



Stepps Lawn Tennis Club Travelling and Staying Away Guidance

Travelling and staying away guidance

This guide has been created to help coaches and officials of Stepps Lawn Tennis Club and parents/carers/guardians to understand the roles and responsibilities involved in taking players away. It should be used alongside the club's other policies and guidance, particularly those relating to the safeguarding and protection of children.

Section A: Planning and travelling for away fixtures

Planning

Places to play have fixtures on many weeks of the year. Home fixtures are likely to resemble your place to play nights or training sessions and the duty of care will therefore be similar. However, even the simplest away trip requires some planning. This section gives guidance on away fixtures and day-trips that do not include overnight accommodation.

Communication with parents, carers and guardians

For a simple away fixture, this may amount to: the method of transport; the pickup point and estimated time of return; the destination and venue; details of the competition; the name of the coach and/or team captain (with contact details); emergency contact details; and a note of any costs (fares or money required for meals). Also clarify any special requirements for people with disabilities, if appropriate.

Transport

When it comes to transport, the main points to consider are:

- Passenger safety.
- The competence and training of the driver to drive the proposed vehicle and whether he/she holds insurance and an appropriate, valid licence.
- Total journey time, hours on the road, overall distance and suitable stopping points.
- The length of the driver's day – will more than one driver be required?
- Type of journey, traffic and weather conditions, appropriate insurance and breakdown cover.
- Supervision requirements.
- Suitability of transport, if players with disabilities are travelling.
- Emergency procedures.

Legislation

It is the responsibility of the organising official/place to play to ensure that the travel arrangements and transport used are suitable for the journey. Vehicles transporting players should be appropriate, roadworthy and insured. Drivers must be appropriately licensed, and are responsible for the maintenance and care of their vehicle during the trip.

Minibuses and Coaches

Minibuses and coaches carrying groups of three or more children (aged 3 to 15 years) must be fitted with seat belts for each child. Where seat belts are provided they should be worn. Vehicles used to transport wheelchairs should have anchor points. The driver must be suitably qualified and experienced in driving a minibus or coach.

Private Cars

It is the responsibility of the driver to ensure that the travel arrangements and type of transport are suitable for the journey. Vehicles transporting players should be appropriate and roadworthy and they should also have the appropriate license and insurance cover.

The insurance cover when transporting people as part of work, whether paid or not should be business cover (insurance companies charge very little for this extra cover). It is the driver's responsibility for making sure the player's have seat belts and use them. Vehicles without seat belts should not be used.

It is advisable that adults driving players around are not put in a position where they are alone with the player. If this is absolutely necessary then parental permission should be obtained and the player asked to sit in the rear of the vehicle.

When groups of players are travelling together in a private car then a central collection and dropping point should be arranged.

Coaches should note remember they are not a 'taxi driver', they are a tennis coach. It is the parents'/guardians'/carers' responsibility to get their child to a certain location or event.

Child Seats/Restraints

The law says that all children under the age of 12 will have to use some form of child car seat, unless they are taller than 135cm (4ft 5in). Regardless of whether the child is in the front or rear seats in cars, vans and other goods vehicles, the child must travel in the correct child restraint for their weight with very few exceptions.

The correct child restraint may be a rearward facing baby seat, forward facing child seat, booster seats or booster cushions. The law states that it is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted.

Exceptions to the rules: In limited circumstances, children can travel without the correct child restraint:

1. In a licensed taxi or licensed private hire vehicle. If the correct child restraint is not available then, in the rear seat only, children under 3 may travel unrestrained. Children aged 3 years and over must use an adult seat belt.
2. In cases of unexpected necessity over a short distance. If the correct child restraint is not available then, a child of 3 years or more must use an adult belt and be seated in the rear seat only. This exemption does not apply to children under 3 years and does not cover regular school runs or other journeys that are planned in advance.
3. Where two occupied child restraints in the rear seat prevent you fitting a third. In this case, provided the front seat is occupied, a third child aged 3 years and over can use an adult seat belt (lap OR lap and diagonal) in the rear. If the front seat is free, then they must sit there using the correct child restraint.
4. In older vehicles with no rear seat belts. In this case, children 3 years and over may travel unrestrained.

