

LTA DISABILITY GB SQUAD INFORMATION

DOCUMENTATION AND GUIDANCE FOR GB DISABILITY DEVELOPMENT AND NATIONAL CAMPS, AND GB INTERNATIONAL TRIPS

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1. INTRODUCTION

- 1.1. This guidance is intended for LTA GB Development and National Squad Camp staff, as well as those responsible for organising any associated International Events involving children and vulnerable adults; this includes day and overnight trips. For further information please see the LTAs Safeguarding policies and procedures <https://www.lta.org.uk/about-us/safeguarding-protection/>
- 1.2. The main elements are:
- LTA Information: Joining a GB Squad
 - Accountable Staff
 - Staffing Ratios
 - Communication
 - Risk Assessment
 - Venue
 - Accommodation
 - Player and Staff Rules
 - Parental Consents for Trips & Overnight Stays
 - Information for Parents
 - Emergencies
 - Insurance

2. LTA INFORMATION: JOINING A GB SQUAD

- 2.1 Players are selected onto our squads through a combination of talent spotting by coaches, competition results and previous participation in GB Squads. Selection Policies for each impairment group can be found on the LTA Website. If you would like more information, please email disabilitytennis@lta.org.uk
- 2.2 Once selected onto the Disability GB Development or GB National Squads all players will receive a "Player Pack" which contains the following information:
- **Selection Letter:** officially offering the player a space on the squad, information about the head coach, important dates and contacts.
 - **Player Profile:** Link to an online player profile form that needs to be completed. This will include contact information, address, clothing sizes, dietary requirements and emergency contacts etc.
 - **Expenses Policy Document:** information on how to claim back expenses
 - **Photography and Filming Consent Form:** to sign and return *Appendix 1*
 - **Consent and Emergency Contact Form** (for vulnerable adults and children U18) *Appendix 2*
 - **Medical Form:** to be completed by player and a general practitioner, ensuring the physical and mental health of a player before participating in activity. *Appendix 3*
 - **Code of Conduct:** This includes disciplinary procedures. *Appendix 4*
- 2.3 Players and guardians (where appropriate) must return all information before being allowed to participate in any activity.
- 2.4 If selected for the trip, players must sign an additional International Trips Policy. *Appendix 5*

3. ACCOUNTABLE STAFF

- 3.1. All activities must have a staff member appointed for overall supervision, safeguarding and health and safety guidelines. There may be more than one staff member responsible.
- 3.2. The staff member appointed is responsible for ensuring that all other staff members are clear about their specific responsibilities. They are expected to take the role of a responsible parent, i.e. to act in loco parentis. Parents should expect their children to be cared for safely and responsibly.
- 3.3. The appointed staff member should host face to face briefing session for other staff, players and parents before any trip begins. All staff, players and parents must know who to go to if they have a concern about a child, themselves, or have any other worries.
- 3.4. Staff and anyone acting in a supervisory capacity with children will have all necessary criminal record checks, qualifications and accreditation in place, according to the LTAs recruitment policies.
- 3.5. As part of the planning process, appointed staff and the LTA should consider any specific needs relating to any disability, medical considerations or cultural or ethnic considerations of those taking part.
- 3.6. Mixed gender groups should be accompanied by at least one male and one female member or leader/volunteer. The participants and nature of your trip will determine how many staff is required and their differing responsibilities. The LTA should consider the individual requirements of disabled athletes, including their carers and/or interpreters if needed.
- 3.7. Supervising groups of players can become difficult when their parents are present. The staff member appointed to supervise the group should make it clear beforehand that the children are under the supervision of staff and advise parents that they should seek not to compromise this relationship. Best ways of communication should be agreed between staff and parents ahead of any camp or event.

4. STAFFING RATIOS

- 4.1 2 adults for every 8 children aged 10 and under; 2 adults for every 10 children aged 11 and over; more adults may be required depending on any specific needs of the children on the trip.
- 4.2 Mixed gender groups should be accompanied by at least one male and one female member or leader/volunteer.
- 4.3 Ratios of helpers to young people should be strictly followed. Every group must be led by at least two adults, however small the group.
- 4.4 Individual adults must never be alone with children or young people.

5. COMMUNICATION

- 5.1 All appointed staff are advised to carry a mobile phone, and have the phone numbers of other staff saved on their phone
- 5.2 All staff should carry a list of details of all players, including emergency contact details at all times. This will be provided to the lead staff member ahead of camps/trips by the LTA. A copy of this list must also be held by a designated person in the UK (LTA), who will act as the intermediary in the event of emergency between the group and with parents.
- 5.3 Should there be a serious incident then staff must report as such to the designated person at home, which will in turn pass on appropriate information. Using the incident report form, written records must be made as soon as possible after the incident and submitted to the LTA.

