

## **Newtown Linford Tennis Club - code of conduct for adult members**

Newtown Linford Tennis Club is fully committed to safeguarding and promoting the well-being of all its members, and ensuring a positive and enjoyable experience for all. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Committee.

As a member of Newtown Linford Tennis Club, you are expected to abide by the following Code of Conduct:

- All members must take responsibility in ensuring they are up to date with the Club policies, to understand, and adhere to them. The Club policies and regulations can be viewed on Newtown Linford Tennis Club website, and in the Clubhouse.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs and sexual identity.
- Members should recognise the valuable contribution made by the Coach, and other volunteers as well as the Committee. They give their time and resources to provide the service that the Club provides for you.
- All members must respect the staff and the Committee and publicly accept their decisions.
- All members should be a positive role model, treat other members with the same level of respect that they would expect to be shown to them.
- Use correct and proper language at all times.
- Members are not allowed to use drugs or Alcohol on Club premises or whilst representing the club (unless medically prescribed).
- It is advisable to pre-book Court time, which can be achieved via the Club's Website - Priority will be given to Team matches [which will usually have been blocked out on Court bookings], and the Club's weekly Club night for social, "mix in" Tennis of all abilities.
- Members must wear suitable kit for training and match sessions, as agreed with the Coach, or Team Captain [if representing the Club].
- Safe and appropriate footwear must be used during play
- Club members are responsible for their own safety and welfare when playing at the Club.
- The Courts, Clubhouse, nets, and all other equipment must be used appropriately when at the Club. Failure to do so [in the opinion of the committee] may result in the sanction of the member responsible.
- Any equipment removed from the Clubhouse, such as Chairs and balls must be replaced after use in a safe and considerate manner - The Chairs should be stacked and placed to one side, and ball either placed back in the ball rack for future use, or place in the waste ball bucket for recycling.
- Members must pay any fees for Membership [Clubsparks Website], Coaching [Clubsparks Website], Guests [Treasurer], Match fees [Team Captain], Match Balls [Treasurer] as requested, in a prompt manner.
- Bullying of any sort will not be tolerated - Negative comment about other members ability, appearance, kit etc may constitute bullying, even if intended as a "humorous" comment?
- Members should encourage everyone to enjoy sport and understand that people have different motivations for taking part.
- All non-trivial accidents must be reported to a the Welfare & Safeguarding Officer, and recorded in the Accident book.
- Players and Guests are advised to have access to a mobile phone so that either family, or the Emergency services can be accessed promptly should an incident occur.
- Players and guest are advised to familiarise themselves with the Club's documents "Incident Notification guidelines", and "What to do in case of Emergency" so they are aware of what to do in the case of an Incident
- A regularly reviewed and maintained First Aid Kit is to be found inside the Clubhouse on the Left hand side wall facing the Court, on entering the Clubhouse

- In the interests of both personal health and Fire risk, NLTC operates a strictly enforced “No Smoking” policy on any Club premises.
- Also, in the interests of personal health and waste reduction, members are requested to bring plenty of drinks/fluid to maintain hydration, particularly in hot weather. However, it is suggested that this is via water/cordial in reusable containers, rather than by bringing cans/plastic bottles to the court that are often high sugar, and then need disposing of.

Whilst playing social Tennis, or representing the Club in matches:

**DO:**

Act in sportsman like manner by acknowledging good play or shots by your partner/opponent(s)

Play by the rules and be fair in line calls

Treat all players as you would like to be treated yourself. You must not ridicule, interfere with, bully or take advantage of another player.

Accept whoever you are paired with or against in games, be tolerant and understanding and never show aversion to playing with someone you consider inferior.

Set an example when playing with or against junior or younger players and respond with restraint to petulance or ill tempered behaviour.

Control your temper. Verbal abuse or deliberate distracting or provoking an opponent is not acceptable behaviour.

Co-operate with your Coach, partner, and opponent(s). Without them there would be no competition.

Be a fair and honest Winner and Loser.