Travelling in a Coach or Minibus

If you plan to travel by coach or minibus, you should contact the Operator in advance and ask if the vehicle is fitted with seat belts and if they offer the appropriate child car seat restraint. It may not always be possible for the Operator to carry a range of car seats on their vehicle.

If the Operator is unable to provide the appropriate car seat restraints, you should inform the parent/guardians/carer of this. If the Operator is able to provide the appropriate child car seat restraints you should use these, and inform the parent/guardian/carer of this.

For further information regarding the above please visit – www.childcarseats.org.uk or www.think.gov.uk.

Checking the suitability of supervising adult

All people acting in a supervisory capacity with children or vulnerable adults must, as an absolute minimum, have completed an LTA self-declaration form. Ideally, the adult should be PVG accredited. Information about this can be obtained either from your county office (www.lta.org.uk/about-us/in-your-area/tennis-scotland/) or www.lta.org.uk.

Mixed groups

Where the group is of mixed sex there should be at least one male and one female member of staff. The number of staff and their differing responsibilities will be determined by the profile of the trip. Consideration should be given to the individual requirements of disabled players and those with special needs.

Parents/guardians/carers expect their children to be cared for safely and sensibly. All staff, including coaches, parents/guardians/carers and volunteers, are expected to take the role of a responsible parent; to be acting *in loco parentis*.

All supervisory staff should be provided with a full itinerary, including emergency contact information for the child's parent(s)/guardian(s)/carer(s) and full transport arrangements. It can be difficult supervising groups where the parents/guardians/carers of some players are also present. In this situation it should be made clear beforehand that players are part of a group, that this group is under the supervision of designated staff, and that individual parents/guardians/carers should not seek to compromise the situation.

There should always be a list of group members, so that a simple head count or register can be taken at any time. Also ensure there is easy access to home and emergency contact numbers. It is vital for the responsible adult to acknowledge the significance of his or her role and to abstain from drinking alcohol whilst in charge of children.

Staff to player ratio

Any trip must have a suitable ratio of staff to players. The factors to take into consideration are:

- Gender, age, ethnicity and ability of the group.
- Players with disabilities, or special educational or medical needs.

- The duration and nature of the journey.
- The competence and likely behaviour of the players.
- The experience of the staff in supervising players.

Staffing ratios are difficult to prescribe as they will vary according to all of these factors, as well as the location of the fixture or event, the type of activity being undertaken and the resources available. However, consideration must be given to ensuring that there are enough people to deal with an emergency.

As a guide, a ratio of 1:4 should be considered as a minimum for players aged 11 years and over. For younger children and people with disabilities, this ratio may be increased.

Supervision while travelling

On each trip, one adult – normally the coach – will take overall responsibility for the group (at all times) and become team captain. The level of supervision needed while travelling should be considered as part of the risk assessment.

- Ideally, drivers will not be responsible for supervising players, but this may be the case with smaller groups.
- Where appropriate, all group members should be made aware of the position and operation of their vehicle's emergency door, and the location of any first aid or fire equipment.
- Factors that the team captain should consider when planning supervision on transport include:
 - The safety of the group near roads and other dangerous locations.
 - Safety on buses, trains, ferries and planes. The team captain should make clear to the group members how much or how little freedom they have to roam. (Misbehaviour is one of the main causes of accidents to children. Appropriate supervision and discipline should be maintained at all times.)
 - Sufficient stops at suitable places, to ensure the safety and comfort of all group members including the driver.
 - The team captain should meet with all the travelling players at the beginning of the trip to set down clear ground rules and responsibilities.

Public transport

When public transport is being used, the organiser should, where possible, book well in advance and arrange for seats to be reserved so that the party can travel together.

Breakdowns and accidents

In the event of a breakdown or accident, the group should remain under the direct supervision of the team captain or other designated staff. If the accident is of a serious nature, then LTA's Safeguarding Team must be advised (02084 877000, safeguarding@lta.org.uk).

