



## **Safeguarding & Protecting Young People in Tennis Policy, Procedures and Good Practice Guidelines**

Effective 27<sup>th</sup> September 2011

Burton on the Wolds Tennis Club adopted this document on 27<sup>th</sup> Sept 2011 at the committee meeting as the working document for the Club but also adopted the Lawn Tennis Policy together with any published revisions.

It should be noted that everyone involved in the game of tennis be it player, parent, supporter, coach, manager, umpire, first aider or occasional volunteer are all formally bound by the Lawn Tennis Association Code of Ethics & Behaviour.

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## **FOREWORD**

BURTON ON THE WOLDS TENNIS CLUB recognises its moral and legal obligation to ensure that, the officials, coaches, managers and other volunteers who have a responsibility for Safeguarding & Protecting Young People in Tennis provide them with the highest possible standard of care and it will endeavour to do so.

Through the implementation of a policy for the Welfare of Young People and the support of its personnel, BURTON ON THE WOLDS TENNIS CLUB will endeavour to maintain the professionalism and safeguards of good practice which are associated with the game of Tennis.

The policy outlines the following key areas:

- ☒ It recognises the responsibility of all those involved in the Club to safeguard and promote the interests and well being of the young people with whom they are working
- ☒ It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people
- ☒ It emphasises the value of working closely in partnership with coaches, parents, professionals and volunteers to protect children and young players from harm and discrimination.
- ☒ It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young players, coaches and all others working within the Club.

## 1. SECTION ONE INTRODUCTION

1.1 Anyone under the age of 18 within BURTON ON THE WOLDS TENNIS CLUB should be considered as a young person for the purposes of this document

1.2 The welfare of all young people is paramount

1.3 All young people, whatever their age, gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the game in a fun, environment safe from abuse of any kind

1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

1.5 For the purpose of this Policy, the word "Personnel" means Official, Coach, Manager, Umpire, Committee Member and any other Adult in whatever role including Spectators

1.6 For the purpose of this Policy, the word "Parent" includes "Person with Legal Responsibility"

1.7 All individuals within BURTON ON THE WOLDS TENNIS CLUB who work with young people will be made aware of good practice in order to try to ensure that they are not placed in situations where unmerited allegations are made

1.8 BURTON ON THE WOLDS TENNIS CLUB will work with parents to try to ensure that all youngsters with the Club enjoy the game in a safe environment

1.9 BURTON ON THE WOLDS TENNIS CLUB recognises the statutory responsibilities of Social Services Departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee Procedures

## 2. SECTION TWO – RECOGNISING ABUSE or POOR PRACTICE

In order to provide young people within BURTON ON THE WOLDS TENNIS CLUB with the best possible experiences and opportunities in Tennis, it is imperative that all involved operate within an accepted ethical framework and demonstrate exemplary behaviour. This not only ensures that BURTON ON THE WOLDS TENNIS CLUB makes a positive contribution to the development of young people and safeguards their welfare, but also protects all BURTON ON THE WOLDS TENNIS CLUB Personnel from false allegations of abuse or poor practice.

**It is not always easy to differentiate poor practice from abuse**, albeit intentional or unintentional. It is not, therefore, the responsibility of adults within the Club to determine whether or not abuse is taking place. It is however their responsibility to try to identify poor

practice and possible abuse whenever and wherever it may occur and to act if they have a concern about the welfare of a young person/s.

The four main types of abuse are:

### **EMOTIONAL ABUSE**

2.0 In a Tennis situation, emotional abuse may occur when, a player is provided with repeated negative feedback.

2.1 A young player's efforts to progress are repeatedly ignored.

2.2 When performance levels above those which the young player is capable of are repeatedly demanded, and/or the winning ethic is over emphasised.

### **ABUSE BY NEGLECT**

In a Tennis situation neglect may occur when:

2.3 Young players are left alone without proper supervision.

2.4 A young player is exposed to unnecessary heat or cold without fluids or protection.

2.5 A young player is exposed to an unacceptable risk of injury.

### **PHYSICAL ABUSE**

In a Tennis situation physical abuse may occur when:

2.6 Personnel expose young players to exercise / training which disregards the capacity of the player's immature and growing body.

