

Bournemouth and District Table Tennis Association
and the
ENGLISH TABLE TENNIS ASSOCIATION LIMITED. (ETTA).

Code of Conduct for Coaches and Volunteers

It is possible to reduce situations of possible abuse and to protect coaches and volunteers by promoting good practice. The following are the ETTA's Codes of Conduct to which all coaches and volunteers must be aware of and sign up to.

- 1) Consider the well being and safety of participants at all times.
- 2) Contribute to a positive ethos, based on mutual trust and respect.
- 3) Recognise the development capacity of the child and do not push them against their will or train them excessively. Never ridicule a child or reduce them to tears as a coaching method.
- 4) Promote fair play at all times.
- 5) Uphold standards of behaviour and appearance. Do not allow children to use inappropriate language unchallenged.
- 6) Abide by all ETTA's rules, policies and codes of conduct and follow ETTA guidelines.
- 7) Never exert undue influence over participants to obtain personal benefit or reward.
- 8) Never condone rule violations nor the use of prohibited substances.
- 9) Treat all children equitably with respect and dignity. Recognise the potential needs and disadvantages of all children, particularly those of disabled children and those from minority backgrounds. Always challenge injustice that may occur within the sport.
- 10) Encourage all those involved with table tennis to use their skills and talents whether as players, officials or volunteers to contribute to the success of the sport.
- 11) Attend appropriate volunteer training courses provided by either the ETTA or other recognised agencies such as Sport England, Sportscoach UK or the local authority.
- 12) Always be publicly open when working with children.
- 13) Avoid working with a child unobserved. Never work with a child on their own. Always ensure that there are at least two adults present or two children present on any practice or tuition occasion.
- 14) If any form of physical contact is necessary it should be used openly. Always explain to the child, and other adults around, what you are doing and why the physical contact is necessary. If possible avoid all physical contact.
- 15) Bullying of players will not be tolerated under any circumstances.
- 16) Do not take children into your home. Never invite or allow children to stay with you at your home unsupervised.
- 17) Where possible parents should take the responsibility for their child in the changing room. If groups have to be supervised in the changing room, always work in pairs. Encourage an open environment.
- 18) Where mixed teams are travelling away from home they should, ideally, be

accompanied by both a male and female coach or volunteer. Be aware of the potential for abuse to occur.

- 19) Ensure parental permission is sought to act *in loco parentis*, and those in charge are aware of any medical/special needs and make preparations to meet those needs.
- 20) Do not take children alone on car journeys, however short. Always ensure that those children you transport are sitting in the rear of the vehicle and are properly secured by seat harnesses. Always seek parental consent when transporting children and ensure that they are not left in a position of risk.
- 21) Be an excellent role model. Do not drink, smoke or condone the use of any type of performance enhancing drugs in the company of children.
- 22) Keep up to date with technical skills, qualifications and insurances.
- 23) If any injuries occur, keep a detailed written record of the incident along with details of any treatment given.
- 24) Never engage in rough, physical or sexually provocative games including horseplay. Never allow or engage in any form of inappropriate touching. Never do things, or offer to do things, of a personal nature for children that they can do for themselves. Never allow allegations made by a child to go unchallenged, unrecorded, or not acted upon. Never make sexually suggestive comments to a child even in fun.
- 25) If you accidentally hurt a child and they appear distressed in any way, or if they misinterpret something you have done, report any such incident as soon as possible to the local child welfare officer or the person in charge and make a brief written note. Parents should be informed on the incident.
- 26) It may sometimes be necessary for coaches or volunteers to do things of a personal nature for children, especially if they are young or have disabilities. These tasks should be carried out with the full understanding and consent of the parents and children involved. There is a need to be responsive to a child's reactions when a child is fully dependant on you. Explain what you are doing and give choices where possible. This is particularly necessary if you are involved in dressing or undressing, or where there is physical contact whilst lifting or assisting a child to carry out particular activities.

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And adopted by Bournemouth & District Table Tennis Association on the 23rd May 2008.

The text for these Codes of Conduct is generally taken from the English Table Tennis Association Limited (ETTA) 'Child protection Policy and Guidelines' which can be obtained in full from the ETTA, or extracted as a downloadable document from their website www.etta.co.uk