Code of Ethics and Conduct

Brookfield Lawn Tennis Club & Padel Club

Version 1.0	22nd October 2026

Table of Contents

1. Introduction

2. Guiding Principles

3. Codes of Conduct

3.1 Code for Members

3.2 Code for Young People

3.3 Code for Parents/Carers

3.4 Code for Tennis Leaders and Coaches

3.5 Code for Committees

3.6 Specific Code of Conduct in relation to Padel

4. Best Practice Guidance

5. Disciplinary, Complaints & Appeals

1. Introduction

Brookfield Lawn Tennis Club & Padel Club is fully committed to safeguarding the well-being of members. Every individual in the club should, at all times, show respect and understanding for the rights, safety, and welfare of others and conduct themselves in a way that reflects the mission and principles of the Club and of Tennis Ireland.

We are committed to the highest-level of safeguarding children. By working under the guidance of Tennis Ireland Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organization, seek to create a safe environment for young people to grow and develop within sport.

This Code of Ethics and Conduct provide clear guidance on the values and standards expected of all members. By adhering to these ethical standards, we aim to foster a positive, respectful, and supportive environment that enhances the reputation of our club and preserves the true spirit of the game of tennis.

2. Guiding Principles

Our guiding principles are based on respect, fairness, inclusivity, and integrity. All members are expected to:

- Treat others with dignity and courtesy
- Compete and participate with fairness and honesty
- Uphold the reputation of the Club and the game of tennis
- Create an environment that is inclusive and welcoming for all

3. Codes of Conduct

The following Codes apply to different groups within the Club. Acceptance and adherence to these Codes are prerequisites to membership of Brookfield Lawn Tennis Club & Padel Club.

Tournaments and events within Brookfield Lawn Tennis Club shall also be governed by Tennis Ireland Tournament Code of Conduct. Code-of-Conduct.pdf

3.1 Code for Members

All Members of Brookfield Lawn Tennis Club & Padel Club should expect to:

1. Enjoy participation- experience the club in a positive, welcoming and enjoyable environment.
2. Be listened to and allowed to reply.
3. Have a voice and contribute to the decisions that affect you within the club.
4. Be treated with dignity, sensitivity and respect.
5. Be treated fairly by other members, staff, volunteers etc.
6. Know that any details that are about you are treated with confidentiality.
7. Train, play and compete at a level that is suitable for your age, development and ability.

Your responsibilities are to:

1. Respect all players and opponents, regardless of ability, ethnicity, gender, age, sexuality, status, religion or disability.
2. Play fairly, compete with integrity, dignity and respect for the rules.
3. Respect Brookfield Lawn Tennis Club & Padel Club Management, Staff, Officers and Volunteers and value their contribution to the running of the club.
4. Be familiar with and follow all Brookfield Lawn Tennis Club & Padel Club Policies and Procedures including, Dress Code, Court Usage, Health and Safety, Court Etiquette etc.
5. Use communication responsibly-Do not use social media or messaging apps to criticise, undermine or insult participants, opponents, the club, coaches, or volunteers.
6. Avoid abusive behavior- Do not bully, shout, argue, abuse physically or verbally any participant at any time.
7. Respect the spirit of the game of tennis- Avoid acting in any way that infringes on Tennis Ireland Rules or that seeks to gain an unfair advantage.
8. Treat Club facilities, equipment and property with care and respect.

3.2 Code for Young People

Children have a great deal to gain from tennis in terms of their personal development and enjoyment. The promotion of good practice in tennis will depend on the co-operation of all involved, including child members of the organisation/ clubs. Children must be encouraged to realise that they also have responsibilities to treat other children and Sport Leaders with fairness and respect.

In Tennis and Padel you should:

1. Be happy, have fun and enjoy taking part and being involved in your sport.
2. Be treated fairly by everyone, adults and other players.
3. Feel safe and secure when you are taking part in your sport.
4. Be listened to and allowed to reply.
5. Be treated with dignity, sensitivity and respect.
6. Have a voice in the decisions that affect you within the club and organisation.
7. Say no to something which makes you feel uncomfortable.
8. Train and compete at a level that is suitable for your age, development and ability.
9. Know that any details that are about you are treated with confidentiality but if you are at risk of harm or we are worried about your safety we may need to pass this information on.
10. Know who to go to if you feel unsafe.