First aid

The group organiser and team captain should know how to contact the emergency services and have access to the minimum first-aid provision.

Other medication

The organiser and team captain should be aware of any medical conditions the players may have, including allergies.

Emergency procedure

If an emergency occurs during a trip, then the following steps should be taken:

- Establish the nature of the emergency as quickly as possible.
- Ensure that the group are safe and supervised.
- Establish the names of any casualties and get them immediate medical attention.
- Ensure that any group members who need to know are made aware of the incident, and that all group members are following correct emergency procedures.
- Ensure that a member of staff accompanies any casualties to hospital and that the rest of the group are adequately supervised (and kept together) at all times.
- If necessary, notify the police immediately.
- Notify LTA's Safeguarding Team (02084 877000, safeguarding@lta.org.uk).
- As soon as it is safe and sensible to do so, write down all relevant facts and any witness details, as accurately as you can, to preserve any evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an LTA incident/accident report form as soon as possible.
- Ensure that no-one in the group speaks to the media. All media enquiries should be referred to the LTA's Press Office.
- Ensure that no-one in the group discusses legal liability with other parties.
- Those in charge of a trip have a duty of care to people under the age of 18. They also have a common law duty to act as any reasonably prudent parent would.
- Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Procedure for the Home Contact

If contacted about an emergency, the person acting as the Home Contact should:

- Verify that the team captain has control of the situation and establish if any assistance is required.
- Contact parents/guardians/carers and keep them as well informed as possible.
- Liaise with LTA's Safeguarding Team (02084 877000, safeguarding:lta.org.uk) and Press Office (Media@lta.org.uk).

Public liability cover

Organisers and team captains should ensure that public liability insurance is in place and that they are aware of any limitations in cover. They should take a copy of the policy with them, or at least know where the policy is kept.

Personal accident cover

Organisers should ensure that adequate personal accident insurance is in place and that they are aware of any limitations in cover.

Insurance while travelling

Passengers travelling in motor vehicles in the UK are covered (under law) by insurance policies required under the Road Traffic Act (1988). Best practice is for place to play to check the insurance certificates for any vehicle that is being used to transport players. At the same time, it is prudent to check driving licences.

For self-drive vehicles, consideration should be given to the extent of accident cover (noting any accidental damage or glass breakage excess), and the availability of breakdown and recovery services.

Section B: Overnight Stays - Planning The Trip

When planning a trip involving an overnight stay, you must allow sufficient time for all these requirements to be completed. The following areas need to be considered:

Purpose of Trip

- Are you clear what the trip is for? Is it for training, competition or socialising, or will it be a combination of all three?
- When, where and for how long?
- Having confirmed the purpose of the trip, consideration should be given to:
 - The likely date: look at the sporting calendar and, with school age children, take note of any examination periods. Also bear in mind any religious festivals and events.
 - The duration of the trip: taking into account the purpose of the trip, the age of the children involved and the distance travelled.
 - Suitable venues: including sporting facilities and accommodation.

Who will be going?

Players

The objectives of the trip will largely determine who takes part. The following factors should be considered:

- Is the group predominantly of one age or is there a wide range of ages?
- Is it a mixed-sex group?
- How large is the group?
- Do any members of the group have disabilities, or special educational or medical needs?

Staff

The profile of the playing group will, in turn, determine staff issues such as:

- The ratio of adults to children.
- Suitable members of staff and volunteers.
- Requirements for any specialist staff, e.g. physios, trainers or medical staff.

How much will it cost?

The planning stage should also incorporate some estimate of the cost of the trip. Factors to consider include:

- How much is travel and accommodation?
- How much will staff be paid? (And who will pay them?)
- What will be included in the overall cost?
- With groups consisting of younger players, organisers should try to include all the basic requirements in their assessment of overall cost. This helps to ensure that children do not take insufficient funds for their meals and other expenses.

