

Berwick Tennis Club



CODE OF CONDUCT

VERSION 1.0

Adopted: 7 August 2017



We are a Good Sports club



**GOOD
SPORTS**

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CODE OF CONDUCT

1. Introduction

It is the expectation of the Berwick Tennis Club (our Club) that the following Values and Principles be adhered to in order for all players, coaches, parents/guardians and other participants to enjoy the sport of tennis:

- A commitment to good sportsmanship by players, coaches, parents/guardians and other participants.

Sportsmanship is defined as:

- *playing fair and following the rules of the game;*
 - *respecting the judgement of the umpire and officials (or opponents when playing socially or when playing competition in the absence of an umpire);*
 - *treating opponents with respect.*
- The demonstration of proper court etiquette and most importantly demonstrating the ability to win or lose graciously whether playing socially or competitively.
 - For parents/guardians of juniors playing at our Club, to allow their children to enjoy the sport they play without applying undue pressure on their children or other children and parents/guardians so that the game of tennis may become a lifelong enjoyment for their children.

In addition to our Values and Principles, our Club endorses and complies with this Code of Conduct (this Code) which includes the attached codes of behaviour and policies. This Code is to be read in conjunction with our Club's Rules of Association and furthers the Club's Purposes listed in Rule 2 of those Rules of Association.

Persons found to be in violation of this Code will be subject to review by our Club Committee on receipt of a written complaint to: secretary@berwicktc.asn.au.

Complaints will be handled in accordance with the current Complaints Procedure provisions of the 'Tennis Australia Member Protection Policy' unless they are contrary to the Club's Rules of Association (in which case the Club's Rules of Association will prevail).

2. Purpose of this Code

The main objective of this Code is to maintain responsible behaviour and the making of informed decisions by members and other participants in our Club. It outlines our commitment to:

- welcome individuals of all abilities and backgrounds, allowing access to all persons within the community including juniors, individuals with a disability and socially isolated groups and individuals;
- respect the rights, dignity and worth of every member and other participant and treat all members and participants equally whilst valuing their diversity; and
- provide a safe and quality sporting/volunteer/spectator experience for our members and other participants endeavouring to ensure our members and other participants have the right to enjoy their tennis experience in a friendly and positive environment, free of harassment and intimidation and abuse.

This Code informs everyone involved in our Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our Club's activities.

3. Who this Code Applies To

This Code applies to all participants involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity including:

- Club Committee and subcommittee members and other Club officials;
- coaches and other personnel participating in training events and activities;
- support personnel including team managers;
- umpires and other officials;
- players;
- members including associate members and life members;
- parents/guardians; and
- spectators, guests and visitors.

4. Extent of this Code

This Code covers all matters directly and indirectly related to our Club and its activities. In particular, this Code governs unfair selection decisions and actions, breaches of our codes of behaviour/policies and behaviour that occurs at training sessions, in the Club rooms, at our opponents' clubs, at social events organised or sanctioned by our Club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our Club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

Our Club will:

- adopt, implement and comply with this Policy;
- ensure that this Policy is enforceable;
- publish, distribute and promote this Policy and the consequences of any breaches of this Policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this Policy in an appropriate manner;
- deal with any breaches of this Policy in an appropriate manner;
- recognise and enforce any penalty imposed under this Policy;
- ensure that a copy of this Policy is available or accessible to all people and organisations to whom this Policy applies;
- review this Policy every 12-18 months; and
- seek advice from and refer serious issues to Tennis Victoria and/or Tennis Australia or, where appropriate, the local police.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with our Club must:

- make themselves aware of the contents of this Policy;
- comply with all relevant provisions of this Policy, including the standards of behaviour outlined in this Policy;
- consent to the screening requirements set out in this Policy, and any relevant Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;

- follow the guidelines outlined in this Policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this Policy.

7. Tennis Australia Code of Conduct

Tennis Australia has developed and issued a general Code of Conduct setting out the parameters of expected behaviour of all people participating in the activities of Australian Tennis Organisations (including our Club). A copy of the current Tennis Australia Code of Conduct is set out in Schedule 1 to this Code.

The Tennis Australia Code of Conduct (as updated from time to time) applies to all participants involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity including those persons listed in Clause 3 above.