Your responsibilities are to:

1. Treat all sports leaders/coaches, staff and volunteers with respect.
2. Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.
3. Respect other players and your opponents.
4. Be part of the team and respect and support other team members both when they do well and when things go wrong;
5. Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.
6. Keep to rules and guidelines set by Tennis Ireland, the Province and your Club and make sure you understand the rules.
7. Take part in your tennis without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
8. Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Junior Officer or your parents;
9. Behave in a manner that is respectful towards your organisation and your club.
10. Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry.

11. Talk with your Coach or Club Junior Officers if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset.
12. Do not, or allow others to make you, try or take banned substances to improve your performance.

3.3 Code for Parents/Carers

Parents/Carers in tennis and Padel play a key role in the promotion of an ethical approach to our sport and young people's enjoyment in the game. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Tennis and Padel Leaders need the support of parents/guardians in conveying the Safe, Fun and Fair Play message.

You should help and support the implementation of best practice policies in your child's/children's Club by following the guidance below.

1. Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
2. Understand and ensure your child/children abide by the Code.
3. Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
4. Have an awareness of and respect for Leaders and other adults and their roles within the Club.
5. If you wish to raise an issue with a Leader this should be addressed with the Leader in an appropriate manner and not in front of children and young people
6. Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
7. Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
8. Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/carers should ensure they do not leave their child/children waiting unsupervised at any time.
9. Ensure the environment is safe and enjoyable for your child/children.
10. Promote fair play and the positive aspects of sport.
11. Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the sports club/organisation.

12. Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
13. Promote participation for children that is fun, safe and in the spirit of fair play
14. Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
15. Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
16. You should have the opportunity to put forward suggestions and comments.
17. Provide the Club with appropriate information in relation to your child to ensure their safe inclusion in the club and with emergency contact information and to be reasonably available in case of emergency.
18. Abide by the procedures and policies in this document especially with regard to the use of smart phones, any type of camera and videoing equipment.
19. Be aware and abide by the safeguarding policy, the rules and constitution of your organisation and the rules and constitution of your own Club.

3.4 Code for Tennis Leaders & Coaches

Tennis Leaders and Coaches play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Leaders is guided by this safeguarding guidance and best practice whist also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

In order to act as a role model and to promote their safety and the safety of young people the Tennis Leader/Coach should:

Create a safe and enjoyable environment for children by:

1. Planning and preparing appropriately and be positive during children's activities.
2. Making sure all levels of participation should be enjoyable and fun.
3. Prioritising skill development and personal satisfaction over highly structured competition.
4. Ensuring age and level of play appropriate and realistic challenges are set for all young participants.
5. Avoiding favouritism – each child will need attention according to their tennis need.
6. Praising and encouraging effort as well as results.
7. Showing respect for all involved, children and adults.

Recognise and ensure the welfare of children by:

1. Keeping attendance records.

2. Not exposing a child to criticism, hostility or sarcasm.
3. Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
4. Being aware of the Tennis Ireland Long Term Player Development Pathway and a child's developmental needs at each stage of the programme.
5. Working in an open environment.
6. Ensuring there is adequate supervision.
7. Implementing Tennis Ireland Policy on away trips.
8. Involving and updating parents, especially if a problem has arisen.
9. Respecting a child's sensitivity.
10. Never using physical punishment or force.
11. Not using verbal or physical punishments or exclusion for mistakes.

Additional Information:

1. Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
2. Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
3. Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the organisation of children's activities. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
4. Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
5. Never exert undue influence over a participant in order to obtain personal benefit or reward.
6. The acknowledgement of the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. organised play, events and on trips with young people

3.5 Code for Committees

Committees should follow the points as below:

1. Be familiar with the National Governing Bodies/ Organisation and any Club rules.
2. Within a Club ensure and approve the appointments of Club Junior Officers and a Designated Liaison Person. Inform all members of who the person is through your communication channel.

