



CODES OF CONDUCT

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INTRODUCTION

Table Tennis Ulster's (TTU) Codes of Conduct set out national standards of conduct for all clubs, players, coaches, officials and volunteers in our sport.

Every club and anyone undertaking a role with our sport must agree to abide by the codes of conduct when they join a club as part of the club application process.

WHAT ARE THE CODES?

The purpose of a code is to clarify:

- what behaviours are acceptable and unacceptable
- the standards of practice expected
- the basis for challenging and improving practice.

The codes are therefore a guide for individuals and clubs to think about, and monitor, how they, and others, conduct themselves in their roles. The codes let everyone know what they can expect from the club, coaches and volunteers, but also what standard of behaviour is expected from club members, volunteers and parents/carers.

The codes are a tool for continuous improvement. They can be used prior to or during training sessions, at club or team meetings, and must form part of new member inductions.

For all clubs, the codes are an important part of monitoring and improving the behaviour and practice of its members. When a club member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club.

Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

CHILDREN AND YOUNG PEOPLE (UNDER 18 YEARS)

Children and young people have their own codes of conduct and should be clear about their club's expectations in terms of acceptable behaviour and conduct. It can be beneficial to ask children in their group/team to discuss and agree what the consequences of breaking these codes should be for them. This could be done at the start of the year, before a trip away from home, or as part of a training event.

For groups of very young children, it can be useful to have them develop together a specific behaviour code or charter for their group. Such charters are used extensively in primary schools and the children will recognise and understand what they are being asked to do.

1. CLUB SAFEGUARDING CODE OF CONDUCT

Every club has a responsibility to implement and communicate codes of conduct, as well as relevant policies and procedures which link to the codes. The Safeguarding section of TTU's websites contain examples of the documents listed below.

Affiliated clubs must:

- adopt TTU's Child Safeguarding Policy and Child Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages.
- adopt TTU's Adult Safeguarding Policy and Adult Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages
- adopt TTU's Codes of Conduct and ensure they are signed up to by those working and volunteering in regulated roles, parents/carers and players.
- adopt TTU's procedures for managing safeguarding concerns and have in place a disciplinary process for managing misconduct cases
- appoint a minimum of one Welfare Officer and ensure they are fully vetted prior to appointment.
- ensure that all coaches and volunteers are recruited safely and are operating appropriately within the club environment.
- adopt an induction process for new members that includes agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, anti-bullying policies and other relevant information.
- liaise appropriately with parents/carers, officials, coaches and to ensure that good practice is maintained.
- ensure that contact details for Club Welfare Officers and relevant agencies are openly displayed in club premises and on club websites and made available to anyone who requires them.
- ensure that club officers and volunteers act responsibly and set an example to others, especially to younger members.
- respect the rights, dignity and worth of every club member and others involved in table tennis.
- develop an environment that promotes the wellbeing and safety of players above other considerations, including the development of performance.
- consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.

- accept that all committee members and volunteers have a responsibility for safeguarding children's wellbeing and protecting them from harm and are prepared to respond to any concerns of abuse or poor practice.
- challenge and change poor practice.
- promote an environment where all concerns can be raised without fear of victimisation or reprisal.
- ensure that everyone volunteering or working with children or adults at risk at their club attends relevant safeguarding training every three years.

2. CODE OF CONDUCT: COACHES

Coaches play a crucial role in the development of players and have a unique position of trust in players and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The code of conduct for coaches reflects the principles of good coaching practice.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to players, coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities – Personal Standards

Coaches must demonstrate proper personal behaviour and conduct at all times.

Rights

Coaches must respect and champion the rights of every individual to participate in sport and physical activity.