8. Coaches Code of Conduct

Schedule 2 to this Code sets out our Coaches Code of Conduct.

The Coaches Code of Conduct applies to all coaches associated with our Club. It is in addition to the Tennis Australia Code of Conduct; the Guidelines for Working with Children (see below) and all other codes of conduct and/or policies in this Code in any way applicable or relevant to coaches at our Club.

9. Players Code of Conduct

Schedule 3 to this Code sets out our Players Code of Conduct.

The Players Code of Conduct applies to all players associated with our Club. It is in addition to the Tennis Australia Code of Conduct; the Guidelines for Working with Children (see below) and all other codes of conduct and/or policies in this Code in any way applicable or relevant to players at our Club.

10. Parent/Guardian Code of Conduct

Schedule 4 to this Code sets out our Parents/Guardian Code of Conduct.

The Parents/Guardian Code of Conduct applies to all parents/guardians associated with our Club. It is in addition to the Tennis Australia Code of Conduct; the Spectators Code of Conduct (see below); the Guidelines for Working with Children (see below) and all other codes of conduct and/or policies in this Code in any way applicable or relevant to parents/guardians at our Club.

11. Spectators Code of Conduct

“Play by the Rules” is a unique collaboration between the Australian Sports Commission, Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the Office of the Children’s Guardian (NSW), the Australian and New Zealand Law Association and the Anti-Discrimination Board of NSW.

Schedule 5 to this Code sets out our Spectators Code of Conduct (based on “Play by the Rules” Spectators Policy).

The Spectators Code of Conduct applies to all spectators attending our Club. It is in addition to the Tennis Australia Code of Conduct; the Parent/Guardian Code of Conduct, the Guidelines for

Working with Children (see below) and all other codes of conduct and/or policies in this Code in any way applicable or relevant to spectators attending our Club.

12. Protection of Children

Our Club is committed to the safety and wellbeing of children and young people who participate in our Club's activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our Club's coaches and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Our Club acknowledges the valuable contribution made by our coaches, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

12.1 Goodsports Junior Policy

Our Club adopts the Goodsports Junior Policy (a copy of which appears in [Schedule 6](#)). The Goodsports Junior Policy addresses the following topics relevant to our participant children and young people: Alcohol; Smoking; Healthy Eating; and Spectator Behaviour. If there is any inconsistency between the Goodsports Junior Policy and this Code then the Goodsports Junior Policy prevails to the extent that it imposes a higher duty of care to our participant children and young people.

12.2 Guidelines for Working with Children

Our Club adopts the Guidelines for Working with Children set out in [Schedule 7](#) (drafted by Pakenham Tennis Club with the input of "Play by the Rules" and others) ("Guidelines"). The Guidelines clearly describe professional boundaries, ethical behaviour and unacceptable behavior our Club expect of our coaches, players, volunteers and other Club participants when they deal and interact with children, particularly those in our Club's care.

Our Club will regularly review the Guidelines, the Goodsports Junior Policy and our other existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of a coach, player, volunteer or other Club participant.

12.3 Choosing Suitable Coaches and Volunteers

Our Club will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

[Attachment A](#) annexes a declaration our Club requires as a pre-requisite to any coach, volunteer or other person commencing regular unsupervised contact with Club participants under the age of 18 years. In addition, our Club will ensure that Working with Children Checks and criminal history assessments are conducted for coaches and volunteers working with children, where an assessment is required by law.

All completed declarations and criminal history reports (if obtained as part of the screening process), will be filed for safe-keeping by the Club Secretary and their content dealt with confidentially and in accordance with relevant legal and privacy requirements.

12.4 Report and Respond Appropriately

Our Club will ensure that our coaches and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under

Victorian laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.

In addition to any legal obligations, if any person believes that another person or organisation bound by this Code is acting inappropriately towards a child or is in breach of this Code they may make an internal complaint. Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

Attachment B lists our Club's procedures for handling allegations of child abuse.

