

H.L.T.C. 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)
- Observe the Club's strict no smoking policy
- Not to consume alcohol out with supervised licensed events
- 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
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- To note that it is illegal to 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:

- **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 the HLTC safeguarding policy, diversity and inclusion policy, rules and regulations**
- **Provide emergency contact details and any relevant information about your child including medical history**