Relationships

Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

1. RESPONSIBILITIES – PROFESSIONAL STANDARDS

It is the responsibility of all coaches to:

- 1.1** abide by the terms of their coaching licence

- 1.2** abide by TTU's Child Safeguarding Policy and Child Safeguarding Procedures
- 1.3** abide by TTU's Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.4** keep their professional knowledge and skills up to date, be appropriately qualified and renew their coaches' licence as and when required by TTU/TTI
- 1.5** ensure they obtain an acceptable criminal record check (DBS/Access NI)
- 1.6** ensure that activities they direct, or guide, are appropriate for the age, maturity, experience and ability of the individual player
- 1.7** be aware of the current national and international regulations on anti-doping in sport and not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations
- 1.8** never try to recruit, either overtly or covertly, players who are already receiving coaching.
- 1.9** in circumstances where a technique needs to be demonstrated through physical contact, always provide an explanation and seek consent before touching the player (never touch a player aged under 18 to demonstrate a technique without another adult being present)
- 1.10** observe the recommended national guidance on coach/player ratios
- 1.11** cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the executive committee in the best interests of the player.

2. RESPONSIBILITIES – PERSONAL STANDARDS

It is the responsibly of all coaches to:

- 2.1** consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- 2.2** never engage in the massage of a player under the age of 18 years and you must hold a relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- 2.3** follow the relevant guidance for coaches on social media use and not post on social media any content which is inappropriate or offensive
- 2.4** be aware that your attitude and behaviour directly affects the behaviour of players under your supervision
- 2.5** avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour

acts of violence, bullying, harassment, and physical and sexual abuse

2.6 avoid destructive behaviour and leave venues as you find them

2.7 not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching

2.8 avoid carrying any items that could be dangerous to players and others, excluding equipment used in the course of coaching

2.9 challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in table tennis to the club and TTU's Safeguarding Officer as soon as possible

2.10 act ethically, professionally and with integrity, and take responsibility for your actions.

3. RIGHTS

It is the responsibly of all coaches to:

3.1 provide coaching services without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference

3.2 respect the rights, dignity and worth of every player and treat everyone equally, regardless of background or ability

3.3 make the players health and welfare your primary and overriding concern

3.4 respect the players right to self-determination when deciding who they are coached by

3.5 respect the right of all players to an independent life outside of table tennis

3.6 report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and Club Welfare Officer as soon as possible

3.7 never exert undue influence to obtain personal benefit or reward

3.8 in no way undermine, put down or belittle other coaches or volunteers, or allow those behaviours to exist within table tennis including those behaviours towards other players

4. RELATIONSHIPS

It is the responsibly of all coaches to:

4.1 at the outset, clarify with players (and where appropriate, with parents or carers) exactly what it is that is expected of them and what the players are entitled to expect from you

4.2 develop healthy and appropriate working relationships with players based on mutual trust and respect, especially with those players under 18 years or who are adults at risk

4.3 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a player under 18 years of age. A violation of this code may result in a coach licence being permanently withdrawn

4.4 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a player who is an adult at risk coached by you or under your supervision. A violation of this code may result in a coach licence being permanently withdrawn

4.5 not use your position as a licensed coach to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with players you coach who are aged over 18 years. In certain circumstances a violation of this code may result in a coach licence being permanently withdrawn

4.6 avoid spending time alone with young players (under 18) unless clearly in the view of other adults

4.7 ensure that parents/carers know and have given consent before taking a young player (under 18) away from the usual training venue

4.8 never take young players (under 18) alone in your vehicle

4.9 never invite a young player (under 18) alone into your home

4.10 never share a bedroom with a young player (under 18).

BREACH OF THE CODE OF CONDUCT

Coaches who breach the codes of conduct may be subject to disciplinary action by their club and/or TTU and as a consequence of such disciplinary action the following sanctions may be imposed:

- receive a verbal warning
- receive a written warning
- be monitored by another coach
- be required to attend supplementary training
- be suspended by the club/TTU
- be required to leave or be dismissed by the club/TTU
- have my coaching licence withdrawn (if applicable)
- be referred to AccessNI.