13. Alcohol Policy

Schedule 8 to this Code sets out our Alcohol Policy (which is based on the policy issued by "Play by the Rules" setting out the parameters of expected behaviour around the safe serving and general management of alcohol at sporting clubs) and is consistent with the Goodsports Alcohol Management Policy. If the Goodsports Alcohol Management Policy is subsequently amended and there is any inconsistency between the Goodsports Alcohol Management Policy and our Alcohol Policy then the Goodsports Alcohol Management Policy will prevail to the extent that it imposes a higher duty of care to our participant children and young people.

Our Club agrees to be bound by the provisions of the Alcohol Policy set out in Schedule 8.

14. Discrimination, Harassment and Bullying

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

14.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws. Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

If any person believes they are being, or have been, discriminated against by another person or organisation bound by this Code, he or she may make a complaint.

14.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation. The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in Victoria as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

If any person believes they are being, or have been, harassed by another person or organisation bound by this Code, he or she may make a complaint.

14.3 Bullying

Our Club is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Our Club will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this Code, he or she may make a complaint.

15. Inclusive Practices

Our Club is welcoming and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

15.1 People with a disability

Our Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation subject to compliance with Tennis Australia's (or any other relevant association's) standards, rules regulations and policies.

Schedule 9 to this Code sets out our Disability Policy (which is based on the policy issued by "Play by the Rules" setting out the parameters of expected behaviour around including people with disabilities at sporting clubs).

Our Club agrees to be bound by the provisions of the Disability Policy set out in Schedule 9.

15.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms) subject to compliance with Tennis Australia's (or any other relevant association's) standards, rules regulations and policies.

15.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our Club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

15.4 Pregnancy

Our Club is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our Club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with our Club. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this Code, she may make a complaint.

15.5 Girls playing in boys teams

If there is not a separate sex competition our Club will support girls playing in boys teams up until the age of 18 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

16. Team Selection

Our Club is committed to providing an environment in which people are treated fairly and equitably including in relation to team selections.

“Play by the Rules” has developed and issued two selection policies: (i) junior grades; and (ii) open grades. The Selection Policies set out the parameters of expected behaviour around the selection of teams at sporting clubs.

Our Club agrees to be bound by the provisions of the Selection Policies as set out in Schedules 10 and 11 to this Code (which policies are based on those issued by “Play by the Rules”).

17. Communication Policy

“Play by the Rules” has developed and issued a communication policy to assist sporting clubs’ manage internal and public communications including communications through website, Facebook and other social media mediums.

Our Club agrees to be bound by the provisions of the Communications Policy as set out in Schedule 12 to this Code (which policy is based on that issued by “Play by the Rules”).

APPENDICES

Attachment A: WORKING WITH CHILDREN DECLARATION

The Berwick Tennis Club has a duty of care to all those associated with our Club and to the individuals and organisations to whom this Policy applies. As a requirement of our Code of Conduct, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or illicit drugs.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or illicit drugs.
4. To my knowledge there is no other matter that the Club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the Club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the State of Victoria

on/...../.....(date) Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

Attachment B: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Berwick Tennis Club in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this Code applies, then also report the allegation to the Berwick Tennis Club Committee so that they can manage the situation.

Step 3: Protect the child and manage the situation

- The Committee will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is a member of the Committee.
- The Committee will consider what services may be most appropriate to support the child and his or her parents/guardians.
- The Committee will consider what support services may be appropriate for the alleged offender.
- The Committee will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this Code applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by the Committee).
- The Committee will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, the Committee will follow the procedures set out in this Code.
- Where required the Committee will provide the relevant government agency with a report of any disciplinary action the Committee take.
- **Contact details for advice or to report an allegation of child abuse**

Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278

Schedule 1 (Tennis Australia Code of Conduct)

This general Code of Conduct is adopted from the “Tennis Australia Member Protection Policy”.

It applies to all persons associated with the Berwick Tennis Club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for your actions.
4. Make a commitment to providing quality service.
5. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
6. Be aware of, and maintain an uncompromising adherence to Tennis Australia standards, rules, regulations and policies.
7. Operate within the rules of tennis including national and international guidelines which govern Tennis Australia and the Member Associations.
8. Understand your responsibility if you breach, or are aware of any breaches of Berwick Tennis Club’s Code of Conduct.
9. Do not use your involvement with Tennis Australia or a Member Association to promote your own beliefs, behaviours or practices where these are inconsistent with those of Tennis Australia and the Member Associations.
10. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
11. Refrain from any form of abuse towards others.
12. Refrain from any form of harassment towards, or discrimination of others.
13. Provide a safe environment for the conduct of the activity.
14. Show concern and caution towards others who may be sick or injured.
15. Be a positive role model.

