**Richmond Junior Chess Club Home – Club Service Level Agreement**

## Richmond Junior Chess Club will:-

* Provide suitable accommodation for the study and play of chess.
* Provide sets, boards, clocks and other materials necessary for the study and play of chess.
* Start promptly to accommodate reasonable drop-off arrangements.
* Finish promptly to facilitate collection arrangements.
* Ensure that children are collected only by those authorised by their parents.
* Ensure that only children authorised by their parents make their own way home.
* Keep registers to guarantee that the whereabouts of all members is always known.
* Keep contact data securely so that parents or others specifically trusted and authorised by parents can be contacted in any emergency.
* Provide an environment conducive to the study and play of chess.
* Provide teaching and challenges at a level appropriate to the age and ability of the members.
* Oppose behaviour by anybody that limits the ability of others to enjoy the study and play of chess.
* Provide an environment that is disciplined, supportive and respectful of one another.
* Oppose and address bullying, harassment or abuse in any form.
* Teach members not only good chess technical skills but good sporting etiquette too.
* Ensure that members understand at an appropriate level what constitutes cheating in chess.
* Ensure the appropriate application of Fair-play and Anti-Cheating Rules as drawn up by the English Chess Federation and FIDE (the World Chess Federation).
* Provide a Club Championship held at suitable age, gender and skill levels.
* Provide opportunities to participate in competition at suitable age, gender and skill levels.
* Provide opportunities to gain English Chess Federation and FIDE ratings and titles.
* Give particular encouragement to Girls, within the male-dominated culture of chess.
* Ensure that all staff have the necessary level of chess skill to teach chess well.
* Ensure that all staff have the appropriate communications skills to teach chess well.
* Ensure that all staff are DBS cleared to work with children.
* Ensure that all staff have had appropriate Safeguarding training. Maintain a Safeguarding Policy and appoint Safeguarding Officers. The Safeguarding policy and contact details of the Safeguarding Officers will be available on the Club website.
* Ensure the adequate provision of appropriate First Aid skills amongst the club’s staff and an appropriate supply of First Aid equipment. Maintain a First Aid Policy, which will be available on premises and on the Club website, with details of current First Aid trained staff.
* Ensure the adequate provision of appropriate Fire Marshall skills amongst the club’s staff. Maintain an Evacuation Procedure, which will be available on premises and on the Club website, with details of current fire trained staff.
* Contact parents regarding any problems concerning their children’s behaviour, attitude or progress.
* Staff will be available at all times to speak to parents/carers with regard to their children’s progress and ability at chess, and all other matters concerning their club membership.
* Provide written or oral references to support a Member’s aspiration to join a county, national or international team or tournament or a Member’s application for a school, scholarship or award.
* Provide opportunities for older Members to volunteer or gain work experience with the club.
* Ensure that appropriate regard is taken of any relevant medical, special needs or dietary requirements provided by parents.
* Ensure that all data provided by parents is treated confidentially, kept securely and is used only for appropriate club purposes.
* Ensure that appropriate levels of insurance are taken out to support the club’s activities.
* Set appropriate levels for fees and subscriptions to fully fund the club’s activities.
* Provide appropriate discounts for family membership.
* Provide discreet consideration for difficulties with fees.
* Refund unused fees should a Member wish to leave the club.
* Maintain appropriate good relations with the English Chess Federation (ECF), English Primary Schools Chess Association (EPSCA), London Junior Chess Championship (LJCC), National Youth Chess Association (NYCA), Southern Counties Chess Union (SCCU), United Kingdom Chess Challenge (UKCC), Four Nations Chess League (4NCL) and other bodies involved in the development of junior and youth chess in England and further afield.
* Maintain appropriate good relations with other clubs and associations involved in the development of junior and youth chess.
* Help local schools develop chess by providing staff and equipment for school clubs and supporting their participation in and holding of suitable competitions.
* Club photos may be taken for publicity purposes, including for display on the Club website or in the Club newsletter. A Parent has the opportunity to **Opt Out** of club photos on behalf of their children.

## Parents/Carers Will:-

* Arrange the timely drop-off and collection of their children.
* Inform the club staff in good time of potential delays with drop-off or collection.
* Ensure that Club has up-to-date contact and other membership data for each child.
* Ensure that their children understand good sporting etiquette.
* Ensure that their children understand Fair-play in chess and Anti-cheating regulations and refrain from all forms of cheating and support the club in its measures to combat unfair conduct and cheating.
* Ensure that their children behave respectfully towards others.
* Ensure that their children have the confidence to report any bullying, harassment or inappropriate behaviour by other children, club staff, other players or other parents.
* Ensure that their children do not indulge in bullying or harassment of others.
* Ensure that their children treat club premises and equipment with due care.
* Providing their children with opportunities to play and study chess regularly.
* Encourage their children to represent Richmond Junior Chess Club if selected.
* Encourage their children to represent their school, county or country if selected.
* Support the club’s disciplinary requirements as a necessary backdrop to the successful teaching of chess in a club environment.
* Accept reasonable sanctions and disciplinary measures taken by the club in the event of a misdemeanour involving their children.
* Pay agreed club fees and subscriptions on time and in full.

## Club Members Will:-

* Discuss the Home – Club Agreement with their Parent or Carer.
* Maintain correct sporting etiquette at all times.
* Try to understand Fair-play in chess and Anti-Cheating regulations.
* Refrain from all forms of cheating.
* Behave respectfully to other children and to other adults.
* Report any bullying, harassment of inappropriate behaviour.
* Refrain from bullying or harassing others.
* Treat the Club premises and equipment with due care.
* Represent the Club if selected.
* Represent their school, county or country if selected.
* Work hard and play hard to improve and enjoy their chess.
* Accept the discipline and uphold the standards of the club.

DOCUMENT VERSION

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| **Version** | **Date** | **Author** | **Note** |
| 1.0 | 2014 | Richard James | Initial version – as part of the membership form |
| 2.0 | 21/07/2021 | Paul McKeown | First adaption as a stand-alone document.  |