



The Code of Conduct comprises the following:

1. General Code of Conduct
2. Player Code of Conduct
3. Committee Members Code of Conduct
4. Parent/Guardian Code of Conduct
5. Grievance Procedure

General Code of Conduct when on Club premises

1. Respect the rights, dignity and worth of others.
2. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
3. Be aware of and adhere to HTC standards, rules and regulations.
4. Operate within the rules of tennis including national guidelines which govern HTC and the Member Associations.
5. Refrain from any form of abuse towards others and from any form of harassment towards, or discrimination against others.
6. Show concern and caution towards others who may be sick or injured.
7. Respect the fact that HTC is located in close proximity to residential properties and show consideration towards neighbours, especially with respect to language and noise and to keeping dust levels low by correct watering and bagging.
8. Do not tamper with or damage the cameras in use for security, monitoring and compliance purposes, and report any damages to the committee.

Player Code of Conduct

1. Maintain high personal behaviour standards at all times. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators and do not insult fellow players or observers.
2. Refrain from conduct which could be regarded as sexual or other harassment towards fellow players and coaches.
3. Refrain from making audible obscenities that may offend other players, spectators and neighbours.
4. Do not attend the courts in an intoxicated state.
5. Care for the *en tous cas* courts by regular watering and bagging. In warmer months this could mean watering at the beginning of play and after each set. Courts must be bagged from fence line to fence line at the end of each set and the end of play.
6. Before playing ensure that the court is in playable condition - wet or dry windy conditions may sometimes cause damage that necessitates suspension of play and repair. If you find a court is damaged please inform a committee member.
7. Footwear: Flat-soled tennis shoes (with herring-bone pattern) without heels are strictly required to be worn on court at all times. Rippled sole, desert boots or shoes which are clearly not tennis shoes damage the court surface and are not permitted. Thongs and bare feet are not appropriate for the courts.
8. Players should dress respectfully in neat casual sportswear when on court. This excludes jeans, bathing trunks and football clothing. A top must be worn at all times.
9. Abide by the rules of tennis. When making line-calls and other such judgements be honest and fair. When in doubt acknowledge that and be prepared to replay a point if necessary, while remembering that the general rule is that it is the receiver's call.
10. In the event of busy times at the courts, if courts have not been booked in advance, players are encouraged to participate in doubles games in preference to singles.
11. As a courtesy, if courts have not been booked in advance and others are waiting, singles and doubles players are encouraged to complete their current set only.
12. Out of courtesy to other players, movement across the back of the court is discouraged when play is in progress.



13. Current members are welcome to invite visitors and pay a \$10 fee per visit. However, visitors wishing to use courts more regularly than four times per annum must become members of the Club. Any visitor violations may result in membership and access being cancelled.
14. During times of organised social play, participants are encouraged to mix and match the pairings as guided by the court captain. In the absence of a court captain, ensure all players are included in a fair and reasonable manner.

Committee Members Code of Conduct

1. Be fair, considerate and honest in all dealings with others.
2. Behave professionally and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Maintain a safe environment for you and others.
6. Be aware of your legal responsibilities and familiarise yourself with the rules and regulations of the club and the duties of the Committee.

Parent / Guardian Code of Conduct attending coaching or competition

1. Remember that your child plays tennis for their enjoyment, not yours.
2. Treat your child the same irrespective of them winning or losing.
3. Try to have fun when you are around your children at competitions. Behave in a respectful manner with other parents at competitions.
4. Let the coach do the coaching.
5. When the child performs poorly, be an understanding listener rather than a critic, judge and/or fixer.

Grievance and Disciplinary Procedures

The Club's Rules lay out full details of the procedures to be followed in the event that a member has a grievance against another member or a member is alleged to have infringed this Code of Behaviour or the Rules and Regulations. You should consult these if you wish to take up an issue.

In the first instance the person(s) aggrieved should lodge their grievance in writing with the Secretary, HTC, clearly stating the date, time and nature of the alleged infringement. The Committee will then decide whether it is necessary to appoint a mediator or a disciplinary subcommittee.

Interaction with Tennis Australia Policies and Guidelines.

- a. HTC is an Australian Tennis Organisation affiliated with Tennis Australia (TA) and Tennis Victoria. As such we adhere to TA policies and guidelines in relation to all forms of conduct including, in particular, child protection issues.
- b. TA has published extensive materials across all forms of behavioural issues.
- c. An attachment to this document is a copy of a one page summary TA General Code of Conduct.
- d. HTC encourages members to familiarize themselves with relevant TA policies and guidelines which can be found at <https://tennis.com.au> . When dealing with any issues the Committee reserves the right to refer to and apply TA policies and guidelines as supplementing the club's own Code of Conduct as set out above.



Specific requirements relating to child protection

1. TA has published detailed policies and guidelines relating to protection of children and young people. In particular, refer to the TA website above to review the Safeguarding Children Code of Conduct.
2. As TA says: the safety and wellbeing of children and young people from all forms of abuse is a shared responsibility for everyone including parents, families, clubs, officials, volunteers and coaches. Even though you may not be directly working with children, it's still important to be aware of child safety and call out anything that is unsafe or doesn't seem right.
3. TA requires that "the health, safety and wellbeing of children and young people takes priority over all other competing considerations".
4. If you are concerned that any child is being harassed, abused, harmed, neglected or otherwise subject to inappropriate behaviour (or is at risk of such) in any context which is connected to HTC, you can and should do one or more of the following
 - a. Raise the matter with a member of the club Committee
 - b. Contact the relevant personnel at TA on integrity@tennis.com.au
 - c. If the matter seems sufficiently serious, report it to the Police.



Attachment
Tennis Australia General Code of Conduct

As a member of Tennis Australia and Australian Tennis Organisations or a person required to comply with Tennis Australia's Member Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Tennis Australia and an Australian Tennis Organisation and in any role you hold within Tennis Australia or an Australian Tennis Organisation.

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, Tennis Australia's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern Tennis Australia and Australian Tennis Organisations.
7. Do not use your involvement with Tennis Australia or an Australian Tennis Organisation to promote your own beliefs, behaviours or practices where these are inconsistent with those of Tennis Australia and the Australian Tennis Organisations.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring Tennis Australia, and Australian Tennis Organisations into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.