Schedule 2

(Coaches Code of Conduct)

This Coaches Code of Conduct applies to all coaches associated with the Berwick Tennis Club:

1. Treat all students with respect at all times. Be honest and consistent with them. Honour all promises and commitments, both verbal and written.
2. Provide feedback to students and other participants in a caring sensitive manner to their needs. Avoid overly negative feedback.
3. Recognise students' rights to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
4. Treat all students fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
5. Encourage and facilitate students' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the students in decisions that affect them.
7. Determine, in consultation with students and others, what information is confidential and respect that confidentiality.
8. Encourage a climate of mutual support among your students.
9. Encourage students to respect one another and to expect respect for their worth as individuals regardless of their level of play.
10. At all times use appropriate training methods, which in the long term will benefit the students and avoid those, which could be harmful.
11. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the students.
12. Be acutely aware of the power that you as a coach develop with your students in the coaching relationship and avoid any sexual intimacy with students that could develop as a result.
13. Avoid situations with your students that could be construed as compromising.
14. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
15. Respect the fact that your goal as a coach for the student may not always be the same as that of the student. Aim for excellence based upon realistic goals and due consideration for the student's growth and development.
16. Recognize individual differences in students and always think of the student's long-term best interests.
17. Set challenges for each student which are both achievable and motivating.
18. At all times act as a role model that promotes the positive aspects of sport and of tennis by maintaining the highest standards of personal conduct and projecting a favourable image of tennis and of coaching at all times.
19. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your students.
20. Encourage students and coaches to develop and maintain integrity in their relationship with others.
21. Respect other coaches and always act in a manner characterized by courtesy and good faith.
22. When asked to coach a student, ensure that any previous coach-student relationship has been ended by the student-others in a professional manner.
23. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
24. Know and abide by tennis rules, regulations and standards, and encourage students to do likewise. Accept both the letter and the spirit of the rules.
25. Be honest and ensure that qualifications are not misrepresented.
26. Be open to other people's opinion and willing to continually learn and develop.

Schedule 3

(Players Code of Conduct)

This Players Code of Conduct applies to all players associated with the Berwick Tennis Club:

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct, which could be regarded as sexual or other discrimination, harassment or bullying (as defined in clause 14) towards fellow players.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care and respect the equipment provided by the Club.
5. Conduct yourself in a professional manner relating to language, temper and punctuality.
6. Maintain high personal behaviour standards at all times.
7. Abide by the rules and respect the decision of the umpire or your opponent (when matches are not umpired), making all appeals through the formal process and respecting the final decision.

Schedule 4

(Parents/Guardians Code of Conduct)

This Parents/Guardians Code of Conduct applies to all parents/guardians associated with the Berwick Tennis Club:

1. Treat your child the same irrespective of them winning or losing.
2. Remember that your child plays tennis for their enjoyment not yours.
3. Try to have fun when you are around your children at competitions. Well-directed humour can be a great de-stressor.
4. Look relaxed, calm and positive on the sidelines.
5. Make friends with other parents at competitions.
6. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
7. Let the coach do the coaching.
8. Understand that children will benefit from a break sometimes and that involvement in other sports is okay.
9. Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer.
10. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
11. Let your child know that your love for them is not associated with their sporting performances.
12. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
13. Occasionally let your child compete without you being there and hovering over them.
14. Emphasise the good things your child did in preparing for and during the match/tournament.

Try to avoid:

- A. Saying, "We're playing today". Instead say, "You're playing today". Give your child credit for accepting the responsibility of performing.
- B. Getting too pushy or believe that you are indispensable. Let the coach do the coaching.
- C. Living through your child's performances.
- D. Turning away when your child performs or your child's behaviour is unsportsmanlike.
- E. Telling your child what he/she did wrong after a tough match.
- F. Making enemies with your child's opponents or family during a match/tournament.
- G. Making your child feel guilty by reminding them about all the time, money and sacrifices you are making for his or her sport.
- H. Thinking of your child's sport as an investment for which you expect a return.
- I. Badgering, harassing or using sarcasm to motivate your child.
- J. Comparing your child's performances with those of other children.
- K. Forcing your child to go to training.