Respect all decisions of the Club’s committee with reference to acceptable standards of behaviour both at Newtown Linford Tennis Club, or whilst representing the Club in other circumstances [Away matches, Coaching etc]

Be cautious when referring to the Club, or any of it’s members on Social Media, and never use Social Media in a manner that will bring the Club, or it’s members, into disrepute - Do not forget, the use of images regarding the Club, particularly images of Junior members, may be a legal “mine-field”? Wisely avoided without the expressed [preferably written] consent of the appropriate parent/Guardian?

**DON’T:**

Use derogatory language based on gender, race, appearance, or impairment.

Cause a nuisance in communication [any sort] with other members

Respect the peace and privacy of the Club’s neighbours

Use the Courts for any activity other than Tennis - Football, riding bikes etc is not permissible on the Courts

Throw your racquet, or hit balls in anger.

Display bad sportsmanship, or act in a petulant manner when losing.

Swear or use bad language. Never argue with a Partner or Opponent.

Be aggressive.

Display intimidating behaviour.

Question another person’s integrity over line calls or actions or cause danger to other players through your play.

**These measures support the Club’s and LTA Anti-bullying stance as outlined in their policy document “What’s The Score?”. Examples of Bullying include:**

1]Ridicule eg telling someone their serve is “pathetic”

2]Exclusion eg not inviting someone to a social game or event, because they’re “not like us”, or “don’t fit in”

3]Physical e.g. deliberately trying to hit someone with the ball

4]Spreading Rumours e.g. speculating or joking about someone’s sexuality

5]Name calling

6]Hiding, stealing, or damaging someone’s equipment

7]Using Websites, Social Media, or Text messages to intimidate someone at any time

Transgression from the above standards of behaviour, if reported to [or by] a committee member may result in initially informal [but ultimately formal on repetition of any similar behaviour] sanctions being taken by the Committee. In extreme cases, Club membership may be rescinded.

### **Newtown Linford Tennis Club - code of conduct for parents/carer of junior members and non members**

- Complete the appropriate enrolment/registration for the activity. All participants in Tennis based activities must be Club members in accordance with the Club's Insurance.
- Pay all fees promptly
- Ensure your child has the appropriate clothing and footwear for the activity
- Encourage your child to learn the rules and to play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgement
- Support your child's involvement and help them to enjoy their sport
- Use correct and proper language at all times
- Encourage and guide performers to accept responsibility for their own performance and behaviour
- For parents of junior members under the age of 12, your child is:
  - Able to attend structured events
    - A structured event is defined as having Newtown Linford professionals [and volunteers] or outside professionals in charge of the group for a specific timed period of activity
    - Newtown Linford Tennis Club will be responsible for the junior during the duration of this event. In order for the club to provide quality service and value for money during this event it is the parent's responsibility to deliver and collect the junior on time. Where parents have opted on the enrolment form for their child to come and go to the club unaccompanied, then the child should make every effort to be on time.
    - In the event of a parent being unavoidably delayed, they must contact the Coach and every effort will be made to look after the child until collection can be made.
  - Able to play sport by themselves with no professional
    - Whilst playing sport by themselves, you are required to supervise your child/children by having 'line of sight' at all times, and actively manage responsible and safe use of the Courts.
- For parents of junior members over 12 and under age of 18, your child is
  - able to play sport without restriction, but behave responsibly i.e. they are expected to be of an age to conduct themselves appropriately and to react positively if a member of the committee or other adult Club member gives an instruction about lessening noise etc

All parents/guardians of junior members, please refer to Newtown Linford Tennis Club - policy and code of conduct for junior members and ensure your child has read and understands them.

### **Newtown Linford Tennis Club Code of conduct for club staff, officials, volunteers and other activity leaders**

The essence of good ethical conduct and practice is summarised below.

All club officials, staff, volunteers and other activity leaders must:

- Display consistently high standards of behaviour and appearance, and act as a positive role model
- Follow all guidelines and Policies laid down by the relevant national association and the club
- Hold appropriate valid qualifications and a current DBS check - and accept that these will need to be checked by the Club's Welfare and Safeguarding Officer.

