CODE OF CONDUCT FOR COACHES

Document History

Version	Summary of Changes	Document Status	Date
1.0			22nd April 2020
1.1	Reviewed document and made slight amendments to text.		2nd March 2021
1.2	Reviewed document and added document history. Also added acceptance and adoption text at end of document.		1st November 2021
1.3	Edit acceptance and adoption text		21st July 2022
1.4	Comprehensive review and update.	Live	20th October 2026

Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

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Table Tennis Wales expects that everyone involved with table tennis will be respected, valued and have the right to be protected from any form of abuse, as a qualified table tennis coach, you are expected to adhere to this code of conduct and ethics at all times.

Coaches have a vital role to play in safeguarding children in table tennis, as they often become the focus for children and their activities. Good coaching is about providing a fun and safe environment, in which children can enjoy their experience of table tennis, gain success and be motivated to want to continue playing.

Coaches hold a position of trust and influence and have a responsibility to place the welfare, wellbeing and development of participants at the centre of their coaching practice. Coaches must recognise the impact their actions, behaviour and language can have on others and always act as positive role models within the sport.

If you are concerned about the welfare of a child, you have a responsibility to report your concerns to, and/or seek advice from, the National Safeguarding Officer. Coaches must **not** carry out investigations into any concerns.

1. **Respect**

   Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination.

   Table Tennis coaches must:
   Treat everyone fairly, within the context of their activity, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

   Coaches should actively seek to remove barriers to participation and create environments where everyone feels welcomed, respected, valued and able to contribute regardless of their background, identity, circumstances or ability.

2. Relationships

Developing professional relationships is central to the role of an effective coach. Coaches must act with integrity and are expected to be honest, sincere and honourable in their relationships with participants and others. Coaches should also be aware at all times, when coaching under 18s, that they are in a position of trust. It is also important that all coaches demonstrate that their primary concern is for the wellbeing of the player, with their performance being a secondary issue.

Table Tennis coaches must:
Challenge inappropriate behaviour, including the use of foul or abusive language.
Encourage participants to accept responsibility for their own behaviour and performance, whether in training, competing. or in life in general.
Abide by the Table Tennis Wales' E-Safety Guidelines and should be transparent in the use of social media to communicate with athletes.

Coaches must maintain appropriate professional boundaries at all times and avoid relationships or behaviours that could be perceived as exploitative, coercive, favouritist or inappropriate.

Coaches must not create situations where participants become emotionally dependent upon them or where professional judgement may be compromised.

Communication with children and young people should be open, transparent and capable of being shared with parents, guardians or club officials where appropriate. Coaches should avoid private, secretive or excessive communication.

Follow the appropriate Safeguarding guidelines and take the necessary actions if there is a concern over the wellbeing of an athlete.

Table Tennis coaches must not:
Engage in any relationship of a sexual nature with a participant for whom they are responsible. This can include flirting or use of inappropriate gestures and/or language.
Ridicule, embarrass, bully, or abuse a participant.

3. Personal Standards

Table Tennis coaches are expected to demonstrate proper personal behaviour and conduct at all times. Coaches are expected to act as a role model for athletes at all times.

Table Tennis coaches must:
Display high levels of punctuality, dress, language and preparation at all times.
Engage with and support any individuals who are involved in the development of athletes.
Recognise personal limitations and be prepared to pass athletes on to more capable coaches to ensure the continued development of the athlete.

Table Tennis coaches must not:
Criticise fellow coaches or professionals, either privately or publicly, or on social media.
Drink alcohol or use recreational drugs whilst in the company of athletes, including when travelling.
Drink alcohol or use recreational drugs before or during coaching sessions or events.
Smoke in front of participants.

Coaches should promote enjoyment, effort, learning and personal development ahead of winning at all costs and should encourage participants to demonstrate respect, fairness and good sportsmanship.

Coaches should respond to challenging behaviour calmly, consistently and proportionately. Coaches must never use physical punishment, humiliation, intimidation, ridicule or degrading treatment.

4. Professional Responsibilities

Coaches should be well-prepared and possess up-to-date knowledge of Table Tennis, so as to maximise the benefits and minimise risk to the athletes. Coaches are reminded that they are responsible for the image and integrity of the sport and coaching profession and their actions should reflect this.