Schedule 5 (Spectators Code of Conduct)

This Spectators Code of Conduct applies to all spectators attending the Berwick Tennis Club:

Our Club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These inappropriate behaviours specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training where children are present
- being drunk at a Club event

What we will do:

- Provide members, and if applicable their parents and other sporting personnel with our Code of Conduct and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents/guardians to abide by Club rules.
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, Facebook page and through other Club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban alcohol consumption at training, a game or no-alcohol Club event, where children are present.
- Consult with the local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do:

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our Club's Code of Conduct and refrain from using bad language, discriminating, harassing, bullying or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a Club official or Committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to a coach or Committee member or someone in a position of authority.
- Call the police or a Club official if you are concerned for your safety or the safety of others.

Non-Compliance:

Spectators found to have behaved inappropriately may face disciplinary action as outlined in our Club's Code of Conduct and Rules of Association.

Schedule 6 (Goodsports Junior Policy)

Rationale

This Policy provides a basis for Berwick Tennis Club to be a positive influence on younger club members and make the club a safe and healthy place for families to play and enjoy tennis. The Policy also assists the club to:

- Meet its duty of care in relation to the health and safety of our members and visitors who attend our club games, events, functions and other activities.
- Uphold the reputation of the club, our sponsors and partners.
- Understand and reduce the risks associated with alcohol, smoking, food safety and inappropriate behaviour.

Alcohol

- Junior players are not permitted to drink alcohol at the club facilities or at any club events, activities or presentations.
- Alcohol will not be available for sale or allowed to be consumed during junior competition, including at additional and special competitions.
- Alcohol will not be served [during junior club functions and presentations] or [in the presence of juniors at junior club functions and presentations].
- Alcohol brands and products will not be advertised by the junior club and will not be placed on junior apparel.
- Alcohol will not be provided as awards and 'thank-you's' to adults at junior presentations.
- Alcohol will not be used as fundraising prizes by the junior club.

Smoking

Berwick Tennis Club recognises that secondhand tobacco smoke is hazardous to people's health. Non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke. Accordingly:

- All junior events will be promoted as smoke-free, regardless of where they are held.
- No-smoking signage and/or signage promoting the event as smoke-free will be displayed around the club (if possible).

Healthy eating

Berwick Tennis Club recognises that consumption of healthy food and drink can contribute to good health and well-being and also supports good performance on the [field/track/court/pool]. Our club is committed to providing and promoting safe and healthy food and drink options at our club and will implement the following strategies:

- Water will be promoted as the drink of choice.
- Healthy food and drink options will be available and more prominently displayed than unhealthy options in the canteen and at club events (i.e. club BBQ's).
- Healthy food and drink options, including provision of snacks at half time or after the game, fundraising items, rewards and prizes, will be promoted to club members and visitors.
- At least one person, who regularly volunteers in the canteen or supervisors/manages the canteen, will have undertaken food safety online training.

Spectator behaviour

Berwick Tennis Club is committed to creating a safe, respectful and positive club environment where players, officials, members and families can thrive. Parents, associate members or others who have agreed to abide by our club's Code of Conduct and policies, including this Policy, who have behaved inappropriately, may face disciplinary action.

Accordingly, all parents of junior players and visitors are required to:

- Respect the referee's decisions – don't complain or argue about decisions during or after a game.
- Encourage players to play by the rules and to respect opposition players and officials.

- Never ridicule or scorn a player for making a mistake – respect their efforts.
- Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of a game.
- Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials.
- Remember that children participate for their own enjoyment, not yours.
- Follow the directions of the Ground Manager and/or other duty officials at all times.
- Never arrive at a game under the influence of alcohol.
- Not use unsportsmanlike language, harass others or behave aggressively.

Non-compliance

All club committee members will enforce this Policy and any non-compliance will be handled according to the following process:

- The Policy will be explained to the person/people concerned, specifically identifying the section of Policy not being complied with.
- Continued non-compliance with the Policy will be handled by at least two committee members who will use their discretion as to the action taken.