6. RISK ASSESSMENT

- 6.1 The LTA must check in advance that the venue to be visited and any accommodation used has been risk assessed. For events, the Event Risk Assessment template is to be used at *Appendix 6*.
- 6.2. Staff must familiarize themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported and dealt with immediately.
- 6.3 A risk assessment (in accordance with the LTA Official Trips policy) will be conducted by the appointed staff member at least 3 weeks prior to any trip taking place. The risk assessment process aims to highlight any potential risks with mitigation methods then implemented to reduce risks to a safe level if possible.

7. VENUE

- 7.1 Insurance, Food and Hygiene, First Aid kit and Fire Precautions must be checked in advance of the event. For LTA organised events, the event's accountable staff member is responsible for ensuring this has been actioned.
- 7.2 There must be a qualified first-aider on site and the details of that individual must be held by all staff.

8. ACCOMMODATION

- 8.1 For all residential or overnight trips & events:
 - boys and girls must have separate sleeping and washing facilities which are private to them
 - mixed groups of young people must have adults of both genders involved
 - adults should have separate accommodation but in close proximity to the young people

- young people under the age of 18 must not be left in the accommodation premises alone overnight
- there should be a rota of adults awake during the night at least until all of the young people have settled down.

9. PLAYER AND STAFF RULES

- 9.1 If a player (adult or child) is seen to cause any potential risk to themselves or others they must be withdrawn from the camp or event and the parents/carers notified. Prior to a camp or trip players and parents and carers will be made aware of the expected behaviours and will have signed a code of conduct. It is essential that players and parents are aware that if a player needs to go home and it is not possible for them to remain at the camp or trip (for example, due to breaching the code of conduct, a disciplinary issue, medical/personal reasons or other emergency), there must be someone available to collect the player (e.g. parent). If the parents are unavailable, they must take responsibility for arranging someone (for example, a grandparent/relative, etc.) to take care of their child and confirm who this will be in writing. It should then be agreed how the player will be taken home and at what point the duty of care is transferred back to the parents/carers/.

International trips

It may be necessary for players, including children to fly home alone in accordance with the airline's unaccompanied minor policy. Where a player/ child can fly alone, they should be supervised through to security/check in and the supervisors should remain in the airport until the flight has departed. Once the flight has departed, the duty of care will revert to the parents/carer (this should be explained to person allocated at home once the decision has been made to send the player home).

If the airline policy means a child cannot travel alone, it may be necessary for the parents (or their nominated supervisor) to come collect the child, particularly if the adult supervisor is needed to remain on the trip to ensure supervision ratios remain in place for other children. If the parents (or a nominated supervisor) are unable to come collect the child, then it may be necessary for the adult supervisor to travel back with the child.

If an adult supervisor has to travel back with a player/child, it is important that there is sufficient supervision for the other players for the duration of the trip. This may require the supervisor to return, or for another adult to fly out and take on supervisory responsibilities.

- 9.2 Any breaches to the rules of tennis or Code of Conduct will be dealt with through the LTAs Disciplinary Procedures.
- 9.2 Staff and players must not consume alcohol whilst at a camp or event, even when off duty.
- 9.3 No adults, staff or players, should smoke tobacco in the presence of children.

10. PARENTAL CONSENT FOR TRIP AND OVERNIGHT STAYS

- 10.1 An agreement should be reached between the organiser and parents / carers as to how much independence is appropriate for older children and young people, but the leadership should be clear that they will make decisions on site in any given situation.
- 10.2 Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parent or guardian, which gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”.
The LTA Consent and Emergency Contact Form can be found in *Appendix 2* and should be used for this purpose. This should be accompanied by a signed Photography and Filming Consent form (*Appendix 1*) and the Medical Form (*Appendix 3*) completed by all players when selected onto a GB Squad.

11. INFORMATION FOR PLAYERS AND THEIR FAMILIES

- 11.1 It is important that players have full information before agreeing to attend the camps or trips as well as parents, before giving consent. This must include as a minimum:
- Date of the trip and its duration
 - Travel arrangements, pick up point and estimated time of return
 - Details of venue including arrangements for accommodation and supervision
 - Name of appointed staff member and contact numbers
 - Information about financial, medical and insurance arrangements
 - Emergency contact details
 - Costs (coach fare or money required for meals)
 - Kit, clothing, equipment or other items the child will need
 - LTA Disciplinary Procedures and Code of Conduct (*Appendix 4*)
 - Insurance cover

12. EMERGENCIES

- 12.1 If an emergency occurs on a camp or trip, staff will act appropriately to secure the safety of all players and others involved. Ensuring that those who need to know are aware of the incident and that they all follow the emergency procedures.
- 12.2 Ensure that a member of staff accompanies any player/other staff for treatment, if required, and that those members of the group remaining are adequately supervised and kept together at all times.
- 12.3 A written account of all events, times and contacts after the incident should be recorded using an Incident Report Form (*Appendix 7*); date and sign your record with your full name.

