

4.3.4

Volunteer agreement form

Name of volunteer / coach / team manager / official

All volunteers, coaches, team managers and officials working within *Chippenham Tennis Club* are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, volunteers, coaches, team managers and officials should be aware of and adopt:

- LTA codes of conduct for those working with children in tennis
- Child protection guidelines
- Equality and diversity policy statements
- Safety guidelines, including guidelines for dealing with an incident/accident

The club will ensure that its volunteers, coaches, team managers and officials have a copy of each policy and guidance notes that are relevant to their work. The club will listen and respond to matters that volunteers, coaches, team managers and officials bring to its attention in relation to their work and will support, where possible, their training needs.

I,, am familiar with *Chippenham Tennis Club's* standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

Signed: Date:

Name:

Please note

Before a volunteer signs and returns this agreement, he should be provided with copies of all relevant items from the following list:

- Safety guidelines
- Codes of conduct
- Equality and diversity policy statement
- Task description
- Child protection guidelines