2.7 Personnel expose young players to overplaying, over training or fatigue.

2.8 Personnel expose young players to alcohol, or give them the opportunity to drink alcohol below the legal age.

2.9 Personnel expose young players to performance enhancing drugs and recommend that they take them.

### **SEXUAL ABUSE**

2.10 The close proximity of Personnel to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

## **3. SECTION THREE – BULLYING**

3. Bullying is not always easy to define and will not always be an adult abusing a young person. It may be that the bully is a young person. There are three main types of bullying:

☐ Physical e.g. hitting, kicking, theft.

☐ Verbal e.g. racist or homophobic remarks.

☐ Emotional e.g. persistent negative feedback.

All of these will include:

Deliberate hostility and aggression towards a victim

3.1 A victim who is weaker and less powerful than the bully or bullies.

3.2 An outcome which is always painful and distressing for the individual.

3.3 Bullying behaviour may also include other forms of violence, including

3.4 Sarcasm, spreading rumours, persistent teasing.

3.5 Tormenting, ridiculing, humiliation.

3.6 Racial taunts, graffiti, gestures.

3.7 Unwanted physical contact or abusive offensive comments of sexual nature.

The competitive nature of Tennis makes it a potential environment for the bully. This may manifest itself in some of the following ways: 5

- a. A parent who pushes too hard.
- b. A coach who adopts a win at all costs philosophy.
- c. A player who intimidates others.
- d. An official who is over officious.

The Club has anti-bullying guidelines. (See appendix 4)

## **4. SECTION FOUR - ROLES AND RESPONSIBILITIES**

### **The role of the Club**

4.0 To appoint a Child Protection Officer who will act as the first point of contact for concerns about the welfare of young people (see appendix 2 for Terms of Reference).

4.1 To accept that all Officers and Committee Members have a responsibility in this area and be prepared to respond to any indication of poor practice or abuse and to put in place structures and systems to ensure that this is followed in practice.

4.2 To adopt and implement a policy of Best Practice for all adults working with young people (see section 7 and Appendix 3) and introduce the Lawn Tennis Association child protection policy.

4.3 To endeavour to ensure that relevant training is available for all those working with young people by providing access to appropriate 'scUK's Safeguarding & Protecting Young People in Sport' Courses organised by Leicester-Shire & Rutland Sport [L-S&RS]. Appropriate volunteers will also be given access to the 'Basic First Aid Plus Sports Module' sponsored by British Red Cross.

4.4 To identify a disciplinary panel from Members of the Committee which, where necessary, will be convened to hear any case (see appendix 1)

### **Coaches and Managers Responsibility**

4.5 Be familiar with and adhere to the BURTON ON THE WOLDS TENNIS CLUB 'Safeguarding & Protecting Young People in Tennis Policy, Procedures and Good Practice' guidelines.

4.6 Undertake any relevant training identified by the Club.

4.7 To keep written records of player medical information, commitment to other sports which might contribute to "over-playing", attendance, parent contact details.

### **Parents**

4.8 Ensure the Club has relevant details relating to their child.

4.9 Share any concerns initially with the BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer.

4.10 Be involved in and supportive of BURTON ON THE WOLDS TENNIS CLUB Activities and Personnel.

4.11 Assist in the supervision of the young player where able and when appropriate.

## **5. SECTION FIVE - TAKING APPROPRIATE ACTION**

### **CONCERNS ABOUT POOR PRACTICE AND POSSIBLE ABUSE WITHIN BURTON ON THE WOLDS TENNIS CLUB**

This relates to anyone working with young people within BURTON ON THE WOLDS TENNIS CLUB – described as “Personnel”.

***The Club will take all allegations seriously and appropriate action will be pursued.***

#### ***POOR PRACTICE:***

Constitutes any behaviour which contravenes the Code of Conduct (Appendix 3) and BURTON ON THE WOLDS TENNIS CLUB Good Practice Procedure in the Tennis setting (section 7)

### **BURTON ON THE WOLDS TENNIS CLUB WILL TAKE THE FOLLOWING ACTION IF A YOUNG PERSON DISCLOSES CONCERN ABOUT SOMEONE’S BEHAVIOUR TOWARDS THEM WITHIN THE CLUB OR AN ADULT EXPRESSES CONCERNS ABOUT THE WELFARE OF A YOUNG PERSON/S**

5.1 BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer to be informed immediately.

5.2 Compile full written record of what has been said, heard and/or seen as soon as possible.

5.3 BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer will report the matter to the England Tennis for guidance

Following guidance that the issue is **POOR PRACTICE** the BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer should follow disciplinary procedures for a first report of poor practice (See appendix 1)

5.4 Forward a written report on action taken to BURTON ON THE WOLDS TENNIS CLUB Committee

5.5 If an individual is identified by as being guilty of poor practice on subsequent occasions then the Child Protection Officer, in consultation with BURTON ON THE WOLDS TENNIS CLUB Committee, may conclude that the issue constitutes abuse. The ‘concern’ may identify a Training Need but in more serious cases the individual may be removed from their post or other disciplinary action taken.

