



**GOOD AND SAFE WORKING / PLAYING
PRACTICES
&
CODE OF CONDUCTS
For
Coaches, Children and Parents**



GOOD AND SAFE WORKING / PLAYING PRACTICES

Downshire Tennis Club- Hillsborough will ensure...

- Proper supervision of children within the club and with a satisfactory ratio of coaches: (This will vary dependent on the sport)
- Use of proper, recommended equipment including.
 - Sport specific guidelines
 - identification markers/ cones, clearly visible
 - Playing /coaching surfaces, free from debris
- Use of equipment only when supervised by a coach.
- A clearly defined area of play, fenced and safe from vehicular traffic.
- Public Liability Insurance in place, covering all members of the club.
- Only children within same/ similar age bands will be selected for team playing/ coaching.
- A first aid kit on hand in event of an accident, with accident incident book to be marked up at every relatively serious accident. NB All accidents will be reported to parents at collection.
- In the event of transport being required this will be provided and supervised by coaching/ volunteers in possession of driving license and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated. **(See Appendix 10)**
- A safe environment for members
- Ongoing training and information for Leaders
- Implementation of policy and procedures in line with guidance from Our Duty to Care and the Code of Ethics for Children's Sport
- Facilitation of open discussion on member protection issues
- Support to members who report accusations of abuse
- Suspected abuse information treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The establishment and maintenance of a coaching register
- That parents are kept informed, therefore parents should have access to the club's policy guidelines for away trips / overnights (**see appendix 8**) and the use of photography and video equipment. (**See appendix 9**)

The implementation of good and safe working practice is to develop the club in the short, medium and long term to the mutual benefit of the member, the local area and community as a whole.

Downshire Tennis Club- Hillsborough has the right to:

- Expect all leaders to comply with its Code of Conduct
- Expect all youth members to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Code of Conduct or Child Protection Policy
- Expect all members to undertake appropriate training when advised to
- Expect leaders will not abuse members physically, emotionally or sexually
- Take appropriate action in the event of accusations
- Acquire pre-employment checks on all coaches

Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.



CODES OF CONDUCT

Coaches/Volunteers

Coaches/volunteers are expected to:

- ✿ Always be positive and to promote the objectives of the club at all times.
- ✿ Actively encourage all children and not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- ✿ Be a role model (disciplined/committed/time keeping), remember children learn by example
- ✿ Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- ✿ Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- ✿ Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- ✿ Have access to telephone for immediate contact to emergency services if required.
- ✿ Administer minor first aid in the presence of others and where required refer more serious incidents for professional guidance.
- ✿ Report accidents in the club accident book and inform the clubs designated officer and parents.
- ✿ Not abuse members physically, emotionally or sexually.
- ✿ Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- ✿ Report incidents of alleged or suspected abuse to the designated club child protection officer(s)
- ✿ Ensure the rights and responsibilities of youth members are enforced
- ✿ Maintain confidentiality about sensitive information
- ✿ Protect themselves from false accusation by
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys, however short
 - Never taking children to their home.
 - Not administering First Aid involving the removing of children's clothing unless in the presence of others.

Coaches/Volunteers have a right to:

- ✿ Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on child protection
- ✿ Support in the reporting of suspected abuse and if necessary, access to professional support services
- ✿ Fair and equitable treatment by the Club Committee and The Tennis Governing Body
- ✿ Be protected from abuse by children/youths, other adult members and parents and not to be left vulnerable when working with children

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club.

Dismissals can be appealed with final decisions taken by the club committee.



Children/Young People

Children are expected to:

- Behave and listen to all instructions from the coach/volunteer.
- Take care of equipment owned by the club.
- Refrain from the use of bad language or racial/sectarian references.
- Not cheat and play fairly.
- Show appropriate loyalty and be gracious in defeat.
- Keep within the defined boundary of the playing/coaching area unless they have the coach/volunteer permission.
- Refrain from, violence, bullying or persistent use of rough and dangerous play.
- Take responsibility for their safety.
- Report inappropriate behaviour or risky situations for youth members.
- Show respect to other youth members and leaders.
- Respect opponents.
- Respect officials and accept decisions.
- Mobile phones must not be switched on at any time during coaching sessions. Mobile phones with picture-taking facilities must not be used within the Club premises.

Children/Young people have the right to:

- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be respected, be listened to, be believed
- Enjoy your sport in a protective environment
- Be safe
- Be protected from abuse by other member or outside sources.
- Be referred to professional help if needed
- To ask for help
- Privacy

Any misdemeanours and general misbehaviour will be addressed by the immediate coach/volunteer and reported verbally to the designated person. Parents will be informed.

Persistent misbehaviour will result in dismissal from the club. Dismissals can be appealed by the child/parent with final decisions taken by the club committee.



Parents

Parents are expected to:

- Promote their child's participation in playing tennis for fun.
- Encourage their child to play by the rules and teach them that they can only do their best.
- Behave responsibly on the sidelines.
- Accept the official's judgement.
- Show appreciation and supporting the coach.
- Complete and return the club's Youth Information Form pertaining to their child's participation with Downshire Tennis Club - Hillsborough. **There is a legal requirement for parental consent.**
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Deliver and collect the child punctually to and from coaching, supervised play and matches.
- Inform the coach prior to departure from the club if the child is to leave the session early.
- Acknowledge the importance and role of the club coaches who provide their time, often free, to ensure children's participation in the sport.
- Be realistic

Parents/Guardians have the right to:

- Know their child is safe
- Be informed if their child is injured
- Be informed of problems or concerns relating to their children
- Have their consent sought for issues such as trips
- Complain if they have concerns about the standard of coaching
- Contribute to decisions within the club

Any misdemeanours and breach of this code of conduct immediately by a Downshire Tennis Club- Hillsborough official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend court side of their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the Downshire Tennis Club- Hillsborough officials regrettably asking the child to leave the club.