

**Tennis Wales Support Team to include:  
Captains / Assistant Captains / Responsible Adults / Parents**

<b>Right to:</b>	<b>Responsibility:</b>
<ul style="list-style-type: none"> <li>• Have support from Tennis Wales if reporting any concerns about the arrangements.</li> <li>• Respectful behaviour from children and young people, other adults, or parents involved in the trip.</li> <li>• Receive the relevant documentation from Tennis Wales in advance of the trip. This will be in the form of an electronic travel pack for lead captains to complete.</li> <li>• Not be left vulnerable when working with children.</li> <li>• To be able to apply sanctions in line with the Tennis Wales Trips Policy and discussed prior to the trip.</li> <li>• To share responsibilities, such as being an emergency contact, with other members of the support team, rather than being solely responsible.</li> </ul>	<ul style="list-style-type: none"> <li>• Report any concerns to Tennis Wales</li> <li>• To adhere to the LTA safe and Inclusive Code of Conduct</li> <li>• To ensure every player has the contact information for each member of the support team and vice versa.</li> <li>• To keep the electronic travel pack stored securely and deleted after the trip.</li> <li>• To ensure cars are suitable for travel, have all necessary checks and up to date documents and have business car insurance and breakdown cover. Proof of business insurance sent to TW annually.</li> <li>• Captains to maintain their LTA Accreditation+ And Assistant Captains to maintain their LTA Accreditation</li> <li>• Responsible Adults and Parents to have an up to date DBS disclosure and safeguarding level one training</li> <li>• Make contact with each player’s individual coach prior to, during and after the event as necessary.</li> <li>• Plan ahead in regards to the tennis venue, travel logistics, hotel details and local amenities.</li> <li>• Inform parents as soon as possible of departure details and return arrangements.</li> <li>• Expectations on behaviour to be set by the Captain at the start of every trip. Set boundaries around the use of phones and social media. Ensure all players understand the Tennis Wales Player Pledges.</li> <li>• Away from the venue, set age appropriate guidelines on free time.</li> <li>• Maintain confidentiality about sensitive information.</li> <li>• Model effective behaviour including time keeping, commitment and compliance with procedures</li> <li>• Do not be left alone with a child (including car journeys)</li> <li>• Record any complaints or accidents on relevant documentation</li> <li>• To submit a report to Tennis Wales after the trip.</li> </ul>