5.6 If the young person requires immediate medical attention ensure an ambulance is called and the doctor informed that the concern relates to ‘Safeguarding & Protecting’ a young person.

5.7 The Child Protection Officer may refer the allegation to Police or Social Services. They will give advice relating to the contacting of parents/guardians. 5.8 The Child Protection Officer will inform the Committee and forward a written report utilizing the Lawn Tennis Associations Report Form

**BURTON ON THE WOLDS TENNIS CLUB MAY TAKE THE FOLLOWING ACTION IF THE CLUB BECOMES AWARE OF POSSIBLE ABUSE OCCURRING OUTSIDE OF THE TENNIS ENVIRONMENT.**

If this happens the following procedures will then be followed:

5.9 Concerns reported to the Child Protection Officer, Social Services or telephone 999 in an emergency.

5.10 The Child Protection Officer may well approach the child's School to establish any knowledge of the situation.

5.11 The Child Protection Officer may then seek advice from Lawn Tennis Association and/or NSPCC. If there is any delay in receiving advice contact may be made with Social Services depending on the seriousness of the case as viewed by the Child Protection Officer.

5.12 If a formal referral is made, make it clear to Social Services/Police that this is a Safeguarding referral.

5.13 Parents should only be contacted following advice from Social Services.

**5.14 In all cases every effort will be made by BURTON ON THE WOLDS TENNIS CLUB to ensure confidentiality is maintained**

Information will be handled and disseminated on a need to know basis. This will include the following people.

- The BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer
- Designated Officers within the Club
- Person making the allegation
- Social Services and Police
- Parents of the young person alleged to have been abused

**Non action is not an option. "The welfare of a young person is paramount". Delay in acting can increase the risk to a child**

## **6. SECTION SIX - RECRUITMENT & SELECTION, COACHES & VOLUNTEERS**

BURTON ON THE WOLDS TENNIS CLUB recognises that anyone may have the potential to abuse young people in some way and will therefore, as far as possible, endeavour to ensure that unsuitable people are prevented from working with young people within the Tennis environment. The Club recognises that under the Protection of Children Act 1999 all individuals working on behalf of the Club are treated as employees whether paid or volunteers.

Accordingly, the BURTON ON THE WOLDS TENNIS CLUB Committee will make all Appointments and may carry out the following recruitment checks

### **6.0 Advertising**

If any form of advertising is used to recruit staff, it may reflect the

- Responsibilities of the role
- Level of experience or qualification required ( e.g. working with children an advantage)

☒ The BURTON ON THE WOLDS TENNIS CLUB stance on Safeguarding and Protecting Young People

### **6.1 Applications**

☒ All adults who are in contact with young people, whether paid or voluntary, should complete a Personal Details Form (See appendix 5).

### **6.2 Interview/induction**

☒ Where appropriate e.g. all appointments may be subject to a formal interview

☒ All staff, paid or voluntary, working with young people may undergo an induction process where

- Coaching qualifications, if applicable are verified
- Training needs are identified
- Codes of Conduct and Good Practice Procedures are signed up to
- The roles, responsibilities and expectations of the role are clarified
- Safeguarding & Protecting Young People in Tennis Policy, Procedures and Good Practice guidelines are explained and training needs established

### **6.3 Training**

BURTON ON THE WOLDS TENNIS CLUB will try to offer training which will enable all adults working with young people to recognise their responsibilities with regard to their own good practice.

BURTON ON THE WOLDS TENNIS CLUB will attempt to offer the following opportunities to adults working with young people

- ☒ Guide to Best practice and Safeguarding & Protecting Young People
- ☒ An appropriate Tennis Coaching Course

## **7. SECTION SEVEN – BURTON ON THE WOLDS TENNIS CLUB GOOD PRACTICE PROCEDURE**

The following section sets out Good Practice Procedure which all those involved in the delivery of Tennis must seek to achieve.

