos=1)

### **Safeguarding information for coaches**

[https://helpcentre.lta.org.uk/hc/en-gb/sections/115002152067-Safeguarding#\\_ga=2.121988107.144891576.1552647696-309854924.1552393948](https://helpcentre.lta.org.uk/hc/en-gb/sections/115002152067-Safeguarding#_ga=2.121988107.144891576.1552647696-309854924.1552393948)

### **Safeguarding information for parents**

<https://www.lta.org.uk/play-compete/getting-started/information-for-parents/safeguarding-information-for-parents/>

## 7. PVG Requirements

### Milngavie Tennis Club

#### PVG requirements for those working at the club

The safety of everyone who uses Milngavie Tennis Club is of paramount importance

Role	PVG Scheme (for people working in Scotland)
Committee member (assuming no coaching or working with children)	No
Head Tennis Coach	Yes
Tennis Coach	Yes
Assistant Tennis Coach*	Yes
Welfare Officer	Yes
Junior Helper / Tennis Leader**	Yes
Team Captain (juniors)	Yes

\* indicates the individual is under regular supervision by a Level 3 or above coach when working with children. Level 2 Assistant Coaches are qualified to coach groups under the umbrella of a Level 3 or above coach, not necessarily under their direct supervision. \*\* indicates the individual is under regular supervision by an adult when working with children

PVG checks should be carried out prior to work starting and must be renewed as required every 3 years.

Approved on behalf of the committee by:

Club President, Alastair Garvie:

Date:

Club Welfare officer, Laura Wilson

Date:

Renewal due: