



# CODE of CONDUCT

### **All volunteers, committee members, coaches and club members agree to:**

- Prioritise the well-being of children, and vulnerable adults, always;
- Treat all children and vulnerable adults 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 situation (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 vulnerable adults, unless 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 have a relationship with anyone over 18 whilst continuing to coach or be responsible for them.

### **All parents, guardians and carers agree to:**

- 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, committee members, officials, coaches, and club members with respect;
- Behave responsibly at the venue; do not embarrass your child;
- Accept officials' 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 to/from the venue;
- Ensure your child has appropriate clothing and refreshments 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 on joining and when asked for it by an official, coach or committee member.

**All children are expected 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.

This Code of Conduct should be interpreted in a spirit of integrity, transparency, and common sense, with the best interests of children and vulnerable adults as the primary consideration.

**Intentional failure to comply with and uphold the standards set out in this code of conduct could result in a member's suspension or expulsion from the club with no refund of fees paid, subject to committee ruling.**

This policy is endorsed by the Calne Tennis Club Committee.

Policy Owner: Derek Warnett  
Policy approved by: Claire Bielby, Club Chair  
Date Policy approved: 10<sup>th</sup> October 2023  
Next review Date: October 2025