Spending money

Players usually need to take some spending money for themselves. This can be a problem, as children are vulnerable where money is concerned. Parents should be given some indication how much their child will need; as it is

particularly difficult to manage a situation where one child has barely enough and another has large amounts left over. This should form part of your pre-tour discussions with the parents/guardians/carers.

Assessing the risk

No amount of planning can guarantee that a trip will be totally incident free. But good planning and attention to safety measures helps to reduce the likelihood, severity and consequences of any incident.

To ensure that appropriate procedures are in place for any activity, the first step is to identify and assess likely problem areas. Any formal assessment of the potential risks should be made with the explicit intention of reducing these risks.

Ultimately, children must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. Risk assessments should be based on the following considerations, and you should keep a detailed, written record of every assessment you undertake:

- What are the hazards?
- Who might be affected?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the group leader put these safety measures in place?
- What steps will be taken in an emergency?

These questions should be asked of each and every aspect of the trip, including: the venue; transportation; staffing; sleeping arrangements; food and catering arrangements; and all the activities included in the programme.

A pre-trip visit is recommended good practice. It gives you the opportunity to check many of the above points. When this is not practical, advice from other places to play or people in your place to play/county who have been to the venue can prove invaluable.

Your risk assessment will also help to determine how many staff are needed to supervise the trip. Where a trip or individual activity is particularly vulnerable to changes in the weather, staff must be suitably experienced to recognise any additional risks and to make a competent assessment of the continued suitability of the trip/activity.

Supervision

Staff should meet in advance of the trip, to discuss their roles and ensure that everyone understands and supports the work of the team as a whole. Often the coach/ team captain has the ultimate say in disciplinary matters, and he/she should be in agreement with all members of staff regarding the application of relevant codes of conduct.

Supporting individuals – some children may require individual support, from people who understand their specific requirements. Some organisations provide one-to-one support for children during sporting and other leisure activities, because of their disabilities, medical needs and/or behaviour.

Things are much more likely to work well for everyone when roles are clearly defined beforehand. The child can be involved in this process, if appropriate.

Drawing up a written agreement with a child can enable the coach/team captain and any support workers to understand each other's duties and responsibilities: for example, the coach/team captain may be in overall charge of the group, while the role of the support worker is to safeguard the welfare of the individual.

Fragmented groups

Careful consideration must be given to the practicalities of supervising the group, especially if it needs to be split up at any time. At competitions, for example, it is not uncommon for some players to be resting or eating while others are still playing. And with some less focused players, bedtime curfews do not necessarily mean sleep; or indeed, remaining in your room. Staff must take account of this and plan to supervise accordingly.

Child protection

Within the staff group there should be someone who is familiar with child protection policies and procedures, and able to respond appropriately should the need arise. Ideally, they will have attended an LTA Safeguarding training workshop.

Homesickness

This is always a possibility, particularly for those who are away from home for the first time. Raise the subject openly, at your group briefing, and identify a member of staff who players can talk to if they grow homesick. Meetings with parents/guardians/carers before the trip can also be used to establish any specific requirements: some children can only sleep with the light on, for example. Any such requirements should be treated with sensitivity and in the strictest

of confidence. During the trip, be flexible about phone calls home and encourage parents/guardians/carers to discuss any concerns with the Home Contact, if their children do become distressed in any way.

Remote supervision

Occasionally, players are not directly supervised. They may be returning to the hotel, after the day's events have been completed, or going on a local shopping trip or social visit. Older players may find that unsupervised time is specifically scheduled into their trip. However, as a general rule, children under 11 should not be allowed any 'free time'. Parents/guardians/carers should always be informed if there will be times when their children go unsupervised.

If remote supervision is to take place, the group leader must ensure that everyone understands the ground rules and is adequately equipped to go unsupervised. Children and young people should never go out alone (groups of three or more are preferred) and a clear, realistic time limit must be imposed on any unsupervised excursion.

Children supervised remotely should know:

- How to contact a member of staff.
- Where they are staying (including the telephone number).
- And they should have:
 - Money.
 - Some form of identification.
 - Mobile telephone number for the Coach/Team Manager.
 - Maps and any other information that will contribute to their safety and enjoyment.
 - A clear understanding of any areas which are 'out of bounds'.