Policy promotion

The club will promote the policy regularly via various promotion channels, e.g. club website, club newsletters, social media, and announcements during events.

Policy review

This Policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

**Schedule 7
(Guidelines for Working with Children)**

-click on link below-

[Link to document](#)

Schedule 8 (Alcohol Policy)

Our Club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking. A risk management approach will be taken by the Club in planning events/activities involving the sale, supply or consumption of alcohol. Such events will be conducted in a manner that is consistent with liquor licensing legislation and this Policy. Our Club will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

What we will do:

Serving Alcohol

Alcohol will be served in compliance with the requirements of our Club's liquor licence and in accordance with the safety and wellbeing of patrons.

- The liquor licence will be displayed at the bar.
- A Committee member will be present at Club related events where alcohol is served.
- Only RSA trained servers with current qualifications will be permitted to serve alcohol. They are not permitted to drink while serving alcohol. A person aged under 18 will not be permitted to be behind the bar under any circumstances. A list of the names of the Club's current RSA's will be kept at the bar.
- People aged under 18 will not knowingly be served alcohol or encouraged to consume alcohol.
- People aged under 18 are not permitted to consume alcohol at the Club or at any Club events, activities or presentations.
- Club members or bar servers will request proof of age, when in doubt, and only photo ID will be accepted.
- Excessive or rapid consumption of alcohol will be discouraged. Service of double/triple measures of spirits will also be discouraged.
- When serving non pre-packaged alcohol (e.g. drinks in glasses) standard drink measures will be served.
- No person must exert pressure on anyone to drink alcohol.
- No person must post images on social media of themselves or others drinking alcohol at Club events.
- Alcohol will not be available for sale or allowed to be consumed during any junior competition.
- Alcohol will not be served during junior events or activities or in the presence of juniors at such events or activities.
- Alcohol brands and products will not be advertised by the Club and will not be placed on Club apparel.
- Alcohol will not be provided as awards and "thank-you's" to adults at junior events or activities.
- Alcohol will not be used as fundraising prizes at junior events or activities.

Intoxicated patrons

- Alcohol will not be served to any person who appears intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- Bar servers will follow RSA procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated persons will not be permitted to enter the Club.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested. Police may also be contacted to remove the person, if required.

Safe transport

- We will prominently display taxi phone numbers in the Club.
- We will encourage intoxicated patrons to take safe transport home.
- Our Club will implement a designated driver program.

Food and other drinks

- A range of substantial food (more than just snacks) will be available when alcohol is served.
- Our Club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- Tea and coffee will be provided at the bar during social functions.

Functions

- We will not conduct functions where a minimum amount of liquor sales is required and we will not conduct "all you can drink" functions.

- We will not provide alcohol-only drink vouchers for functions or include alcohol in the price of tickets (or will limit free drinks to a maximum of two).
- Advertisements for functions will not emphasise the availability of alcohol or refer to the amount of alcohol available and will not encourage rapid drinking or excessive drinking.
- Advertisements for functions will give equal reference to the availability of non-alcoholic drinks and will display a clear start and finish time for the function.

Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise, promote or serve alcohol at junior events or activities.
- We will educate members and supporters about this Policy through our website, Facebook page and other Club communication and will actively demonstrate our attitude to the responsible use of alcohol and promote positive messages through our social media platform.

Incident Register

- An Incident Register will be maintained at the bar and any alcohol related-incident will be recorded on the register.

What we ask you to do:

All members and other Club participants are required to comply with the following:

- Drink and behave responsibly at all Club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the Club, Club functions, matches or while away on trips if you are aged under 18.
- Do not compete, train, coach or officiate at the Club if affected by alcohol.
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

Non-Compliance:

The Club will take action for breaches of behaviour and responsibilities outlined in this Policy:

- If members or other Club participants become drunk at the Club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Conduct and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our Club's Code of Conduct to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our Club's Code of Conduct to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a Club function or on a trip in the care of the Club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or other participant found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Code of Conduct.