13. INSURANCE

- 13.1 The LTA GB Team manager is responsible for checking that appropriate insurance cover is in place for the trip or event; Liaising with the finance team and insurance company when required.
- 13.2 The LTA have a comprehensive insurance policy with Howden (2021-21). LTA Liability Insurance covers all employees, LTA members, players, volunteers, coaches and more. Public liability, Employers Liability and Travel and Personal Accident insurance will cover all players and staff members taking part in activity associated with the Disability GB Squads, including domestic camps and international trips.
- 13.3 The LTA also have car insurance cover for employed staff using hired vehicles.

14. SAFEGUARDING

- 14.1 There will be a designated adult responsible for safeguarding during the event/trip. The designated safeguarding lead will have completed safeguarding training within the last three years and will be the primary point of contact for all safeguarding issues, queries and concerns. They will also be responsible for reporting any safeguarding concerns to the LTA Safeguarding Team and statutory agencies (or their nominated deputy).
- 14.2 All other staff on the event/trip will have been briefed on their safeguarding responsibilities and have completed safeguarding training. They will be responsible for the general safeguarding and well-being of children/vulnerable adults and will inform the designated safeguarding lead in relation to any concerns they are aware of.
- 14.3 All players will be informed of the identity of the designated safeguarding lead prior to the event/trip. They will also be provided with details of the LTA Safeguarding Team and ChildLine call centre.
- 14.4 The LTA Safeguarding Policy will be in effect during the course of the event/trip and any breaches of this policy and any safeguarding concerns will be reported to the LTA Safeguarding Team in accordance with the policy.
- 14.5 In the event of a medical emergency involving a player, the emergency services should be contacted on 999 (or a countries equivalent) and their instructions followed. If a player is required to leave the site (for example, they have to go to hospital), one of the supervising adults should take them, leaving the second adult behind to supervise the other players.
- 14.6 If a player goes missing during the event/trip, staff will immediately inform the relevant operations teams and attempt to contact or locate the player, including by calling their mobile number (where the player has a mobile phone). No more than 20 minutes will be allowed before calling the police.

APPENDIX 1: PHOTOGRAPHY AND FILMING CONSENT FORM

This consent form is intended to capture consent for imagery and video.

Name of Player: <i>If U18 please complete parent name</i>		Name of Parent or Guardian (if U18):	
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In accordance with our photography and filming policy we will not permit photographs, video or other images to be taken without the consent of the individual or for those under the age of 18, their parent or carer. For further information in relation to the LTA's processing of personal data, please see the LTA's privacy policy, available at <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/policies-and-rules/privacy-policy/>

The LTA will take all steps to ensure these images or videos are used solely for the purposes they are intended which are as follows:

- For LTA media and communications purposes, relating to GB Disability Squad and International Event Activities
- For regional and local media coverage relating to GB Disability Squad and International Event Activities

In addition, the GB Camps are a great opportunity for some additional photography and filming to take place that can help support the promotion disability tennis more widely. If additional content capturing is to take place, we also ask for permission for the following images and videos to be captured:

- For media and communications purposes, including website content, social media posts and general promotion of the LTA Open Court Disability Tennis Program
- For media and communications purposes surrounding coach qualification development, including LTA tutorials, website content, social media posts and use on the LTA coaches portal.

If you become aware that these images are being used inappropriately you should inform disabilitytennis@lta.org.uk or a member of the LTA Media team immediately.

If completing the form for you, as the player (Over the age of 18), please complete the below:

To be completed by individual involved in the tennis activity:

I give permission for (tick to confirm consent) the LTA to:

- Use my photograph for media and communications purposes relating to GB Disability Squad and International Event Activities
- Use my photograph on regional or local media for purposes relating to GB Disability Squad and International Event Activities
- For me to be videoed for media and communications purposes relating to GB Disability Squad and International Event Activities
- For me to be videoed on regional or local media for purposes relating to GB Disability Squad and International Event Activities

Additionally:

- Use my photograph for media and communications purposes, on LTA website content, social media posts and promotional documentation associated with Disability Tennis and the LTAs Open Court Program.
- For me to be videoed for media and communications purposes, on LTA website content, social media posts and promotional documentation associated with Disability Tennis and the LTAs Open Court Program.
- Use my photograph for media and communications purposes surrounding coach qualification development, including LTA tutorials, website content, social media posts and use on the LTA coaches' portal.
- For me to be videoed for media and communications purposes surrounding coach qualification development, including LTA tutorials, website content, social media posts and use on the LTA coaches' portal.