Table Tennis coaches must:
Hold a coaching licence and keep credentials up to date in order to maintain the validity of that licence.
Coach at a level which is commensurate with their level of qualification and experience.
Ensure that when entering into any agreements with players, teams, groups, clubs, schools or any other employer, the nature of the agreement is understood and agreed by all parties.
Declare to their players and/or employers, any other coaching commitments which may lead to a conflict of interest.
Put the needs of those they are coaching first and be able to recognise and accept when it is in the best interest of the player to refer them on to another coach, county squad, performance training etc.
Provide a safe and secure environment for training and competition, minimising any risks to athletes, including producing a risk assessment.
Be aware that they will gather a lot of personal information about their players and should reach an agreement as to what is classed as confidential and not be revealed to any third party.
Ensure that player information and medical details are available at all times.
Work in a publicly open environment and avoid situations, where they are working alone and unobserved, with a young person.
Ensure that any form of physical contact with athletes is appropriate to the situation and is absolutely necessary. Coaches must ask permission of the participant and explain what they are doing and why the physical contact is necessary. Any physical contact should always be appropriate, necessary for the activity being undertaken, and carried out with the participant's knowledge and consent. Coaches should explain the purpose of any contact and consider the age, understanding and individual needs of the participant.

Not attempt to exert undue influence over the player in order to obtain personal benefit or reward.
Follow good practice guidelines regarding safeguarding children and young people. This includes:

- Not inviting athletes to their home
- Not taking children alone on car journeys
- Not being left in an enclosed or private space with athletes, unless accompanied or in an emergency

Abide by all Table Tennis Wales' policy documents and guidelines including:

- Safeguarding Policy and Guidelines
- Equality Policy
- DBS Policy and Guidelines
- Photography Guidelines

Coaches are responsible not only for their own conduct but also for contributing to a safe, inclusive and positive culture. Coaches should challenge poor practice, discriminatory behaviour, bullying, harassment or safeguarding concerns and report issues through the appropriate channels.

Table Tennis coaches must not:
Misrepresent the level of qualifications and should seek opportunities to update their knowledge and develop their skills.
Administer drugs or medicines.

5. Fair Play

Coaches and athletes alike, should abide by the principles of fair play during training and competition. All those involved in sport, should recognise the importance of fairness, a respectful attitude and appropriate conduct, when involved in Table Tennis activities.
Table Tennis coaches must:
Always encourage and actively support participants to abide by the rules of Table Tennis.
Educate participants on the issues around taking drugs in sport and never condone the use of performance enhancing drugs.
Always treat opponents and officials with respect, both when winning and in defeat and always encourage participants to do the same.

Maintain dignity in all circumstances and demonstrate self-control.

6. **Breaches of the Code of Conduct and Ethics**
   Table Tennis Wales qualified coaches are expected to abide by the requirements of the Code of Conduct and Ethics. Any coaches in breach of the Code of Conduct, will give rise to disciplinary proceedings in accordance with the Table Tennis Wales Disciplinary Procedure.

   Personal misconduct may still give rise to disciplinary action by Table Tennis Wales, even if the said misconduct does not give rise to disciplinary proceedings by an employer or lead to a conviction in a court of law.

   Personal misconduct can include poor timekeeping, theft, breaches of confidentiality, dishonesty, misuse of alcohol or drugs, unreasonable or unexplained absence, wilful damage to property or equipment, inappropriate appearance, or indecency.

Any individual or organisation wishing to make a complaint against a table tennis coach within the context of this Code of Conduct and Ethics should in the first instance contact the National Safeguarding Officer.

The contact details for the National Safeguarding Officer are on the Table Tennis Wales website tabletennis.wales or you can email: safeguarding@tabletennis.wales

Important:
Please save a copy of this document onto your device, complete the information below and email a copy of the 'signed' document to safeguarding@tabletennis.wales

☐ By 'ticking this box, I confirm that I have read, understand and fully adopt the TTW Code of Conduct for Coaches document.

Name:

Signed on behalf of: