

P.9 – TTW Codes of Conduct.

**Purpose;**

To ensure that everyone within the sport is clear about what is considered acceptable conduct in relation to their position within the sport.

The codes of conduct provide clubs/leagues along with the NGB with reference points for managing participants and as such assist in identifying unacceptable practice within the game. Breaches of these codes of conduct can be dealt with at a local, regional or national level as appropriate in each individual circumstance.

The following codes of conduct are provided within this documentation;

- Code of Conduct for TTW Coaches
- Code of Conduct for TTW Staff and Volunteers
- Code of Conduct for TTW Adult Members
- Code of Conduct for TTW Junior Members
- Code of Conduct for TTW Junior Members Parents/Carers

Whilst these codes of conduct are for TTW for anyone participating in table tennis in the geographical boundaries of TTW where a breach or potential breach of these codes of conduct are brought to the attention of any TTW affiliated club/league, the NGB or any other person and there is a potential child welfare complaint/concern and/or a safeguarding issue the following process should be followed;

- Begin Whistleblowing (Child Welfare Complaints/Concerns) Procedure (P5) or if risk of immediate harm Safeguarding; Responding, Recording and Reporting (P1).
- If Child Welfare Complaints/Concerns Procedure NB; National Safeguarding Officer MUST be notified within 48 hours.
- National Safeguarding Officer will liaise with the Safeguarding Officer for the participants own association.
- Any action taken will be notified to individuals involved who raised the issue in line with TTW Confidentiality and Information Sharing Procedure (P6).

## **Code of Conduct for TTW Coaches Working with Children**

The code of conduct is intended for all those involved in coaching children whether they hold coaching qualifications or not.

Coaches have a vital role to play in safeguarding children in table tennis as they often become the focus for children and their activities. Good coaching is about providing a fun and safe environment in which children can enjoy their experience of table tennis, gain success and be motivated to want to continue playing.

As a coach TTW expects you to and you agree to;

- Abide by The Code of Ethics of TTW.
- Welcome all children and parents/carers to training sessions, and have systems in place to ensure you do so.
- Be a friendly professional.
- Ensure table tennis is fun and enjoyable, and that fair play is promoted.
- Treat all children equally, with respect and dignity.
- Be an excellent role model at all times this includes not smoking or drinking alcohol during coaching and being mindful of behaviour at all times.
- Always put the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted in equal measures.
- Always work in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets).
- Always conduct coaching sessions with at least one other adult present.
- Have excellent interpersonal boundaries, so children know how to behave and what is expected of them.
- Build relationships based on trust which enable children to take part in the decision-making process. This will range from asking children if they have enjoyed activities in the training session, through to having junior representation on committees.
- Be in line with Home Office guidelines which state, if you are in a position of trust and authority, you must not have sexual relationships with 16-17 year olds in your care.
- Not tolerate acts of aggression.
- Recognise the needs and abilities of children, avoiding too much training or competition and not pushing them against their will.
- Give positive and constructive feedback rather than negative criticism.
- Encourage children to assess their performance based on their own mastery of skills, knowledge and love of the game, rather than on whether they won or lost.

- Help children acknowledge the value that good opposition offers their own development as players.
- Work to the guidance on physical contact, that children are always consulted and their agreement gained before any contact is made.
- Keep up-to-date with technical skills, qualifications and insurance in sport.
- Ensure if mixed sex teams are taken away, they are always accompanied by a male and female member of staff.
- Ensure if away from training venue overnight, you do not enter a child's room or invite them into your room except in an emergency i.e. when very unwell.
- Find out if any children you are coaching have medical conditions that could be aggravated during playing or training.
- Keep a written record any time a child is injured in your care, along with details of any treatment provided.
- Promote good sportsmanship by encouraging children to be considerate of other athletes, officials and volunteers and by being modest in victory and gracious in defeat.
- Help TTW to work toward eradicating harassment and abuse of children.
- Ensure you understand and follow TTW Safeguarding and Protecting Children Policy and Practice Procedures.
- To be aware of and avoid poor practice any of these can make the environment feel less safe for children, and leave you open to allegations which means you **MUST NEVER**:
- Spend excessive amounts of time alone with children away from others.
- Take or drop off a child at an event.
- Take children to your home or transport them by car, where they will be alone with you.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching or physical abuse.
- Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a player or that affects their self esteem.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Make a child cry as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or ignored.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Shower with a child.
- Have inappropriate contact with children – for example, by text or social media. TTW guidance is that any electronic or online communications should be via parents and carers.

If you are involved in any of the following incidents you must record/report them as soon as possible to the appropriate Safeguarding Officer;

- If you accidentally hurt a child.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If another person misunderstands or misinterprets something you have done in relation to a child.

### **Code of Conduct for TTW Staff/Volunteers.**

The code of conduct is intended for all staff/volunteers in table tennis.

As all staff/volunteers are also members this code of conduct is an addition to the members code of conduct.