For the duration of Jan 2021-Jan 2023 (2 years)

To be completed by individual involved in the tennis activity:

I understand (tick to confirm consent):

- and will comply with the LTA photography and filming policy
- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation and how long for
- that if I withdraw consent for my image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- that at many events, LTA and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- that I must gain permission before sharing photographs/videos of other people's children on social media

Print name:	
Signature:	
Date:	

If completing the form on behalf of a child U18, please complete the below:

To be completed by parent and child:

I give permission for (tick to confirm consent) the LTA to:

- Use my child's photograph for media and communications purposes relating to GB Disability Squad and International Event Activities
- Use my child's photograph on regional or local media for purposes relating to GB Disability Squad and International Event Activities
- For my child to be videoed for media and communications purposes relating to GB Disability Squad and International Event Activities
- For my child to be videoed on regional or local media for purposes relating to GB Disability Squad and International Event Activities

Additionally:

- Use my child's photograph for media and communications purposes, on LTA website content, social media posts and promotional documentation associated with Disability Tennis and the LTAs Open Court Disability Tennis Program.
- For my child to be videoed for media and communications purposes, on LTA website content, social media posts and promotional documentation associated with Disability Tennis and the LTAs Open Court Disability Tennis Program.
- Use my child's photograph for media and communications purposes surrounding coach Disability, including LTA tutorials, website content, social media posts and use on the LTA coaches' portal.
- For my child to be videoed for media and communications purposes surrounding coach Disability, including LTA tutorials, website content, social media posts and use on the LTA coaches' portal.

For the duration of Jan 2021-Jan 2023 (2 years)

To be completed by parent and child:

I understand (tick to confirm consent):

- and will comply with the LTA photography and filming policy
- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation and how long for
- that if I withdraw consent for my image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- that at many events, LTA and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- that I must gain permission before sharing photographs/videos of other people's children on social media

Print name of parent or guardian:	
Signature:	
Date:	

APPENDIX 2: CONSENT AND EMERGENCY CONTACT FORM (ONLY COMPLETE IF PLAYER IS UNDER THE AGE OF 18)

Details on this form will be held securely and will only be shared with coaches or others who need this information in order to meet the specific needs of your child.

Details of the event/activity requiring completion of this form	
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Name of child:	
Child's date of birth:	
Child's gender:	
Please detail any important access, faith, medical or additional needs that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries.	

PRIMARY EMERGENCY CONTACT FOR CHILD

Name:		
Relationship to the child:		
Address:		
Contact details:	Phone: Mobile:	Email:

SECONDARY EMERGENCY CONTACT FOR CHILD

Name:		
Relationship to the child:		
Address:		
Contact details:	Phone: Mobile:	Email:

It may be essential at some time for the responsible adult accompanying your child to have the necessary authority to obtain any urgent treatment which may be required whilst at a camp or event. Would you therefore please complete the details on this form and sign below to give your consent.

I, _____ being the parent/carer of the above named child hereby give permission for the responsible adult to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

I give permission for the child to Travel by any form of public transport or in a motor vehicle. This will be supervised by an LTA coach and will adhere to guidance under transporting children at <https://www.lta.org.uk/about-us/safeguarding-protection/>

I give permission for an LTA employed coach or staff member to act in Loco Parentis to my child/adult for the duration of a Disability GB Camp or International Trip.

Signature of consent by parent/carer:	
Name:	
Date:	

APPENDIX 3: MEDICAL INFORMATION FORM

This form is an information gathering exercise to best support athletes receiving non-financial support from the LTA. If you have any questions relating to this form, please contact claire.mcculloch@lta.org.uk

The following information will only be shared with relevant staff members of the LTA in relation to your participation in GB National or Development Squads, and potential international trips. If at any point you would like your information changed or removed please get in touch with the LTAs Disability Manager.
Player details:

Surname: _____

Forename: _____

Date of birth: _____

Gender: _____

Mobile number: (specify if this is a parent's number)

Home telephone number: _____

Home address: _____

Email address: _____

Next of kin PRINT NAME: _____

Relationship of NOK to player: _____

NOK phone number: _____

GP name: _____

GP surgery address: _____

GP telephone number: _____

TO BE COMPLETED BY PLAYERS GENERAL PRACTITIONER

The LTA runs performance programmes for talented tennis players who have certain disabilities. Players selected for these performance programmes will be expected to attain high levels of fitness and demonstrate improvement in their skills over time. To achieve this, players will be required to average 10-15 hours of physical activity each week, covering fitness and strength/conditioning work, and of course tennis practice and competition.

At certain times, the players may be required to travel internationally, as part of a team/group or as an individual to competitions. At these competitions there are not only physical pressures but also mental pressures which the players need to cope with and become accustomed to. When joining a LTA performance programme it is therefore necessary for every player to provide a routine medical disclosure form which needs to be carried out by their general practitioner.

Name of player: _____

How long have you been their GP? _____

From what date do your records start of this player? _____

Please answer the following questions to the best of your knowledge regarding the player's medical background.

Is this player physically fit to travel and cope with the demands of international/national event
Yes No

Is this player mentally fit to travel and cope with the demands of international/national event
Yes No

Does this player have any health conditions that may affect their ability to participate in this trip
Yes No

If yes please outline below:

GP Name: _____

GP Signature: _____

GP Stamp:



TO BE COMPLETED BY THE PLAYER/GUARDIAN:

Do you have any specific care needs for which may need support during this trip e.g. washing, transferring. If so, please outline below:

Do you have any specific medical needs that you feel should be highlighted to the support staff on this trip? E.g. worsening of symptoms Yes No
If yes, please detail below:

Do you have any allergies? Yes No

If yes, please detail the specific allergy and the symptoms:

Do you carry an epipen for this or any allergy? Yes No

If you take regular medication, do you need reminding or assistance with administering these?
Yes No

How can the support staff help you with your medication?

Please record your current daily medications:

Medication Name	Route taken (oral, rectal)	Dose/	Frequency

NB: If you take any controlled medication e.g. morphine please be aware that these need to be stored in a secure location and you will need to provide appropriate documentation for these whilst you are travelling and competing.

APPENDIX 4: CODE OF CONDUCT: GB DEVELOPMENT AND GB NATIONAL SQUADS

The LTA upholds high standards of conduct, behaviour and good sportsmanship in the game of tennis. Players are ambassadors of the LTA and we ask that all players are committed to conducting themselves in a proper manner at all times. In particular, players must:

Make every effort to develop their sporting abilities in terms of skill, technique, tactics and fitness and give maximum effort to strive for the best possible performance during a game;

Make a positive commitment to supporting and achieving the aims and objectives of the LTA's Disability Tennis Programmes. This includes attending all GB training camps and competing in the National Finals. This also includes competing in competitions that are identified as key for development by the coaching staff.

Adopt high standards of behaviour at all times in the way that they act, speak and dress. Avoid doing anything that could spoil the reputation of them or of the sport. In particular, players must show the highest standards of behaviour whilst training, competing or residing, whether at the National Tennis Centre, a tournament, training camp or in a multi-sport environment, which shall include not entering the room of any player, coach or official aged under-18 without the express permission of the LTA's Disability Team Manager.

Always have a regard to the best interests of the LTA and not make any public statement which is defamatory or derogatory in relation to the LTA, the commercial partners of the LTA, any of the LTAs other partners nor another sporting competitor or any member of the LTAs staff, any contractor or volunteer associated with the LTA.

Not to supply information to the media, orally or written, relating to policy matters of the LTA without prior approval of the LTA Communications Team.

Abide by all the rules of the game and of any camp or competition. Participate in all events in the spirit of fair play, even when others act badly or unfairly.

Show respect for others involved in the LTA, especially other players and officials. Not to bully, criticise or intimidate other people in any way, whether in person, by phone or text, or through social networking sites or other media. If an issue does arise, to raise this in the correct manner by reporting it to the LTA's Disability Team Manager.

Agree that they will adhere to the LTA's policy around team travel during international events, if they are selected to travel with the GB Team.

The LTA reserves the right to make changes to this Code of Conduct. Any changes will be communicated to players in writing.

Please note that any failure to follow this Code of Conduct will be treated with the utmost seriousness and disciplinary action may result which can involve a suspension from the squad, or permanent removal from the squad.

I agree to uphold the code of conduct and understand the consequences if I fail to do so:

Player Signature

Player Name (PRINT)

Date

Staff Signature

Staff Name (PRINT)



Disability GB Development and GB National Squads Disciplinary Procedure

As detailed in the Player Code of Conduct, the LTA upholds high standards of conduct, behaviour and good sportsmanship in the game of tennis. The player is an ambassador for British tennis and therefore it is expected that the player will conduct themselves in a proper manner at all times.

1. This Disciplinary Procedure is designed to ensure consistent and fair treatment is applied to any disciplinary issues. It is applicable to all Disability GB Development and GB National Squad players. The LTA reserves the right to make changes to this Disciplinary Procedure.
2. Any breach by a player of his/her Player Code of Conduct (the **Code of Conduct**); the Rules of the LTA and/or the Disability International Governing Bodies (ITF, INAS, IBTA, ICSD, IOC or other) may lead to disciplinary action under this Disciplinary Procedure.
3. Any disciplinary sanctions that are imposed shall be reasonable and proportionate to the offence found to be committed by the player. The LTA reserves the right to take immediate action under any of the steps of the Disciplinary Procedure as outlined below or for misconduct under the LTA Rules if appropriate, depending on the nature of the alleged offence.
4. This Disciplinary Procedure will be followed before any disciplinary action is taken. However, in the event of serious breaches of conduct, the LTA reserves the right to send a player home from any tournament or event pending investigation under this procedure.
5. Notes, relevant evidence and records of proceedings will be kept confidential subject to legal requirements and the LTA's other obligations under the law or to any regulatory body.

Disciplinary Procedure

Step One

The LTA expects the majority of issues to be resolved informally between a member of the LTA's staff assigned to the Disability Tennis Programmes and a player. In the event of a minor breach of discipline (such as, for example, being late for training, missing training with a legitimate excuse having informed the player's coach, failing to respond to e-mails, eating poorly or getting a code violation), an informal meeting shall be arranged between the LTA's Disability Programme Manager and the player at which the player's conduct shall be discussed. A commitment will be expected from the player that such behaviour will not be repeated.

Step Two

- (i) In the event of an alleged more serious breach of discipline (such as, for example, missing training with a legitimate excuse but having not informed the player's coach, repeated code violations, tweeting an inappropriate comment or committing a repeated offence for which the player has previously been spoken to on an informal basis under Step One), the player may be asked to attend a meeting with the LTA's Head of Competition (or his/ her nominee) and may be issued with a formal warning (a yellow card). The LTA's Head of Competition will confirm the warning has been issued in writing to the player including the reason(s) why it was issued within 3 working days of such a meeting (or, if a meeting is not held, within 3 working days of becoming aware of the alleged breach of discipline).
- (ii) The player may appeal in writing within 5 working days of receipt of the letter to the LTA Head of Competition or nominee, detailing the reasons for such appeal. The LTA Head of Competition or nominee shall consider the reasons specified and either accept the appeal (in which case the formal warning will be removed from the player's record and action taken under this Disciplinary

Procedure shall cease) or reject the appeal (in which case the formal warning shall stand and be recorded on the player's record). There shall be no further right of appeal available to the player.

Step Three

- (i) In the event of either a repeat of a yellow card offence for which the player has previously received a formal warning or for more serious or repeated breaches of the Code of Conduct, the Rules of the LTA and/or Disability International Governing Bodies, the LTA may proceed with a formal disciplinary meeting with the player. One such outcome of such a meeting may be that the player will be deemed to have committed a red card offence and will have their place on the Disability Development or GB National Squad Programme terminated.
- (ii) The player will receive a letter setting out the alleged conduct or other circumstances and inviting him/her to attend a disciplinary meeting with the LTA's Head of Competition to discuss the matter. The player will receive at least 3 working days' notice of any disciplinary meeting where reasonably possible.
- (iii) The letter will also include the basis for the grounds on which the player is being invited to the disciplinary meeting. If at the meeting the LTA intends to refer to and rely upon evidence relevant to the matter the player will be provided with copies of such evidence in advance of the meeting (subject to confidential details being deleted, where necessary).
- (iv) The LTA's Head of Competition (or his/ her nominee) shall chair the disciplinary meeting and may be accompanied by a Disability Programme Coach and a member of the management team in addition to a note taker.
- (v) The player must take all reasonable steps to attend the disciplinary meeting. At the meeting, the player will have the opportunity to explain his/her case and refer to any evidence upon which he/she intends to rely. It may be necessary to undertake further investigation of the matter, in which case the meeting may be adjourned to enable this to take place, and reconvened within a reasonable period of time.
- (vi) The player may be accompanied by his/her parent/legal guardian, his/ her coach or another player (subject to that person not being involved in the matter) at the disciplinary meeting. The identity of the player's companion must be communicated and approved by the LTA's Head of Competition (or his/ her nominee) prior to the meeting.
- (vii) After the meeting the player will be informed in writing of the decision as well as his/ her right of appeal against the decision. If a player wishes to appeal against any disciplinary action taken, he/ she must do so in writing to the LTA Participation Director or his/ her nominee within 7 working days of the date of the written notice of the disciplinary decision. The player must set out the reasons for the appeal in writing.
- (viii) After receiving the written appeal, the LTA Participation Director or his/ her nominee shall write to the player inviting him/her to attend an appeal meeting. The player will be given at least 3 working days' notice of this meeting where possible and is required to make every effort to attend.
- (ix) The player may be accompanied by his/her parent/legal guardian, his/ her coach or another player (subject to that person not being involved in the matter) at the appeal meeting. The identity of the player's companion must be communicated to the LTA Participation Director or his/ her nominee prior to the meeting so that they can confirm and approve their attendance. The Executive Director of the LTA may be accompanied at the meeting by the LTA Head of Legal (his/ her nominee) and a nominated individual to take notes of the meeting.
- (x) All evidence which was before the disciplinary meeting will be put before the appeal meeting, as well as the notes of the disciplinary meeting, which will be provided to the player in advance of the appeal meeting. Where new evidence arises in the course of the appeal, the player will be