Schedule 9 (Disability Policy)

Our Club welcomes all members of the community, regardless of their abilities. We will include people with disability in our Club in both playing and non-playing roles to the greatest extent that we can. We will endeavour to make our Club as accessible as possible, based on our state sports policy on inclusion, the ability of individuals involved in our Club, the type and level of competition (e.g., junior versus senior competition and social versus pennant) they want to join and our capacity to make modifications that promote inclusion.

What we will do:

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual – and their parents if the participant is a child – for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, equipment, rules or playing environment and modifications to Club premises (e.g. putting in a ramp).
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share Club information in appropriate ways and formats.
- Expect all members of our Club to accept and welcome people with disability.
- Make sure people of all abilities are included in our Club's social activities and are recognised for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate in our Club without discrimination, harassment or bullying.
- Provide information about other options for participation outside our Club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation.

What we ask you to do:

If you have a disability:

- tell us what we can do to help include you in our Club
- understand that we will do our best to make any necessary adjustments or modifications
- talk to us if you have any concerns or ideas to help us make our Club more inclusive.

Schedule 10

(Junior Grades Selection Policy)

We believe that junior tennis should be safe, enjoyable, inclusive and maximise individual participation. Our Club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of tennis.

What we will do:

Our Club's Junior Committee will:

- Emphasise to coaches and parents/guardians that junior tennis is about participation, not competition.
- Provide a sign-up sheet for junior players at the Club for each season.
- Modify rules and equipment where possible to include juniors of all abilities and encourage their participation.
- Try to match junior players with others of their own ability (e.g. standard, ages and gender).
- Consider how teams and players performed in the previous season/s, taking into account singles and doubles results.
- Aim to ensure that all team members play in at least one final.

What we ask you to do:

Coaches

- Encourage coaching students to play competition for the Club.
- Assist with the selection of junior teams for competition.
- Teach and educate players and parents on tennis etiquette.
- Focus on promoting participation, not winning and losing.

Parents/Guardians

- Make sure your child is committed to playing every week before registering for the season.
- Respect and support the selection decisions of the Club's Junior Committee.
- Encourage your child, other team members and opposition players.
- Focus on your child's effort and performance, not the score.
- Assist the Club's Junior Committee and your child's team manager during the season.
- Ensure membership fees are paid when due as all players must be financial members of the Club.

Schedule 11

(Open Grades (District Competition) - Selection Policy)

Our Club supports an open and fair process for the selection of district competition teams. Selection will be based on clear criteria that are communicated with all players prior to the district competition season commencing. This Schedule does not apply to intra-Club competition (i.e. it does not apply to Tuesday or Thursday night intra Club social competition).

What we will do:

Criteria

Selection decisions will be based mainly on performance; however, they will also consider:

- attendance at competition, training and Club / team events (commitment)
- good sportsmanship (values)
- abiding by our Club's Code of Conduct on and off the field (behaviour).

In addition, players or athletes:

- must be financial members of the Club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

Process

- Players will be informed via email or the Notice Board posted in the Club room of the dates, location and criteria for team selection.
- Selectors will be appointed by the Club Committee (or relevant subcommittee) and be responsible for pre-season selection decisions.
- Where possible, there will be more than one selector.
- When requested, players will be provided with reasons for selection grading.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors in the first instance. A formal written complaint to the Club Committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

What we ask you to do:

Selection subcommittees

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

Players

- Make yourself familiar with the selection criteria and clarify any concerns with the Club prior to trials/selection.
- Talk with your coach/previous team manager about any concerns and seek feedback about how to improve your performance.
- Respect the selection decisions of the selectors/your team manager and Club Committee.

Schedule 12

(Communications Policy)

Electronic communication is essential for sharing Club news and information with our members. Our communication will be timely, appropriate and related to Club business.

What we will do:

We use a range of electronic tools to communicate with our members. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. Our Club's Committee will provide accountability and control over material published on our Club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

- Our website will include current information on competitions, social events, committees, policies, codes of conduct, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, Club-sanctioned social events and other Club business, however:

- SMS messages should be short and about Club/team matters
- email communication will be used when more information is required (or if SMS contact details not available)
- communication involving children will be directed through their parents.

Social media websites

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive Club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our Club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do:

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the Club.

Electronic communication:

- should be restricted to Club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the Club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance:

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our Code of Conduct. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.