

# **Codes of Conduct – Hinstock Lawn Tennis Club (HLTC)**

**All members of staff, volunteers and members 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**
- **Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players**

**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 parents 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, 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

**This is an extract from the full HLTC Safeguarding Policy, Revised July 2023**