It is often helpful for one or two members of staff to sit in a park or café in the area. This makes it easy for players to 'report in' at regular intervals.

Home contact

For trips involving overnight stays, a list of group members must be left with a contact adult (from the place to play) who remains at home. Contact numbers and accommodation details should be included on the list.

Hostels and residential centres

Staff and players should have access to a suitable diet and this means communicating any specific requirements to your chosen hotel or residential centre. You may need to check on the availability of vegetarian or vegan meals, menus that cater for cultural or religious preferences, and gluten or nut free foods. If you are self-catering, make sure you are supplied with all the cooking equipment you need. Mealtimes should be timed to fit in with your programme.

General advice on accommodation

Whatever accommodation you choose, there are some basic rules to good practice:

- It may be helpful to discuss your control and discipline policy with the staff at the centre/hotel.
- If rooms are equipped with satellite television, inappropriate channels may be accessible. Arrange for these channels to be blocked.
- Check centre/hotel rules on room extras, breakages and lost keys.
- All accommodation should be clean, with access to sufficient toilet and bathing facilities. Consideration should be given to individual requirements; for example, Muslim players will require access to running water for washing.
- It is not acceptable for players to share a bed or for male and female players to share a room. It is also unacceptable for a member of staff to share a room with a player, unless they are parent and child.
- The organiser should be sure that players are safe. In hotels, this includes checking that rooms can be locked (and confirming availability of a 'master' or pass key, if required).
- For wheelchair users, it is important to check entrance doors, bed access and bathroom facilities, including the position of the washbasins. Any problems may be overcome by providing a carer, but this should be discussed with the player and his/her parents/guardians/carers before a booking is made.
- Similar suitability checks should be made for players who are hearing impaired, visually impaired or otherwise disabled.
- Centre/hotel staff should be made aware of the rooms occupied by your group, and advised of any members who may have difficulty in responding to a fire alarm.
- Players should be made aware which rooms are occupied by staff and advised how to contact them (using room telephones, if available). This is particularly relevant for trips abroad.

Preparing parents, guardians and carers

It is good practice to meet with parents, guardians and carers before the trip. This gives you the opportunity to address issues such as arrangements for players with disabilities, details of relevant medical conditions, confidentiality issues and consent forms. It may be appropriate to share details of your risk assessment, and to discuss the steps you have taken to reduce risks to an acceptable level.

Paperwork should be prepared for parents/guardians/carers and players, giving as much information as possible, including contact details (don't forget to mention the Home Contact).

For trips that involve an overnight stay, your information pack needs to be more comprehensive. You should try to include:

- The purpose and objectives of the trip.
- Name and contact number of the organiser.
- Names of all the staff.
- Name and contact details of the person acting as the place to play's Home Contact.
- Details of accommodation, with full address and telephone number.
- A detailed itinerary, covering scheduled activities (competitions, training, educational sessions and social events) and any unsupervised time.
- A kit and equipment list.
- An emergency procedures and telephone contact list.
- A copy of the code of conduct.
- Child protection procedures.
- The estimated cost; it may be necessary to point out that the final cost could go up or down, depending on the final size of the group.
- The deadline for paying deposits (and securing places) and confirmation whether or not there are any circumstances under which the deposit is returnable. Include a schedule for payment of the remaining amount.
- Spending money (try to estimate an appropriate upper/lower band).
- Details of insurance cover.

It is difficult for place to plays to organise and cost trips without knowing the likely level of the support. Even so, it's important to give parents/guardians/carers sufficient opportunity to organise their finances. Some players may be socially excluded, if deposits are required at short notice or trips are filled on a 'first come – first served' basis.

Wherever possible, the place to play should give parents/guardians/carers the opportunity to reserve a place and then agree a payment schedule that does not disadvantage the player.