given the opportunity to comment before any action is taken. Where appropriate, it may be necessary to adjourn the appeal meeting in order to undertake further investigation or consideration. If the player intends to rely on new evidence coming to light in the appeal meeting he/ she should, where possible, provide a copy of such evidence to the LTA Participation Director or his/ her nominee in advance of the appeal meeting.

- (xi) The player will be informed in writing of the decision of the LTA Participation Director or his/ her nominee and his/ her reasons. One outcome of the meeting may be that the decision of the disciplinary meeting is reversed or any disciplinary sanction reduced. The disciplinary sanction may not be increased.
- (xii) The decision of the LTA Participation Director or his/ her nominee following the appeal hearing is final and there is no further right of appeal.

Recommended Sanctions

- (i) Where appropriate, the following sanctions may be imposed following the Disciplinary Procedure:
 - Formal written warning;
 - A probation period for a specified length during which, should the player commit a further yellow card offence, a red card would be issued;
 - The issue of a red card and the termination of the player's place on the Development or GB National Squad Programme.
- (ii) These disciplinary sanctions are for illustrative purposes only and may be reduced by mitigating or extenuating circumstances and may be increased through aggravating circumstances. It would be for the person hearing the matter to impose a reasonable and appropriate sanction. For example, for serious misconduct, such as breaches of the Anti-Doping Rules, Anti-Corruption Rules, discriminatory conduct, violent or offensive behaviour and bullying the LTA may move immediately to terminate a player place on the Development or GB National Squad Programme and take action for misconduct in accordance with the LTA Rules.

APPENDIX 5: LTA DISABILITY GB INTERNATIONAL TRIPS POLICY

1 Introduction

International trips to represent GB are one of the core activities of the GB Disability Squads in VI, LD and Deaf Tennis. Official Trips are trips run by the LTA to identified international events to allow top British players to represent GB. This policy sets out the obligations of the LTA to all players travelling on an Official Trip as well as setting out the required behaviour from players whilst on an Official Trip. All players must agree to adhere to this policy or may be deselected from the travelling GB team, as per the GB team selection policy.

Official Trips will be staffed and run by a coach and team staff member appointed by the LTA. The LTA will have a duty to check the credentials of the appointed staff members.

The team staff members are responsible for the players for the duration of the Official Trip and will act in “loco parentis” for any players aged under 18 years of age. Players must understand that they are at the Official Trip as a member of the GB team. Team morale and support for GB team members is highly valued by the LTA and any players who do not support their team members and behave in a way that supports a cohesive team environment may be in breach of the code of conduct and be removed from the GB team.

2 Safeguarding

In all possible cases, the LTA will adopt the following policy on all Official Trips:

A minimum of two members of staff on all Official Trips.

At least one member of staff must be the same gender as any player aged under 18 who is on the Official Trip.

If any player wishes to report a safeguarding concern they should in the first instance contact the member of staff who has been assigned the welfare officer duties on the Official Trip. In some cases, a player may not feel comfortable reporting to this member of staff. Players will be advised before they travel who their contact is to be in the LTA office in this situation. Players will always have the opportunity to report any concerns in a safe, supportive and confidential manner.

3 Parents/Partners/Individual coaches travelling to Official Trips

Parents, partners and individual coaches are allowed to attend Official Trips, at their own cost, if they wish. This must be organised in full by themselves. The LTA will not be responsible for the travel arrangements of any individuals outside of the selected GB team.

