

## Team Tennis Series

### Team Captain Guidance

Aegon Team Tennis Series events provide a unique experience for players to represent their County, School or Club in a team environment. This guidance is to support you to deliver a safe and inclusive tennis experience to all players.

#### **Team Captains and Junior Players (anyone under 18 years old) must abide by 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.

*The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at risk as the primary consideration.*

#### **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)
- Don't consume alcohol when you are responsible for children (under 18 years old) or adults at risk; don't allow children to drink alcohol
- When organising teams, an adult of the same gender should accompany the team and ensure they are aware of their responsibility to all team members
- 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
- When driving an unaccompanied junior player (anyone under 18), ensure they are seated in the back of the vehicle at all times

- If you will be supervising or transporting children on a weekly basis for an on-going period or four or more occasions in any 30 day period, an enhanced criminal record check will be required. Contact [DBS@LTA.org.uk](mailto:DBS@LTA.org.uk) for support.
- Obtain a completed Emergency Contact & Media Consent Form if you are transporting any players. Captains must store these safely whilst ensuring they are easily accessible. When on site for an event, captains must inform the Tournament Director/referee about any players that do not grant permission around the media consent information and/or have additional needs
- **Where an overnight stay is required:**
  - An enhanced criminal record check will be required even if done only once.
  - 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 also:

- 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

**Respond:** Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum and do not promise to keep the information secret.

**Refer:** If someone is in immediate danger, call the police on 999. Otherwise, talk to the LTA Safe and Inclusive Tennis Team (0208 487 7000) as soon as possible. If the Safe and Inclusive Tennis Team is unavailable, call the NSPCC (0808 800 5000) or ParentLine Scotland (0800 028 2233). If your concern is about an adult, ask them for contact details of your Local Authority Adult Social Care Services.

**Record:** Write an objective account of your concerns immediately using the Reporting a Concern Form. Send it to the LTA Safe and Inclusive Tennis Team within 48 hours of the concern/disclosure ([safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk))

#### Safe and Inclusive Tennis Team Contact Details

T: 020 8487 7000 (Monday to Friday, 9am to 5pm)

E: [safeandinclusive@LTA.org.uk](mailto:safeandinclusive@LTA.org.uk)