

# Team Tennis Series

## Team Captain Guidance

The series of LTA Team Tennis events provides a unique experience for players to represent their County, School or Club in a team environment.

This summary document supplements the LTA Safeguarding at Events, Activities and Competitions guidance which all venues and counties are required to follow when running any events, activities or competitions.

**Team Captains and Junior Players (anyone under 18 years old) must abide by any event code of conducts, as well as the Safe and Inclusive Code of Conduct:**

- Prioritise the well-being of all children and adults at all times
- Be a positive role model, acting with integrity: do the right thing, even when no one is looking
- Help to create a safe and inclusive environment both on and off court and promote the Fair Play values: enjoy; respect
- Be mindful of the potential impact of stereotypes, prejudice and unconscious bias and treat everyone with respect, recognising and celebrating both diversity and shared values, beliefs and experiences
- Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
- Keep clear boundaries between your professional and personal life, including on social media. Don't make contact with children, young people or adults at risk, other than for work purposes
- Do not take photos or videos of children or adults at risk, or share information about them unless you have written consent from an LTA member of staff and a completed consent form from those you wish to photograph and their parent/carer
- Where possible, do not be alone with a child or adult at risk and avoid situations that could be misinterpreted
- Do not abuse, neglect, harm or discriminate against anyone; act in a way that may be interpreted as such, or have any form of non-professional relationship with someone under 18 whilst in a position of trust\*
- Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the Safeguarding Reporting Procedure. If someone is in immediate danger, contact the police (999)

\*It is illegal to have a sexual relationship with anyone under the age of 16 whether they give consent or not.

### Team Captains must also:

- Read and at all times uphold the LTA Safeguarding Policy and Reporting Procedures available at [www.lta.org.uk/safeguarding](http://www.lta.org.uk/safeguarding)
- Work with the event organiser(s) to ensure the event/trip is compliant with the LTA Safeguarding at Events, Activities and Competitions available at [www.lta.org.uk/safeguarding](http://www.lta.org.uk/safeguarding)
- Don't consume alcohol when you are responsible for children (under 18 years old) or adults at risk; don't allow children to drink or purchase alcohol or other prohibited substances
- Obtain an enhanced criminal record check (DBS in England & Wales; PVG in Scotland) every three years if working with children or adults at risk ([www.lta.org.uk/DBS](http://www.lta.org.uk/DBS)).
- When organising teams, there must be two adults on the trip who are aware of their responsibilities. Where possible one of the adults should be of the same gender as the team
- Adhere to the LTA adult:child ratios when travelling as part of a trip:
  - 2:8 for children 10 and under
  - 2:10 for children aged 11 and over
- Provide constructive feedback and be sensitive to how your tone and language might affect a player's self-esteem and confidence. If a player does well, verbally praise them but do not use unnecessary physical contact or give them gifts or presents
- Demonstrate and encourage your players to uphold the LTA's Fair Play values of Enjoy and Respect
- Obtain a completed Consent & Emergency Contact Form for all players in their team. Captains must store these safely whilst ensuring they are easily accessible. They must inform the Tournament Director/referee about any players that do not grant permission around the media consent information and/or have additional needs
- Ensure parental consent has been obtained to transport children and that there are two adults in the vehicle (unless due to exceptional circumstances this proves not possible). Children must be seated in the back of the vehicle at all times.

- Ensure any communication via text message or social media (i.e. whatsapp) with children is at all times professional and related to the tennis event. Communication should at all times be conducted via group chat function to include other players or the parent/carers.
- Where an overnight stay is required:
  - Do not allow children (anyone under 18) to share rooms with adults. When children share a room, they should be of the same sex and similar age.
  - Do not go into a player's room unless in an emergency.
  - Ensure everyone knows what to do in an emergency including fire procedures.

**Junior players (under 18 years old) must:**

- Remember you are representing your school/club/county at all times, both on and off court
- Do not enter anyone else's bedroom, especially not an adult's room or rooms occupied by the opposite gender. Do not leave your room after the agreed bed time unless an emergency
- If you have a concern about yourself or someone else, talk to your captain or to the tournament referee. If you are unable to do so, you can contact the LTA Safe and Inclusive Tennis Team. In an emergency, call the police (999)

**Safeguarding Reporting Procedure**

If someone is in immediate danger, call the police on 999. Otherwise, contact the event Welfare Officer and LTA Safeguarding Team on 0208 487 7000 as soon as possible. If the event Welfare Officer and/or Safeguarding Team is unavailable and you require out of hours advice, call the NSPCC (0808 800 5000) or ParentLine Scotland (0800 028 2233) or the Local Authority Adult Social Care Services if your concern is about an adult.

Write an objective account of your concerns immediately and raise it with the Welfare Officer of the event. You should raise your concern to the LTA via the online report tool <https://safeguardingconcern.lta.org.uk/> which feeds directly to the LTA Safeguarding Team. They can also be contacted by emailing [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) or calling 020 8487 7000 (Mon-Fri, 9am-5pm).

**I have read the Team Tennis Series guidance, the British Tennis Safeguarding Policy, Code of Conduct, Reporting Procedure and Safeguarding at Events, Activities and Competitions guidance and will ensure I inform my Team of the points contained herein.**

Event:

Team Name:

Captain Name:

Captain Signature:

  

Date:

**Please sign and keep this form returning to your County Office (for County Cup events) or the onsite Tournament Director (for Team Tennis and Team Tennis Schools events)**