- Activity leaders not directly employed by Newtown Linford Tennis Club must ensure they have appropriate levels of insurance
- Consider the wellbeing and safety of participants before the development of performance
- Develop an appropriate working relationship with participants based on mutual trust and respect
- Make sure all activities are appropriate to age, ability and experience of those taking part
- Promote the positive aspects of sport (eg fair play and fun)
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibited substances
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Encourage participants to value their performance and not just results
- Treat all young people fairly and ensure they feel valued. Have no favourites. Never use sanctions that humiliate or harm young people.
- Understand emergency evacuation and first aid procedures
- If administering first aid to a young person, ensure, where possible, this is carried out in the presence of others
- All Coaching and other equipment to be stored after use in the appropriate place in the Clubhouse.
- Coach should report any concerns re-child/adult behaviour or perceived vulnerability directly to the Welfare and Safeguarding Officer.
- The Coach should only record play on an individual's own [or parent's] phone.
- Written consent should be granted by parents to use any images, with clear documentation that the possible consequences of the image's use has been explained.
- Coaches/Volunteers should not contact young players directly
- The transport of Junior [<18yrs] players to matches, or coaching should be in line with LTA guidelines - ie The player must be accompanied by a DBS compliant Club member, preferably x2 adults in the car, and with the junior player in the back seat.
- All Tennis activities participated in at the Club, must be preceded by the formulation of an appropriate Risk Assessment that can be reviewed by an appropriate Committee Member on request.

• **Newtown Linford Tennis Club - Policy and Code of Conduct for Junior Members**

Newtown Linford Tennis Club is fully committed to safeguarding and promoting the well-being of all its members, and acknowledges that Club Juniors have specific needs to be considered for their safety. However, at the same time, they are bound by the same rules of behaviour and personal discipline as set out in the section on Adult membership. In particular, parents or nominated responsible adult would be well advised to take time to go through the "Do's" and "Don'ts" of acceptable behaviour to ensure the Junior member understands what is acceptable regarding his or her behaviour at the Club, or whilst representing it

Additionally:

For 'parent' read 'parent/guardian/nominated responsible adult'

- Junior members are defined as either Under 12 yrs old, or over 12 but under 18yrs old.
- Juniors under 12 are:
  - able to attend structured events - A structured event is defined as having a Newtown professional or outside professionals in charge of a group for a defined timed period of activity.
  - The Professional will be responsible for the Junior for the duration of the event. In order for the Club to provide quality service and value for money, it is the parent's responsibility to deliver and collect the Junior on time. Should the parent have opted, on the enrolment form, for their child to come and go from the club unaccompanied, then the child should make every effort to be on time.
  - The child must be signed in and out of the sessions, and fees paid promptly.
  - In the event of the parent being unavoidably delayed, they must contact the Coach and every effort will be made to look after the child until collection can be made.

- Able to play sport with no professional - Whilst playing sport by themselves, a parent must have “line of sight” at all times, so they may be directly responsible for the conduct of their child/children and be available if remedial action is needed in terms of behaviour, safety, or play.

Juniors over 12yrs and under 18yrs are

- Able to play Tennis without restriction, other than abiding by the adult code of conduct i.e. they are expected to be of an age when they are responsible for their own actions.

#### DISABILITY

Across the age spectrum of membership, the Club supports the needs of members who have physical and/or emotional disabilities - Please inform the Welfare Officer if you experience any issues with matters such as either access or Club members?

### **Complaints and Appeals**

Any Complaints, or Appeals against Committee decisions should be addressed to the Club Chairman, Paul Scrine, in writing to - [nltc1930@hotmail.com](mailto:nltc1930@hotmail.com)

Complaints, or Appeals against Committee decisions must be made within 14days of the incident, or receipt of the Committee’s appeal decision.

With reference to complaints, two committee members, not involved in the incident, will be appointed to investigate. Information will be sought from the complainant who is free to bring a companion to any necessary meeting that takes place.

Any appeal against a Committee decision must be based on new material - e.g. new evidence, or proof that due process was not followed.

The complainant will be notified of the investigation into the complaint or appeal, in writing, within 28days.

Reviewed and Updated by Ian Schofield [Welfare & Safeguarding Officer] 01/12/2022

Next review/Update due 01/12/2024