Information required from parents, guardians and carers

For all players under 18 years of age a trip and activity consent form should be completed and this form should provide you with:

- Medical information – allergies to non-prescription medicines, such as painkillers, should be highlighted. If painkillers are taken routinely, parents/guardians/carers should confirm type, frequency and dosage. This will set the limitations for any painkillers you administer during the trip.
- Personal responsibility for asthma inhalers should also be clarified. Contact with contagious or infectious diseases must be noted, and this may need to be checked again just before departure date. Players who indicate that they have a medical condition may be asked by the insurers to complete a more detailed information form.
- Details of special requirements – any dietary requirements or special care needs.
- Consent for emergency medical treatment.
- Agreement to pay the fee.

Preparing the players

It's a good idea to include players in your pre-trip meeting with parents, guardians and carers. But a separate meeting can make it easier to focus on discussing and adopting a code of behaviour. You can also take this opportunity to give advice on the policies and procedures you are using to make the trip safe.

You can talk about what to do if anyone is being bullied, or feels frightened or homesick, and introduce an adult who they can speak to in confidence. And don't forget to discuss sharing activities, such as the ever-popular cooking and cleaning rotas.

If it's not possible to meet before the trip, these items should be covered at a briefing meeting upon arrival.

On arrival

These are the guidelines for coaches/team captains on arrival at the destination:

- Confirm room numbers with the hotel and match these to your rooming arrangements. Inform the players of the rooming list. This should be organised by the Coach/Team manager in consultation with the other staff. It is not necessarily appropriate to allow the group a free choice when it comes to sharing rooms, although any particular requests can be considered.
- Check all arrangements with the centre/hotel, including meal times, and give them a copy of your itinerary.
- Check on room phones. Look at access to outside lines, call charges and the availability of calls between rooms.

- Establish rules in relation to use of paid facilities, such as the television and mini bar.
- Check that the rooms are all suitable and clean. If there is any damage report it now, as this will save any blame or costs being passed on to group members.
- Check out the sporting venues as soon as you can.

Initial briefing session

- On arrival, the team captain/coach should arrange a briefing session with the whole group. This is the time to clarify child protection procedures and emergency procedures, and to reinforce the agreed code of conduct. You can also run through the itinerary and confirm that everyone understands it.

Money and valuables

Decide on the best way to secure your money, both the place to play contingency amount and cash/travellers cheques held by individuals. With younger, inexperienced players, it may be advisable to collect their money and organise a daily bank.

This also helps to give some control in rationing money over the correct number of days. (A stock of envelopes, one for each person, is useful for this). Also make provision for the safekeeping of valuables and belongings during the trip. Hotels usually offer safe boxes, but you might need to appoint an adult to take care of things, especially when the group is out and about.

Medicines

It is often advisable to appoint one adult to be in charge of all medicines centrally. This helps to ensure correct dosages are given and reduces the possibility of inappropriate drug usage. Make sure everyone knows who to go to for medication, and appoint a second member of staff to provide back up in emergencies (and access medicines when the designated adult is not available).

Individuals may need to hold on to some medications, such as asthma inhalers. In this case, take your guidance from the consent form.

Daily briefing

This provides a focal point and a checking-in time for all group members. It allows for a discussion of the day's events, planning for the next day's activities and the opportunity to clarify or reinforce rules and procedures. This is also the ideal time for players, should they wish, to speak on a one-to-one basis with members of staff. They can confidentially express any personal worries, giving staff the opportunity to pick up any signs of homesickness or distress, particularly with young players.

De-brief on return

After the trip, staff should meet to discuss its success. This process can be part of your report back to the place to play committee (which may also request a written report). If any significant issues arose on the trip, these should be detailed in writing and may be included in the place to play minutes. Areas for special consideration include the success of your pre-planning, the quality and accuracy of the programme information you provided, and any health and safety, discipline or child protection issues. This will form the basis of any feedback you give to parents/guardians/carers.

It may be helpful to hold a de-briefing meeting for parents/guardians/carers and players. Alternatively, you may wish to produce a general evaluation form. This gives staff, parents/guardians/carers and players an opportunity to comment on the trip and highlight any good/bad aspects of the experience. This kind of feedback is extremely useful for deciding what lessons need to be learnt, and what can be done differently in the future to make trips even more enjoyable.