### **7.1 Good Practice Procedures**

7.1.1 BURTON ON THE WOLDS TENNIS CLUB has in place a Safeguarding & Protecting Young People in Tennis Policy, Procedures and Good Practice guidelines

7.1.2 A designated officer of the Club will be appointed Child Protection Officer

7.1.3 Safeguarding & Protecting Young People in Tennis Policy will be freely accessible via the Club's web site or available upon request to show the Club's commitment to providing a safe environment for young people.

7.1.4 BURTON ON THE WOLDS TENNIS CLUB will attempt to provide training opportunities for adults who work with young people.

7.1.5 Parents will be made aware of what the Club is doing and also the correct procedure to express any concerns..

7.1.6 BURTON ON THE WOLDS TENNIS CLUB will endeavour to ensure that all discrimination is challenged and prohibited

7.1.7 BURTON ON THE WOLDS TENNIS CLUB will endeavour to ensure guidelines are in place to control and monitor the use of photographic images of children ( see appendix 6)

7.1.8 BURTON ON THE WOLDS TENNIS CLUB has anti-bullying guidelines [see appendix 4]

7.1.9 BURTON ON THE WOLDS TENNIS CLUB may occasionally monitor coaches and provide them with feedback.

## **7.2 BURTON ON THE WOLDS TENNIS CLUB Good Practice Procedure for Coaches and Officials**

7.2.1 Always be publicly open when working with young people. Avoid situations where you and an individual child are completely unobserved.

7.2.2 Tennis is a physical game. Situations may well occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player.

7.2.3 Contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated.

7.2.4 If groups are supervised in changing rooms, it should be gender appropriate.

7.2.5 Where teams compete away from home they should always be accompanied by at least two approved adults one of whom should be female in respect of a girls/ladies team.

7.2.6 Coaches must place the well-being and safety of the player above the development of performance. Coaches should:

- ☑ Avoid overplaying of players (particularly talented players). Prior to Tournament selection, all players need and deserve equal opportunity to play
- ☑ Remember that young people play for fun and enjoyment and that winning is only a part of it
- ☑ Motivate youngsters through positive feedback and constructive criticism
- ☑ Never allow young players to train/play when injured.
- ☑ Ensure equipment and facilities are safe and appropriate to the age and ability of the players.

7.2.7 Coaches should hold appropriate coaching qualifications or have recognised relevant experience in Tennis

7.2.8 Coaches should keep up to date with knowledge and technical skills and should be aware of their own limitations. Coaches should only work within the limitations of their knowledge and qualifications

7.2.9 Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the players.

7.2.10 Coaches should always try to promote the positive aspects of their sport (eg fair play), and never condone rule violations.

7.2.11 Coaches must consistently display high standards of personal behaviour and appearance.

7.2.12 Coaches should never overtly criticise players or use language or actions with the intent to cause the player to lose self esteem or confidence.

7.2.13 People should not be allowed to drink alcohol or encouraged to drink alcohol if they are under the legal age to do so.

### **Practice to be avoided**

Everyone should also be aware that, as a general rule, it does not make sense to:

- ☒ Spend amounts of time alone with young people away from others.
- ☒ Take young people alone on car journeys, however short.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge of the player and/or a person with parental responsibility for the player.

If you accidentally hurt a player, or cause distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, immediately report the 'concern' to the Child Protection Officer.

### **7.3 Practice that is prohibited by the BURTON ON THE WOLDS TENNIS CLUB**

Individuals should never;

7.3.1 Take young people to their home or other secluded places where they will be alone.

7.3.2 Engage in rough, physical games, sexually provocative games or horseplay with young people.

7.3.3 Take part as player, unnecessarily, in any games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session this should be done with the utmost care and with due regard to the safety and well being of the young players.

7.3.4 Share a room with a young person unless the individual is the parent/guardian of that young person or there has been specific parental agreement as no other 'junior room-sharer' is available – to be read in conjunction with Appendix 7.

7.3.5 Allow any form of inappropriate touching.

7.3.6 Make sexually suggestive remarks to a young person, even in fun.

7.3.7 Use inappropriate language or allow young players to use inappropriate language unchallenged.

7.3.8 Allow allegations by a young person to go unchallenged, unrecorded, or not acted upon.

7.3.9 Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents.

7.3.10 Depart any Tennis training or match until the safe dispersal of all young people is complete.

7.3.11 Cause an individual to lose self esteem by embarrassing, humiliating or undermining the individual.

7.3.12 Treat some young people more favourably than others.

7.3.13 Agree to meet a young person on your own on a one to one basis.

#### **7.4 POSITIONS OF TRUST**

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role.