We ask that players inform the LTA disability competition team prior to the Official Trip if they plan on having any parents, partners or individual coaches attending. If they choose to do so the guidelines below must be followed to allow for consistency in delivery across the GB team and to ensure that the team staff can effectively and safely manage their duty of care to all players on the Official Trip. Players under the age of 18 will remain the responsibility of team staff even if their parents are travelling to the event.

The player is part of the team therefore the team staff are in charge of all aspects of the Official Trip including, but not limited to, training, meals, transport and coaching. The player will stay in accommodation with the rest of the GB team and not with the travelling parent(s) or partner.

If a parent wishes to take the player outside of the Official Trip environment (e.g. out to dinner) this must be requested through the LTA lead coach. If approved, the scope of the activity and return times must be confirmed in advance and adhered to. At no point would the parent be supervising any other player on the Official Trip unless written approval has been provided by the LTA. The LTA lead coach has the right to refuse a request for the player to leave the Official Trip environment as often team activities which are important to team spirit will have been planned.

If a personal coach wishes to offer coaching advice/support it is with the understanding of working in collaboration with the LTA lead coach so consistent messages are being given to the player. The lead coach may refuse the advice/support given to a member of the squad if they do not deem it to be appropriate.

If these guidelines are not followed, it could result in a player being removed from the Official Trip and/or not being selected for future GB events.

4 Injuries/illness

If any player sustains an injury, or is taken unwell during the Official Trip, where possible professional medical advice will be sought. Where the professional advice is for the player to no longer compete in the event, and the lead coach agrees, the player agrees not to continue competing.

5 Player behaviour

All players have signed the LTA's Code of Conduct which outlines the high levels of behaviour expected of them whilst competing in a Tennis Tournament. Supplementary to the code of conduct there are some points in relation to international travel that all players must agree to:

Players will wear supplied GB Kit when instructed

No player will consume alcohol during an Official Trip

No player will leave the GB team environment without express permission from the LTA lead coach

Where players are given permission to leave the GB team environment they will still adhere to the code of conduct and ensure they only undertake activities that will support their preparation to compete at a world class sporting event.

I agree to uphold the trips policy and understand the consequences if I fail to do so:

Player Signature

Player Name (PRINT)

Date

Staff Signature

Staff Name (PRINT)

APPENDIX 6: EVENT RISK ASSESSMENT TEMPLATE

Event Name:

Staff:

Players:

Component / Hazard and Who / What might be Harmed	Management Controls	Supporting Evidence	Action to be Taken

APPENDIX 7: INCIDENT REPORT FORM

Date:

Report Number:

INJURED PARTY (IP)

SURNAME	
FIRST NAME	
AGE	
MALE OR FEMALE	
ADDRESS/POSTCODE	
PHONE NUMBERS	
Was the injured person "IP" an: Employee / volunteer / competitor etc.	

ACCIDENT DETAILS

Location of Accident:	
Location of injury e.g. arm, leg:	
Nature of injury e.g. cut/graze:	

TREATMENT DETAILS

First Aider:	
Treatment:	
Ambulance:	Yes / No
Time called	Time arrived

NOTIFICATION TO RELATIVE/OTHER PERSON

Was anyone informed about this accident:	Yes / No
Relationship to IP:	
Details of accompanying parent/guardian, (if under 18 years of age):	

FURTHER TREATMENT

Was IP advised to seek medical attention	Yes / No
Was IP advised to go to hospital	Yes / No
Was IP taken to hospital	Yes / No

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE:

PERSON	SIGNATURE	PRINT NAME	DATE
INJURED PERSON			
FIRST AIDER			
WITNESS			
DUTY MANAGER/TD			

Investigation Report Form

ACCIDENT DATE	
INJURED PARTY	
ACCIDENT TIME	
TIME ACCIDENT REPORTED	

ACCIDENT SITE INSPECTION (Attach a sketch or photographs of the scene if possible)
Provide a brief description of how accident happened:

Was the injured person authorized to carry out the task?	YES/NO
Was the injured person trained to carry out the task?	YES/NO
Is there a risk assessment/SSOW which covers the task/incident	YES/NO

WITNESS REPORT

Name: Contact Number / Address:

Details of What Happened:

Analysis of the accident

Immediate Cause:

Underlying/Root Cause:

Actions taken to prevent the accident happening again:

ACCIDENT FOLLOW-UP

Date followed up: Completed by:

Please note any further treatment received, location treatment received at, anything else relevant to accident or injuries:

General

Any photos taken of the incident site, signage etc. should be attached to the form