3. CODE OF CONDUCT: SENIOR PLAYERS

It is the responsibility of all players to:

- abide by TTU's Child Safeguarding Policy and Child Safeguarding Procedures
- abide by TTU's Adult Safeguarding Policy and Adult Safeguarding Procedures
- respect the rights of every player, coach, technical official and others involved in table tennis and treat everyone equitably
- uphold the same sporting values away from sport as you do when engaged in table tennis
- participate within the rules of the sport, respect decisions of coaches and officials, and demonstrate respect towards fellow players
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the executive committee in your best interests and those of other players
- consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances
- anticipate and be responsible for your own needs, including being organised, having the appropriate equipment and being on time
- inform your coach of any other coaching that you are seeking or receiving
- act with dignity and display courtesy and good manners towards others
- in no way undermine, put down or belittle other players, coaches or practitioners
- avoid swearing and abusive language whilst in table tennis venues, at club functions and events, or when as part of a team/squad
- never engage in any inappropriate or illegal behaviour
- challenge and report inappropriate behaviour and language by others
- not misuse or abuse sporting equipment and venues
- not carry or consume alcohol or illegal substances while training or competing in table tennis
- maintain strict boundaries between friendship and intimacy with a coach or official
- use safe transport or travel arrangements

- act ethically, professionally and with integrity, and take responsibility for your actions.

BREACH OF THE CODE OF CONDUCT

Players who breach the codes of conduct may be subject to disciplinary action by their club and/or TTU and as a consequence of such disciplinary action the following sanctions may be imposed:

- be asked to apologise for my behaviour
- receive a verbal warning from my coach
- receive a verbal or written warning from the club committee
- be suspended from attending club training sessions
- be suspended from the club
- be required to leave the club

4. CODE OF CONDUCT: CHILDREN AND YOUNG PEOPLE (under 18 years)

Children and young persons under 18 years have the right to:

- be safe and protected
- be listened to
- be respected and treated fairly
- be believed
- ask for help
- be coached by someone who has the right qualifications.

It is the responsibility of all Children and young persons to respect the code of conduct and to:

- be friendly and supportive to other players
- keep themselves safe
- tell their coach if they are ill or injured
- report inappropriate behaviour or risky situations to an adult
- compete fairly and respect other players and officials
- respect the rules of your club
- behave and listen to all instructions from your coach and officials

- take care of equipment owned or provided by the club or training facility
- not use bad language or take part in inappropriate or illegal behaviour
- not bully anyone or pressure them to do things they do not want to, including online
- in no way undermine, put down or belittle other players, coaches or practitioners
- keep to agreed timings for all club activities
- tell your parents/carers where you are and if you are going to be late
- not use your mobile phone during training, competitions or in changing rooms
- not carry or consume alcohol or illegal substances while training or competing in athletics
- use safe transport or travel arrangements.

BREACH OF THE CODE OF CONDUCT

Children and young people who do not follow the code, may be subject to action by their club and/or TTU which includes:

- being asked to apologise for their behaviour
- receive a verbal warning from their coach
- receive a verbal or written warning from the club
- be suspended from attending club and/or TTU training sessions
- be suspended or required to leave the club

5. CODE OF CONDUCT: PARENTS/CARERS

It is the responsibility of all parents/carers of a player aged under 18, to:

- abide by TTU's Child Safeguarding Policy and Child Safeguarding Procedures
- abide by TTU's Adult Safeguarding Policy and Adult Safeguarding Procedures
- demonstrate respectful behaviour at all times
- set a good example and encourage your child to learn the rules of table tennis and compete within them at all times
- help your child to recognise good performance and not just results
- make table tennis fun

- never force your child to take part in sport if they do not want to
- never punish or belittle your child for losing or making mistakes
- use correct and appropriate language at all times
- check the qualifications and licences of people who are coaching or managing your child, or offering a service connected to table tennis such as physiotherapy, massage or nutritional advice
- know exactly where your child will be and who they will be with at all times
- assume responsibility for safe transportation of your child to and from training and competitions
- return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- provide any necessary medical information and medication that your child needs for training or trips away
- report any concerns about your child's (or any other child's) welfare to the Club Welfare Officer or TTU Safeguarding Officer. (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary)
- in no way undermine, put down or belittle players, coaches or practitioners.

BREACH OF THE CODE OF CONDUCT

Parents/Carers who do not follow the code, may be subject to action by their club and/or TTU which includes:

- be asked to apologise for my behaviour
- receive a verbal or written warning from the club committee/TTU
- be suspended from attending club/TTU training sessions and events
- be suspended from the club
- be required to leave the club

6. CODE OF CONDUCT: TECHNICAL OFFICIALS

Officials play a vital role in the preparation and delivery of safe and high-quality athletics events.

The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to participants, officials must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities – Personal Standards

Officials must demonstrate proper personal behaviour and conduct at all times.

Rights

Officials must respect and champion the rights of every individual to participate safely in sport and physical activity.

Relationships

Officials must develop positive relationships with participants (and others) based on openness, honesty, mutual trust and respect.

1. RESPONSIBILITIES – PROFESSIONAL STANDARDS

It is the responsibility of all technical officers and officials to:

- 1.1** abide by TTU's Child Safeguarding Policy and Child Safeguarding Procedures
- 1.2** abide by TTU's Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.3** keep their professional knowledge and skills up to date, be appropriately qualified and where applicable renew coaches' licence as and when required by TTU
- 1.4** work in a spirit of cooperation with other officials and not interfere with their responsibilities
- 1.5** offer guidance and support to less experienced officials whenever appropriate
- 1.6** report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and club/regional/national or TTU Safeguarding Officer as soon as possible
- 1.7** challenge and report any inappropriate behaviour or suspected misconduct by other technical officials, coaches or other people involved in table tennis to the club and TTU as soon as possible.

2. RESPONSIBILITIES – PERSONAL STANDARDS

It is the responsibility of all technical officers and officials to:

- 2.1** never smoke or consume alcohol whilst involved on officiating duties

- 2.2** be fully prepared for the officiating task that is assigned to you
- 2.3** dress appropriately and to the standard and nature of the competition, as outlined by the relevant guidelines
- 2.4** arrive in good time for the competition and report to the official in charge
- 2.5** consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- 2.6** avoid swearing and critical, abusive language or irresponsible behaviour, including behaviour that is dangerous to others, acts of violence, bullying, harassment and physical and sexual abuse
- 2.7** avoid destructive behaviour and leave table tennis venues as you find them
- 2.8** avoid carrying any items that could be dangerous to you or others, excluding players equipment used in the course of the players activity
- 2.9** always explain why and ask for consent before touching an athlete
- 2.10** work in same-sex pairs if supervising changing areas.

3. RIGHTS

It is the responsibly of all technical officers and officials to:

- 3.1** respect the rights, dignity and worth of every player and others involved in table tennis and treat everyone equally
- 3.2** officiate without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- 3.3** act with dignity and display courtesy and good manners towards others
- 3.4** in no way undermine, put down or belittle other officials, players, coaches or practitioners
- 3.5** ensure the welfare and safety of the players under your supervision
- 3.6** not exert undue influence to obtain personal benefit or reward
- 3.7** conduct the event in accordance with the rules and with due respect to the rights and welfare of the players.

4. RELATIONSHIPS

It is the responsibility of all technical officers and officials to:

4.1 clarify with players (and where appropriate, with parents or carers) exactly what is expected of them and what players are entitled to expect from you as an official

4.2 encourage and guide players to accept responsibility for their own performance and behaviour

4.3 cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches and representatives of the governing body in the provision of fair and equitable conditions for the conduct of players events under the relevant rules of competition

4.4 act in a decisive, objective but friendly manner in your interaction with other officials, players, coaches and spectators, and carry out your duties in an efficient and non-abrasive manner

4.5 strictly maintain a clear boundary between friendship and intimacy with players and do not conduct inappropriate relationships with players

4.6 not allow an intimate personal relationship to develop between you and any player aged under 18 years. (If the child is under 16 years, you may be committing a criminal offence)

4.7 not allow intimate relationships to develop between yourself and players judged by you to be aged over 18 years

4.8 avoid spending time alone with young players unless clearly in the view of others

4.9 never take a young player alone in your vehicle

4.10 never invite a young player alone into your home, hotel or boarding room

4.11 never share a bedroom with a child.