In Tennis most adults in a position of trust recognise there are certain boundaries in the coach/player relationship which must not be crossed in terms of the relationship with the young player. The relationship is no different to that between a school teacher and the pupils in their care.

#### **BURTON ON THE WOLDS TENNIS CLUB code of conduct on the Abuse of Trust**

7.4.1 Any behaviour, which encourages a physical, or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care must be avoided.

7.4.2 All those within BURTON ON THE WOLDS TENNIS CLUB have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators which may harmful to young people in the Club, without prejudice to their own position.

7.4.3 Allegations relating to a breach of the code of conduct will be investigated according to BURTON ON THE WOLDS TENNIS CLUB disciplinary procedures.

#### **SECTION EIGHT – USEFUL CONTACT DETAILS**

**BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer**  
**Carol Allenby – home: 01509 881883 mobile 07777197798**

**LTA Child Protection and Disciplinary Team - 0208 487 70008/7116/7056;**  
[childprotection@LTA.org.uk](mailto:childprotection@LTA.org.uk)

**LTA Child Protection 24 hr advice line – 07971 141 024, 07957 959 209**

#### **NSPCC Helpline**

Telephone: 0800 800 5000

Asian Helpline: 0800 096 7719

Deaf Users Textphone: 0800 056 0686

[www.nspcc.org.uk](http://www.nspcc.org.uk)

This is a 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

**Child Protection in Sport Unit (CPSU)**

3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ

Telephone: 0116 234 7200

[www.sportprotects.org.uk](http://www.sportprotects.org.uk)

**Local Social Services in Leicester & County [all hours] – 0116 255 1606**

## **Appendix 1**

### **BURTON ON THE WOLDS TENNIS CLUB procedures to manage cases of poor practice**

Poor Practice is defined as any behaviour which contravenes the guidelines set out in this Document.

1. Once a 'concern' is reported to the Child Protection Officer it should be decided whether the allegation is poor practice, bullying or abuse consulting with other parties as necessary.
2. Should the 'concern' be considered as a case of poor practice, in consultation with the Committee a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merits
3. A disciplinary hearing may be called by BURTON ON THE WOLDS TENNIS CLUB who will have regard to the following:
  - ☐ No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel
  - ☐ If the case relates to poor coaching practice, sound experience in this field must be represented
4. The accused will be advised of receipt of the report and provided with a copy
5. The accused will be invited to attend the disciplinary hearing which must be held at a convenient time for him/her and with sufficient notice
6. The accused must be given a fair hearing and have the opportunity to call witnesses
7. Once the disciplinary panel reaches a decision it must be communicated to the accused and confirmed in writing
8. A copy of the determination should be sent to England Tennis

### **Power of the BURTON ON THE WOLDS TENNIS CLUB Disciplinary Panel**

1. Temporary suspension
2. Person may only coach whilst supervised
3. Coach must attend appropriate Course or Courses

## **Appendix 2**

### **Terms of Reference for Child Protection Officer**

- 1.** Endeavour to ensure BURTON ON THE WOLDS TENNIS CLUB has a Safeguarding and Protecting Young People in Tennis Policy which also covers Procedures and Good Practice Guidance.
- 2.** Endeavour to ensure any Codes of Conduct and/or Good Practice Procedures are well publicised and adhered to.
- 3.** In consultation with Lawn Tennis Association attempt to ensure all reported 'concerns' are managed at the appropriate level in line with this Policy.
- 4.** Be aware of local Social Services and Area Child Protection Committee contacts.

## **Appendix 3**

### **Code of Conduct**

- 1.** All Tennis personnel must respect the rights, dignity and worth of every young person with whom they work with and treat them equally.
- 2.** All Tennis personnel must place the physical and emotional well being of all young players above all other considerations, including the development of performance
- 3.** The relationship that any Tennis personnel develops with the players with whom they work must be based on mutual trust and respect
- 4.** All Tennis personnel must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players
- 5.** All Tennis personnel must encourage young players to accept responsibility for their own behaviour, fitness and performance
- 6.** All Tennis personnel should clarify with the young players (and their parents) what is expected of them both on and off the Tennis pitch and also what they are entitled to expect from the coach
- 7.** All Tennis personnel should work in partnership with others within the game (officials, doctors, physiotherapists, sports scientists) to ensure the wellbeing, safety and enjoyment of all young players
- 8.** All Tennis personnel must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Rules of Tennis or behaviour contrary to the spirit of the Game must never be condoned.

