

Harrow Lawn Tennis Club

HLTC

www.hltc.uk



Code of Conduct

HLTC is committed to safeguarding and promoting the well-being of all its members. The club believes it is important that **committee members, coaches, volunteers, parents, carers and members** associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Junior members are encouraged to share any concerns or complaints that they may have about any aspect of the club with any member of the committee.

All members agree to:

- Priorities the well-being of children and adults at risk at all times.
- Treat children and adults at risk fairly and with respect.
- Be a positive role model. Act with integrity, even when no one is looking.
- Help to create a safe and inclusive environment both on and off court.
- Never condone rule violations or the use of prohibited substances
- Never exert undue influence to obtain personal benefit or reward
- Report all allegations of abuse or poor practice to the club Welfare Officer.
- Not use any sanctions that humiliate or harm a child or adult at risk.
- 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
- It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.
- Not use bad, inappropriate or racist language, including on social media
- Not allow any rough or dangerous behavior
- Not bully, intimidate or harass anyone, including on social media
- Keep clear boundaries between professional and personal life, including on social media.

- Adhere to the venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Member must wear suitable tennis clothing and shoes.

All Committee members, Volunteers and Coaches:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the LTA and the club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Be 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 under 18 for whom they are responsible for
- It is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not
- Keep clear boundaries between professional and personal life, including on social media.

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 their coach
- Take care of their 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 parents and carers agree to:

- Encourage their child to learn the rules of tennis and play within them.
- Positively reinforce your child and show an interest in their tennis
- Discourage unfair play and arguments with officials.
- Help their child to recognize good performance not just results.
- Be realistic and supportive
- Never force their child to take part in sport against their will
- Set a good example by recognizing fair play and applauding good performances of all participants.
- 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
- Accept the official's decisions and do not go on court or interfere with matches
- Behave responsibly at the venue; do not embarrass their child
- Encourage their child to play by the rules, and teach them that they can only do their best
- Use appropriate, correct and polite language at all times.
- Encourage participants to value their performances and not just results.
- Encourage and guide your children to accept responsibility for their own performance and individual behavior.
- Deliver and collect your child punctually from the venue
- Ensure their child has appropriate clothing for the weather conditions
- Ensure that their child understands their code of conduct
- Adhere to the venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about their child including medical history

This Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.

Updated December 2025