

Old Actonians Tennis Association and Sports Hive Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media

- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adults agree to:

- Ensure the courts are left in a clean state (remove any litter)
- Ensure the courts are locked after use
- Ensure guest fees are paid
- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

Court Etiquette

The following is an extract from British Tennis website on court etiquette which reflects our approach.

- During play and particularly between games, keep the amount and volume of conversation down to a minimum necessary to play and enjoy your own games. Too much chatter can be disturbing to those playing nearby and, in between games, can hold up play for people waiting
- Line calls can be a problem and we recommend the use of what the Americans call the 'honour system'
- Only call the lines on your side of the net
- Call clearly and firmly what you see and what you honestly believe to be correct
- If you are not absolutely certain or didn't see the ball clearly, the ball was IN and must be given in the opponent's favour
- If occasionally you have serious doubts as to your opponent's eye-sight, ask politely if they are certain as to the accuracy of their call. If they say that they are, get on with the next point
- If you feel your opponent's regularly have difficulties making correct calls, start looking for different opponents!
- If in social friendly matches there is some doubt over a line call, offer to play the point again rather than cause undue aggravation and time wasting.
- Do not criticise your partner or opponent, be positive and offer encouragement instead.

Overall, use your best judgement and we all want to be competitive but don't let your emotions get on top of you!

Thanks for reading and enjoy playing!

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Sports Hive Representative: *Emilie Bouzeza* Date: 5/10/2018

Club Welfare Officer: *Samantha Cook* Date: 5/10/2018

Old Actonians Representative: *Erik Kristensen* Date: 5/10/2018