



Safeguarding Conduct Guidelines – November 2024

See also the [LTA Disciplinary Code](#)

1. All members of staff and volunteers agree to:

- Always prioritise the well-being of all children and adults at risk.
- Treat all children and adults at risk fairly and with respect.
- Be a positive rôle 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 designated Safeguarding Lead or Club Welfare Officer or County Safeguarding Officer or to the LTA Safeguarding Team.
- Not use any sanctions that humiliate or harm a child or adult at risk.
- Not bully, intimidate or harass anyone, including on social media.
- 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 consents from parents/event organisers/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 congratulations (e.g. handshake/high five).
- Refrain from smoking and consuming alcohol during competitions, club activities or coaching sessions.
- Ensure rôles and responsibilities are clear, 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; nor act in a way that may so be interpreted.
- Not have a relationship with anyone under 18 whom they are coaching or responsible for.
- Not have a relationship with anyone over the age of 18 if continuing to coach or be responsible for them. 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.
- Actively discourage the ingestion or use of any (i) drug (except as required as part of legitimate medical treatment) or illegal substance of any kind, in either case whether-or-not performance-enhancing, or (ii) “Prohibited Substance” in terms of the LTA Anti-Doping Regulations.
- In valuing diversity, not unlawfully discriminate against anyone, or treat any less favourably or more favourably, by reason of age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race (including colour, nationality or ethnic or national origins), religion, belief (including religious, philosophical or lack of belief), sex or sexual orientation.

2. All children agree to:

- Be friendly, supportive and welcoming to other children and adults.
- Play fairly and with honesty, integrity and in a sporting manner (including any on-court matter, e.g. over line calls).
- Accept and respect (i) the authority of officials, (ii) the role of officials in ensuring that competitions are conducted fairly and according to the relevant rules and regulations, and (iii) decisions made by officials (iv) county personnel and (v) volunteers.
- Not violently, dangerously, in anger or with the intention to cause harm or damage to a person, the object itself or another object or property, hit, kick, throw or use as a weapon, a tennis ball, racket or other equipment.
- Behave, respect and listen to your coach.

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- Take care of your equipment and county or venue 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 make personal comments about others involved in tennis, including on social media.
- Not bully, intimidate or harass anyone, including on social media.
- Not smoke, drink alcohol or drugs of any kind on venue premises or whilst representing the county at competitions or events.
- Not receive coaching (including during the warm-up), except (i) where play is suspended and the Players are off court, or (ii) where explicitly permitted in terms of the relevant competition rules or regulations, (iii) 'coaching' is to be interpreted widely and considered to be communication/advice.
- Not refuse to play or fail to be ready to play within 15 minutes of their match being called or within the allowed time due to a medical condition or treatment or having left the court without appropriate permission.
- Use their best efforts to win each match in which they participate.
- Complete each match in which they participate unless they are not reasonably able to do so.
- Make every effort to maximise their potential as a player by developing their sporting abilities in terms of skill, technique, tactics and fitness, prioritising their personal development and giving maximum effort to strive for the best possible performance during each game and competition.
- Talk to the designated Safeguarding Lead, County Safeguarding Officer or their Club Welfare Officer about any concerns or worries they have about themselves or others.

3. All Adults (parents, coaches and player support people) agree to:

- Act as a positive role model by maintaining the highest standards of disciplined and sporting behaviour and projecting a favourable image of tennis and (where relevant) the tennis coaching profession or other Game-related vocation.
- Not bully, intimidate or harass anyone, including on social media.
- Positively reinforce your child and involve each player in decisions which will affect them.
- Use appropriate language at all times.
- Be sensitive to each player's self-esteem when providing constructive feedback.
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect.
- Behave responsibly at the venue; do not embarrass your child.
- Accept and respect (i) the authority of officials, (ii) the role of officials in ensuring that competitions are conducted fairly and according to the relevant rules and regulations, and (iii) decisions made by officials.
- Refrain from (i) becoming involved in any on-court/in-match matter, including line calls and scores; (ii) engaging with the player's opponent(s) and/or playing partner; and/or (iii) engaging with the opponent's Player Support Person(s) or any other Participant/s, other than in a positive or respectful manner.
- Act in the best interests of the player/s they support, including by being honest, realistic and consistent with them, and teaching them (and accepting) that the players can only do their best.
- Guide your child to play by the rules.
- Prepare each player to respond to success and failure in a dignified manner; encourage and facilitate each player's independence and responsibility for their own behaviour, performance, decisions and actions.
- Actively discourage the ingestion or use of any (i) drug (except one required for legitimate medical treatment) or illegal substance of any kind, in either case whether-or-not performance-enhancing, or (ii) "Prohibited Substance" in terms of the LTA Anti-Doping Regulations.
- Adhere to County policies, procedures and guidelines which are underpinned by those of the LTA.
- Provide emergency contact details and any relevant information about your child including medical history.

If you have any queries about the above guidelines, please contact the County Safeguarding Officer:
safeguarding@wiltshiretennis.org.uk

You can also write to: Wiltshire Tennis, c/o 186 Poulshot Road, Poulshot, Devizes. SN10 1RZ