BREACH OF THE CODE OF CONDUCT

Technical officers and officials who breach the codes of conduct may be subject to disciplinary action by TTU and as a consequence of such disciplinary action the following sanctions may be imposed:

- receive a verbal warning
- receive a written warning
- be required to attend supplementary safeguarding training
- be suspended by the TTU
- be required to leave a club or be dismissed by TTU
- have their licence withdrawn
- be referred to AccessNI

7. CODE OF CONDUCT: VOLUNTEERS

(EXCLUDING LICENSED COACHES AND TECHNICAL OFFICIALS)

Volunteers are the lifeblood of the sport, and they play a crucial role in clubs and at events. Some volunteers will be more involved in a club or event than others and responsibilities will vary, but regardless of the role, there is a need for all volunteers to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment.

It is the responsibility of all volunteers to:

- abide by TTU's Child Safeguarding Policy and Child Safeguarding Procedures
- abide by TTU's Adult Safeguarding Policy and Adult Safeguarding Procedures
- ensure that where your role requires, you have obtained an acceptable Disclosure and Barring Service (DBS) /Access NI check (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with TTU when required)
- ensure that activities you arrange, or support are appropriate for the age, maturity, experience and ability of the individuals involved
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers and representatives of the governing body
- in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- consistently promote positive aspects of the sport (eg. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- never engage in the massage of a player under the age of 18 years and you must hold the relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive
- avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to you or others, acts of violence, bullying, harassment and physical and sexual abuse
- avoid destructive behaviour and leave venues as you find them
- do not carry or consume alcohol or illegal substances while volunteering in table tennis

- avoid carrying any items that could be dangerous to you or others, excluding players equipment used in the course of table tennis activities
- challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in table tennis to the club and TTU as soon as possible
- volunteer your time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability
- report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible
- never exert undue influence to obtain personal benefit or reward
- develop healthy and appropriate working relationships with players and other volunteers based on mutual trust and respect, especially with anyone under 18 years or who are adults at risk
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with anyone under 18 years of age
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with any player who is an adult at risk coached by you or under your supervision
- do not use your position as a volunteer to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with player under your supervision who are aged over 18 years
- avoid spending time alone with young players (under 18) unless clearly in the view of other adults
- never take young players (under 18) alone in your vehicle
- never invite a young player (under 18) alone into your home
- never share a bedroom with a young player (under 18).

BREACH OF THE CODE OF CONDUCT

Volunteers who breach the codes of conduct may be subject to disciplinary action by TTU and as a consequence of such disciplinary action the following sanctions may be imposed:

- receive a verbal warning
- receive a written warning
- be required to attend training
- be suspended by the club/TTU
- be required to leave or be dismissed by the club/TTU

8. CLUB WELFARE OFFICER: ROLES AND RESPONSIBILITIES

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date
- implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date
- promote safeguarding at the club and encourage good practice
- respond appropriately to safeguarding concerns
- regularly report to the club's organising committee on safeguarding matters
- ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- maintain records of safeguarding training attended by club members
- maintain records of club coaches and officials' licences and criminal record checks
- make sure the sports volunteers/staff, parents/carers, adults and children are aware of:
 - how to contact the CWO
 - the codes of conduct for working with children/adults at risk
 - how to respond to safeguarding concerns
- deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- keep up to date with developments in safeguarding

- attend the relevant safeguarding courses for the role of CWO
- complete a criminal record check through the relevant DBS/AccessNI procedures
- maintain confidential records of reported safeguarding concerns and action taken
- liaise with TTU Safeguarding Officer and/or statutory agencies if/when required.