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**Codes of Conduct**

**A**ll members of staff and volunteers agree to:

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
* 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 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 Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policyis recommended for approval by:

Totally Tennis Director: Nigel Long Date: 1st October 2021

Club Welfare Officer: Helen Willans Date: 1st October 2021