



## ***Code of Conduct for Responsible Adults and Organisers***

### **INTRODUCTION**

The English Table Tennis Association (ETTA) expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse.

The ETTA operate an extensive competition programme within England in addition to organising training camps and travel abroad for the elite players, and want these experiences to be exciting and enjoyable for the participants. It is hoped that these guidelines will not only assist those with responsibility for organising and implementing trips for groups of players, but also provide a resource for inclusion in parents/carers information packs.

Anyone involved in table tennis who is in charge of groups of children should be aware **AT ALL TIMES** that they are legally and morally responsible for the children's welfare and behaviour.

Where it is not possible to follow the guidelines below exactly then everyone should use a common sense approach but **ALWAYS ENSURING THAT THE WELFARE OF THE CHILD IS PARAMOUNT** and should never take any actions that could prejudice this statement.

### ***Travelling to Competitions and Camps***

- A programme should be drawn up for each trip and made available to all players and their parents/carers which will include all departure, approximate return times, collection and drop off times and details of a point of contact for the trip.
- Ensure that the appropriate insurance is in place and check if any additional cover is required if foreign travel is involved.
- Collect and hold consent forms, emergency contact numbers and medical information for all players.
- All players should have a copy of the ETTA's Code of Conduct and be made aware of the contents and the consequences of breaking any of the rules.
- Players should be made aware of arrangements for them to contact their parents/carers whilst they are away from home.
- For groups including children under the age of 11 the ratio of adults to children should be a minimum of 1:8, and for over the age of 11 the ratio should be a minimum of 1:10 with 2 adults at all times for groups in excess of 4. Mixed gender groups of any size must always be accompanied by at least one male and one female adult.
- Should a situation arise where a person is travelling alone with a group of children they must be aware at all times of their own fallibility in case of accident or illness, and take steps never to compromise the safety of the group members.
- Ensure that anyone transporting children either in their own vehicle or a hired vehicle has a valid driving licence, MOT, road tax, vehicle insurance, breakdown cover and that the vehicle is fitted with seat belts. The vehicle should be apparently roadworthy. The driver must not be responsible for squad supervision during the journey.
- Check that the dietary needs, both medical and cultural, for the squad can be met.
- All beds should be single and with en-suite toilet and bathroom facilities where possible.
- Where rooms are equipped with satellite TV ask for any inappropriate programmes to be disconnected.

- All players must know where and how to find the responsible adult at all times and the responsible adult should also know where to find their players.
- Ensure the person in charge has a list of all the room numbers and their occupants.
- All players' rooms should be alcohol free.
- Check the accommodation has night time security arrangements and that there is safe storage for money and valuables..
- Ensure fire and evacuation procedures are in place for the whole trip and ensure that all participants are also made aware of the arrangements.
- Adults travelling with the group must not share a room with the players under any circumstances unless they are their own children.
- Males and females must not share rooms.
- Never enter the players' rooms unless in an emergency and always leave the room door open.
- Never invite individual players to your room when travelling away.
- It is good practice for all coaches and responsible adults to have attended a child protection workshop and all team staff must have a current CRB certificate.
- If any of the players are on short or long term medication they must be made aware of their responsibility for administering it themselves.
- Always be publicly open when working with children and avoid situations where you are working with a child unobserved.
- If any form of physical contact is absolutely necessary it should be used openly. Always explain to the child what you are doing and why the physical contact is necessary. If possible avoid all physical contact.
- When supervising groups of children in changing rooms, where possible, work in pairs, and never supervise children of the opposite gender to yourself.
- Avoid taking children alone on car journeys where possible.
- Remember you are a role model so always avoid inappropriate use of alcohol and tobacco, and never condone the use of any type of enhancing drugs in the company of children.
- If any injuries occur keep a detailed written record of the incident along with any treatment given ( sample forms are available from the Premier Club programme resources)
- No relationship of an intimate nature should occur between players, or players and coaches whilst travelling together.
- Always give clear instructions as to what you expect from the players at all times.

For clarification on any of the above areas please contact the event welfare officer: Judy Rogers, ETTA Welfare Officer, Tel: 07977 243327 email: [judy.rogers@etta.co.uk](mailto:judy.rogers@etta.co.uk).

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