



## M E M O R A N D U M

To: ALL Tennis NSW affiliated clubs, centres and associations

From: Kathy Fahim

Subject: Member Protection by-law & NSW Government Child Protection legislation

Date: 31 March, 2003

Status: **URGENT REMINDER**

Dear Secretary

### **MEMBER PROTECTION**

Each sporting organisation from National (Tennis Australia) to State (Tennis NSW) to Regional (Regional Committee) to Club's, Centres and Associations are required to have someone as a point of contact in relation to harassment. Unfortunately there are many forms of harassment, and this indictment on society has an impact on sport!

Tennis Australia and Tennis NSW are dedicated to providing a safe environment for everyone who participates in the sport of tennis throughout Australia. This by-law protects the health, safety and well being of all members and participants and confirms that Tennis Australia and Tennis NSW will not tolerate harassment, discrimination or abuse of those people involved in its member's activities.

The unfortunate reality is that tennis, as a sport, is not immune from acts of discrimination, harassment and abuse, rather to the contrary, sport provides an environment which in many cases lends itself to conduct which is not only inappropriate, but also unlawful.

It is a requirement for Tennis Australia, Tennis NSW, Regional Organisations and affiliated clubs, centres and associations to promote and distribute this By-Law and to enforce and recognise any penalties imposed under it.

### **Member Protection - What does your club, centre or association need to do?**

Ensure that you have a recognised person available at your tennis club, centre or association who is able to be a point of contact for any issues relating to the Member Protection by-law and your members. This person will also be a point of contact with Tennis NSW on issues that may arise.

This person does not have to be a counsellor or be able to offer any advice in relation to assisting with the options available for a person who comes to them with a complaint. This person is a point of contact for tennis club members and a vital link with the Member Protection Officer/s at Tennis NSW.

This person should ensure that all information is handled in confidentiality and that all club members are confident about this.



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As Tennis New South Wales  
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**CHILD PROTECTION**

In 1998 the NSW Government adopted state legislation in regards to the protection of children and young people from harassment and abuse while participating in sport and recreational activities. As such all sporting clubs across the state are required to follow the steps as set out below.

**Child Protection - What does your club, centre or association need to do?**

Over the page you will find a 9-step process in relation to the Child Protection process. Each club, centre and association **MUST BE REGISTERED** with the NSW Department of Sport and Recreation for the purpose of screening employees and volunteers and taking care of their current and future members. Registration is a requirement of state legislation and is a free service.

All you have to do is follow the 9-step process to become registered for Child Protection Screening with NSW DSR. A Tennis NSW Business Development Officer will be available to assist your club through this process so that it conforms to the state legislation.

Please call the office on 9763 7644 to speak to a Business Development Officer or e-mail me on kfahim@tennisnsw.com.au for more information.

Kind Regards



Kathy Fahim  
**Business Development Officer**

**9 Steps to becoming a safe organisation for children and young people**

1. Nominate a Member Protection Officer from the club committee. This person is responsible for collecting the Working with Children information and is also the contact for any issues relating to Member Protection at the club.
  2. Register the club, centre, committee or association as an employer by filling out the **Employer Registration Form\*** and returning it to NSW Department of Sport & Recreation. You will be issued with an Employer ID number after this.
  3. Ensure all staff in child related positions including volunteers and paid employees sign a **Prohibited Employment Declaration\***. Keep these records on file in a secure, safe place. The Member Protection Officer should be the person accessing this information.
  4. Add the following clause to new child related recruitment packages eg. "As an employee in child related employment, you are required to consent to a working with children check. Please note that it is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to undertake this position."
  5. Screen all preferred applicants for new child related employment with NSW Department of Sport & Recreation by getting the potential employee to fill in a **Working with Children Consent Form\***. You will then be required to send a **Working with Children Check Request Form\*** to NSW Department of Sport & Recreation.
  6. Conduct structured Referee Checks in conjunction with the screening process using the **Structured Referee Check Form\***.
  7. Once results of the checks are received decide whether to employ the person or not. NSW Department of Sport and Recreation will provide a risk assessment if there is a query.
  8. If you decide not to employ based on the findings of these checks, inform the Commission for Children and Young People with a **Rejected Applicants Notification Form\***.
  9. **KEEP ALL RECORDS LOCKED IN A SECURE PLACE AND TREAT THE INFORMATION GATHERED FROM PEOPLE AS HIGHLY SENSITIVE.**
- \* All forms listed in **bold** above can be obtained by mail or e-mail from Tennis NSW.



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