Staff and volunteers have a vital role to play in safeguarding children in table tennis.

As a staff member or volunteer TTW expects you to and you agree to;

- Abide by The Code of Ethics of TTW.
- Welcome all children and parents/carers and have systems in place to ensure you do so.
- Ensure table tennis is fun and enjoyable, and that fair play is promoted.
- Treat all children equally, with respect and dignity.
- Be an excellent role model at all times.
- Always put the welfare of children first.
- Always work in an open environment (for example, avoiding being alone with a child, and encouraging open communication with no secrets).
- Have excellent interpersonal boundaries, so children know how to behave and what is expected of them.
- Build relationships based on trust which enable children to take part in the decision-making process.
- Not tolerate acts of aggression
- Help TTW work toward eradicating harassment and abuse of children.
- Promote good sportsmanship by encouraging children to be considerate of other athletes, officials and volunteers.
- Never engage in anything that could be defined as poor practice. (see Code of Ethics P8)
- Ensure you understand and follow TTW Safeguarding and Protecting Children Policy and Practice Procedures.

If you are involved in any of the following incidents you must record/report them as soon as possible to the appropriate Safeguarding Officer;

- If you accidentally hurt a child.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If another person misunderstands or misinterprets something you have done in relation to a child.

### **Code of Conduct for TTW Adult Members**

The code of conduct is intended for all adult members of Table Tennis Wales.

TTW expects you to and you agree to;

- Abide by and promote The Code of Ethics of TTW.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Show respect to other members/leaders and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform the coach/team manager/tournament organiser if they are going to be late.
- Pay any fees for membership, events etc. Promptly.
- Not smoke on any organisations premises or whilst representing the club/league/region/national association at competitions.
- Not consume alcohol or drugs of any kind on any organisations premises or whilst representing the club/league/region/national association.

In addition to the above adults have a vital role to play in safeguarding children in table tennis. As an adult member TTW expects you to and you agree to;

- Welcome all children and parents/carers.
- Ensure table tennis is fun and enjoyable, and that fair play is promoted.
- Treat all children equally, with respect and dignity.
- Be an excellent role model at all times.
- Always put the welfare of children first.
- Have excellent interpersonal boundaries, so children know how to behave and what is expected of them.
- Build relationships based on trust.
- Not display or tolerate acts of aggression.



- Promote good sportsmanship by encouraging children to be considerate of other athletes, officials and volunteers.
- Never engage in anything that could be defined as poor practice. (see Code of Ethics P8).
- Ensure you understand and follow TTW Safeguarding and Protecting Children Policy and Practice Procedures.

If you are involved in any of the following incidents you must record/report them as soon as possible to the appropriate Safeguarding Officer;

- If you accidentally hurt a child.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.
- If another person misunderstands or misinterprets something you have done in relation to a child.

### **Code of conduct for TTW Junior Members**

The code of conduct is intended for all Junior members of Table Tennis Wales.

TTW expects you to and you agree to;

- Abide by and promote The Code of Ethics of TTW.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members.
- Report any inappropriate behaviour or risky situations that you feel are happening.
- Play within the rules and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Behave and listen to all instructions from the coach.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying this includes using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on any organisations premises or whilst representing the club/league/region/national association at competitions.
- Not consume alcohol or drugs of any kind on any organisations premises or whilst representing the club/league/region/national association.

In addition to the above children have a right to be safeguarded. As a junior member TTW expects you to have the right to;

- Be safe and happy enjoying your sport in a protective environment.
- Be listened to and believed.
- Be respected and treated fairly.



- Participate on an equal basis with adults, appropriate to your ability.
- Experience competition and the desire to win.
- Be protected from abuse by other members or outside sources.
- Ask for help and be referred to professional help if needed.

If you are involved in any of the following incidents you must report them as soon as possible to the appropriate Safeguarding Officer or another responsible adult;

- You are accidentally hurt.
- You feel distressed in any manner.
- If you don't understand something someone has done to you or asked you to do.

### **Code of Conduct for Parents & Carers**

The code of conduct is intended for all Parents and Carers of Junior Members of Table Tennis Wales.

TTW expects you to and you agree to;

- Abide by and promote The Code of Ethics of TTW.
- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Parental Consent Form and any other documentation required for your child to participate in table tennis.
- Deliver and collect your child punctually before and after training sessions/matches. Inform the organiser prior to the activity starting if your child is to be collected early.
- Ensure that there is a responsible adult with your child during tournaments. It is not the responsibility of the tournament organiser to supervise your child.
- Ensure that your child has proper sportswear and equipment. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Behave responsibly on the "side-line's" ; do not embarrass your child.
- Show appreciation and support the staff/volunteers.
- Be realistic and supportive.
- Accept the coach's/official's judgment.
- Promote your child's participation in playing sport for fun.

In addition to the above as a parent/carer you have the right to know your child is safe. As a parent/carer TTW expects you to have to;

- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns you have about any aspect of your child's welfare listened and responded to.