3. Carry out your required duties for sports club/organisation understanding that the welfare of children is paramount.

Follow the tennis club/organisation policies & procedures so that all activities are in accordance with the safeguarding children and young people in tennis document:

1. Create a safe environment for young people.
2. Ensure the codes of conduct are in place for all involved.
3. Provide adequate supervision for training sessions and organised play/competitions with attendance record being kept.
4. Recruit volunteers/employees ensuring vetting and training is completed.
5. Understand and implement the complaints and disciplinary procedures.
6. Ensure safe induction and supervision of volunteers/ employees.
7. Ensure other activities follow procedures e.g. away trips.
8. Implement Tennis Ireland Policy on away trips.
9. Ensure all required procedures contained in the safeguarding children and young people in tennis document are adopted.

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including

1. Recording all incidents.
2. Reporting the incident/accident or injury.
3. Informing the parent or guardian (if child involved).

Additional Information:

1. Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
2. Set up, maintain, revise and implement rules in the best interests of young people and taking into consideration the best interest of the NGB/ Branch/Club/Organistion . Rules should not contravene any NGB/ Branch/ Club/Organisation rules and must be communicated to the relevant members.
3. Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice boards, etc.
4. Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the various disciplines e.g. fun day out, trips away, fundraising.

5. Inform parents/guardians where a matter or problem arises relating to their child.
6. Monitor with the Club Junior Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
7. Club Junior Officers must be members of the committee and should attend the monthly meetings.
8. The Tennis Director must be invited to at least 50% of committee meetings per annum to report and advise the Committee.

3.6 Specific Code of Conduct in relation to Padel

All Brookfield Padel members must sign in using their Smart Club access card or QR at the security hut situated in the car park of Alexandra College before using the Padel Courts. Any guests should sign in at the same time.

All Brookfield Padel members must ensure that they follow the rules of the court including wearing proper attire, not bringing food of any kind onto the-courts and ensuring they do not leave any rubbish on the courts.

All Brookfield Padel members must wear the proper and correct sporting attire, fit for the purposes of playing the sport of padel.

When on the premises of Alexandra College and while using the Padel courts all goods, belongings and equipment are the sole responsibility of the Brookfield Padel member. Alexandra College and Brookfield Lawn Tennis Club shall not be held responsible for equipment, goods or belongings lost or stolen or otherwise misplaced.

All Brookfield Padel members must leave the courts tidy and clean.

No eating is permitted on the courts.

All Brookfield Padel members should familiarise themselves with the Emergency Services Call Out guidance form. Alexandra College and Brookfield Lawn Tennis Club takes no responsibility or liability for any participants undertaking such sporting activities and any medical issues.

There is a AED Defibrillator located in the Boarding School Reception and in the entrance to the Sports Gym.

Brookfield Padel members are permitted to use the Car Park, however all cars are parked at owners' risk.

4. Best Practice Guidance

BROOKFIELD LAWN TENNIS CLUB & PADEL CLUB will follow the additional guidance on safeguarding and operational practices, provided and updated in Tennis Ireland Safeguarding Guidance for Children and Young People in Tennis Appendix 9.

Which includes:

- Overnight, Staying Away & Hosting
- Transporting Young People
- Accidents & Incidents Reporting
- Filming & Photography
- Installation and Use of CCTV
- Social Media Use
- Bullying
- Changing Facilities

See Achieving Safeguarding Compliance - Tennis Ireland and/or BROOKFIELD LAWN TENNIS CLUB & PADEL CLUB - Policies for details

5. Disciplinary, Complaints & Appeals

Breaches of the Code of Conduct/Behaviour will be addressed according to:

- Tennis Ireland's Complaint, Objection, and Disciplinary Rules and Procedures. Disciplinary Code - Tennis Ireland
- Tennis Ireland Appendix 8 **Disciplinary, Complaints & Appeals of Code of Behaviour Breaches**
- BROOKFIELD LAWN TENNIS CLUB & PADEL CLUB - Policies for details

Appeals processes are available to ensure fairness and transparency.