9. Where the word “personnel” is used it means Coach, Manager, Umpire, Committee Member and any other Adult in whatever role including Spectators.

**It should also be noted that everyone involved in the game of Tennis be it player, parent, supporter, coach, manager, umpire, first aider or occasional volunteer are all formally bound by the England Tennis Code of Ethics & Behaviour**

#### **Appendix 4**

##### **Anti Bullying Guidelines**

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will all include:

- ☒ Deliberate hostility and aggression towards the victim
- ☒ A victim who is weaker than the bully or bullies
- ☒ An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include: -

- ☒ Sarcasm, spreading rumours, persistent teasing or theft
- ☒ Tormenting, ridiculing, humiliation
- ☒ Racial taunts, graffiti, gestures
- ☒ Unwanted physical contact or abusive or offensive comment of a sexual nature

Emotional and verbal bullying is more likely to be found in Tennis than physical violence and it is often difficult to cope with or, indeed, prove. It is of paramount importance that all Personnel refer to and accept the Club’s anti-bullying Guidelines.

All Personnel must:

- ☒ Take the problem seriously
- ☒ Ensure any ‘concern’ is reported to the appropriate Coach and / or Manager or directly to the BURTON ON THE WOLDS TENNIS CLUB Child Protection Officer if the matter involves an Official of the Club.

The Child Protection Officer will:

- ☒ Investigate all reported cases of bullying behaviour
- ☒ Talk to the bullies and victims separately
- ☒ Decide on appropriate action, such as:
- ☒ Obtain apology from the bully(ies) to the victim and endeavour to resolve any problem
- ☒ Advise parents of the victim and bully(ies) of ‘concern’ and action taken

**Appendix 5**

**BURTON ON THE WOLDS TENNIS CLUB PROSPECTIVE VOLUNTEER - PERSONAL DETAILS FORM**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Title: \_\_\_\_\_ Sex: M / F E-mail address \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Nos: \_\_\_\_\_

Role with BURTON ON THE WOLDS TENNIS CLUB:

\_\_\_\_\_

Relevant Qualifications, Experience or Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I confirm that I am willing to complete a CRB Application if requested and provide all the necessary Personal Identification Documents for the Club to submit to the Lawn Tennis Association

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Appendix 6**

### **Photographic Images - BURTON ON THE WOLDS TENNIS CLUB Guidelines**

Whilst BURTON ON THE WOLDS TENNIS CLUB and Lawn Tennis Association recognises that publicity and pictures of young people enjoying Tennis are essential to promote the sport and a healthy lifestyle, Tennis is generally regarded as a low risk sport re photographic images.

With the proliferation of smaller cameras in mobile phones, for example, the use of Tennis venues falling outside BURTON ON THE WOLDS TENNIS CLUB control and the volume of spectators, it is very difficult area to control and monitor effectively.

BURTON ON THE WOLDS TENNIS CLUB should like the co-operation of all Personnel to ensure the following rules be observed for the safety and respect of Junior Members in particular:

1. All young people must be appropriately dressed for the activity taking place.
2. Personal details which might make a young person vulnerable, such as their exact address, should never be revealed when publishing any photographic image.
3. Anyone taking photographs or recording at any Tennis event under BURTON ON THE WOLDS TENNIS CLUB jurisdiction must have a valid reason for doing so and seek the permission of the organisers/persons in charge.
4. They should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event.
5. All concerns regarding inappropriate or intrusive photography should, in the first instance, be reported in confidence to the Coach and/or Manager who will report all incidences to the Child Protection Officer and deal with the matter in line with BURTON ON THE WOLDS TENNIS CLUB Policy.
6. Anyone taking a photographic image must understand that they can be challenged by BURTON ON THE WOLDS TENNIS CLUB Personnel or, indeed, another Spectator.

**Adopted at the Burton on the Wolds Tennis Committee  
meetingXX Springfield Close, Burton on the Wolds, LE12 xxx  
On Tuesday 27<sup>th</sup> September**

**Signed**

Name Carol Allenby

Signature .....

[Name and signature of Chair of meeting]

**Witnessed**

Name

Address

Occupation

Signature .....

[Name, address, occupation and signature of witness]