Section C: Code of Conduct For Travelling

The purpose of this section is to establish a set of guidelines, policies and procedures for sports fixtures in which the club participate as a team. It covers both the organisation of the team whilst attending the meet, and the responsibilities and behaviour of staff and athletes. It is specifically aimed at away trips where travel and accommodation are required, although it should be followed at any events where the club is represented.

Behaviour and personal conduct – must at all times be of a high standard and reflect favourably on the sport and the club. Language in public and relevant group situations must always be appropriate and socially acceptable.

Consumption of alcohol – is totally forbidden for under-age players as defined by UK law (or the law of the host country). Alcohol must not be consumed by a Team/Squad or staff member while en route, prior to, or following a competition event, training camp or other activity, without specific consent from the coach/team captain. During competition, alcohol is strictly forbidden to all team/squad members and staff.

Smoking – is prohibited by Team/Squad members and staff whilst en route, prior to, during, or following a competition event, training session or team activity.

Personal appearance – shall be appropriate to the circumstances as indicated by the coach/team captain. Team kit and equipment shall be worn as directed by the coach/team captain when competing and training, when assembling or travelling, at official team functions and on other occasions as notified.

Attendance – is expected all activities unless agreed by the coach/team captain. For the duration of the trip players should keep staff informed of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal performance drugs and substances – are strictly forbidden. Players are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to, or during a meet (these lists can be obtained from the LTA).

Other illegal drugs and substances – are strictly prohibited, even though they may not appear on the official banned list in respect of performance enhancing drugs.

Accommodation – at hotels or equivalent must be as directed by place to play staff. Players should accept their appointed rooms and observe occupancy rules: extra, unauthorised people must not be allowed to stay in rooms (particularly overnight) under any circumstances.

Medication – current medication should be reported to the coach/team captain, who will then report it to the relevant personnel. Allergies to any medication must also be reported to the Coach/Team Manager (this is often overlooked but is an essential part of proper medical care).

Sanctions – breaches of the code of conduct shall be dealt with in the first instance by the coach/team captain. He/She shall report the incident to the secretary of the place to play, who will then take further action as is deemed necessary.

Section D: If You Have Any Concerns About a Child's Welfare

Please remember, it is not your responsibility to decide whether or not a child is being abused, but you must act on your concerns and pass them on.

Make a detailed note of what you've seen or heard but don't delay passing on the information to either club's Welfare Officer or the Tennis Scotland Lead Welfare Officer or the LTA's Safeguarding Team. Your information should include:

- The nature of the suspicion or allegation.
- A description of any visible injury.
- The player's account of what has happened.
- Dates, times and any other factual information.

If you are a member, or the parent/guardian/carer or friend of a club member, you should:

- Tell a club officer such as the president, treasurer, secretary, coach or any committee member or team manager – unless of course you suspect them of being involved.
- Contact the Tennis Scotland Lead Welfare Officer (Mat Hulbert 07949500458 / matthew.hulbert@tenniscotland.org).
- Contact LTA's Safeguarding Team (020 8487 7000, safeguarding@lta.org.uk).
- Your local social services or the police, if you believe there may be an immediate danger. You should then report the incident to LTA's Safeguarding Team.
- If you are a club officer or team manager you should contact:
 - Tennis Scotland Lead Welfare Officer or LTA's Safeguarding Team.

If you are working with players away from home, at a training camp or a national or regional competition for example, tell the coach/team captain of your concerns. If you are working with a school, tell the Head Teacher. If you are working in a sports scheme such as local authority sports course, refer to your local child protection procedures.

Again, please remember to make a detailed note of what you've seen or heard but don't delay in passing on information. It is important that you do not conduct any further enquiries until you have either spoken to the Tennis Scotland Lead Welfare Officer or the LTA's Safeguarding Team. Investigations should only be handled by those with the appropriate roles, qualifications and professional experience.