

PADDINGTON SPORTS CLUB
CODE OF CONDUCT FOR MEMBERS OF PSC

PURPOSE OF THIS CODE

Paddington Sports Club (PSC) is a Community Amateur Sports Club (CASC) providing facilities and instruction for tennis, bowls, squash and fitness. Our membership includes both adults and children. Our clubhouse provides a fully equipped gym, changing rooms and showers, sauna, a café / kitchen, a bar, a lounge and dining area, a dance floor and leisure gardens / pavilions.

PSC is managed by a voluntary Board made of club members elected by the membership at the Annual General Meeting. Board members give freely of their time and expertise and make decisions in the best interest of the club as a whole. Paid employees carry out the decisions of the Board and its committees and provide a variety of administrative and support services for members. PSC also provides professional coaching and personal training services for both adults and children.

Paddington Sports Club has been in existence since 1928 and takes pride in its promotion of sport and fitness across the generations as well as its welcoming and sociable atmosphere.

The purpose of this Code of Conduct is to clarify, confirm and support good standards of sporting etiquette and a sporting approach to fellow members, visitors, opponents, staff and officials.

As a club with a high percentage of members aged under 18, safeguarding is integral to our code of conduct. In addition, a separate code is attached to be signed by junior members and their parent / guardian.

OUR STANDARDS & REQUIRED SPORTING ETIQUETTE

1. **ABIDE BY THE RULES OF THE GAME:** PSC expects that all players and spectators will ensure they are aware of and agree to abide by the rules, codes and guidance issued by their respective sport governing bodies, specifically:
 - a. The LTA
 - b. England Squash
 - c. Bowls England & the English Indoor Bowls Association.

2. **RESPECT THE SPIRIT OF FAIR PLAY:** All players and spectators should respect the spirit of fair play in sport, specifically:
 - a. Keep to the rules of the game and not condone rule violations in match play
 - b. Refrain from arguing with coaches, referees or umpires
 - c. Avoid swearing or abusive language

- d. Display courtesy and good manners at all times to players, spectators, officials, employees and volunteers
 - e. Actively promote teamwork, as appropriate, and support teammates
 - f. Accept success and failure with grace and dignity
 - g. Applaud good play by both your team and their opponents
 - h. Never condemn or belittle players, teammates or opponents for losing or making mistakes
 - i. Set a good example of acceptable behaviour for children and young people, where they are present
 - j. Not to use any performance-enhancing substances as defined by the UK anti-doping rules 2019.
3. **RESPECT THE RIGHTS, DIGNITY & WORTH OF OTHERS:** PSC wishes all members to participate in an environment where their rights, dignity and individual worth is respected and where they can enjoy their sport without fear of discrimination or the threat of of intimidation, victimisation, harassment, verbal or physical abuse. Unacceptable conduct and inappropriate behaviour include the following:
- a. Unwanted physical contact, including unnecessary touching, patting, pinching, insulting gestures, physical threats, assault
 - b. Unwanted verbal conduct, including, unwelcome sexual advances, propositions or remarks, defamatory comments, offensive jokes or banter, verbal threats
 - c. Offensive actions, including racially or sexually based graffiti, abusive or offensive gestures, leering, wolf-whistling, displays of pornographic or suggestive literature, pictures or film, stalking, offensive e-mails or social media postings
 - d. Personal harassment / bullying including, misuse of position, power or influence to persistently criticise, humiliate, demean or undermine an individual
 - e. Inappropriate interaction with children or young people under 18, as detailed in our safeguarding policy. This will include leaving the premises with a child without parental consent, photographing or filming young players, inviting or hosting unaccompanied young people to social events inside or outside the club.
 - f. Being or causing a nuisance, disturbance or upset because of consumption of alcohol or any banned or illegal substance
 - g. Interference with club or personal belongings without permission
 - h. Theft, embezzlement or any other criminal act, in which case the Police will be called in.
4. **BEHAVIOUR IN MEETINGS:** Meetings of the Board and Committees are subject to high standards of ethical conduct and strict rules of confidentiality covered in a separate code of conduct for board members. Other members of PSC have the right to attend AGMs and specially convened general meetings to be informed of

and/or to discuss matters of business and matters of concern. When attending such meetings members are expected to:

- a. Observe the authority of the chair at all times, raising points and matters for discussion only through the chair
- b. Listen quietly to and respect the views and experiences of other people contributing
- c. Raise your hand if you wish to speak and wait for the go-ahead from the chair
- d. Allow others to have equal opportunity and time to share their opinions when contributions are asked for
- e. Refrain from behaviour which might disrupt the meeting including, shouting, booing, hissing, interrupting speakers or engaging in any other activity that disturbs, disrupts or impedes the orderly conduct of the meeting
- f. Refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact or verbal abuse
- g. Silence mobile phones and refrain from speaking on phones while the meeting is in progress
- h. Refrain from taking, producing, circulating, publishing or posting photographs, videos or film on social media or other publication vehicles without the express permission of the General Manager.

ENFORCING THE CODE

Any member or guest of PSC may complain about any inappropriate behaviour as outlined in this code. Anonymous reports will be considered in line with our Whistleblowing policy.

Complaints can be verbal or in writing and should be addressed to either the General Manager, the Director of Tennis, the Safeguarding Officer, any member of the HR Committee or any member of the Board. Matters of concern may also be raised at sectional committees (Tennis, Bowls, Fitness, Squash).

Our aim is to try and resolve problems informally and by mutual agreement, wherever this is possible.

Serious and/or formal complaints of misconduct or inappropriate behaviour under this code should be investigated to establish the facts. The investigator would normally be a member of the club not involved in the incident in question. A report of the result of the investigation should be presented to the General Manager, or the Chair of a sectional committee or the Chair of the Board, as appropriate to the facts of the case.

Upon receiving the investigation report a Panel should be agreed to hear/determine the case. The Panel will normally consist of three members of PSC, two of whom should be on the Board or sectional committee. Panel members should be ratified by the Chair of the Board.

The Panel may meet prior to the hearing to prepare themselves. All parties should be given at least 7 calendar days' notice of the hearing. The hearing will include a presentation by the investigator and presentation of their case by the parties involved.

The person(s) subject to disciplinary action under this code has the right to be accompanied at the hearing by a friend not acting in a legal capacity.

If the person subject to the disciplinary action refuses to attend, the hearing will go ahead in their absence and a decision can be made in their absence.

Possible sanctions for breach of this code include:

- Being asked to apologise for the behaviour
- Receiving a verbal warning
- Receiving a written warning from the chair of a sectional committee (e.g. Tennis, Bowls, Fitness, Squash) or the Chair of a board level committee, (e.g. The HR Committee)
- Suspension from the club for a specified period of time
- Termination of club membership

APPEALS

A member who has been disciplined under this code has the right to appeal against the decision or penalty. Appeals should be made in writing and addressed to the Chair of the Board or the President of PSC. Appeals should be made within 28 days of being notified of the decision. For any appeal to be considered detailed grounds must be given making it clear exactly what is being challenged and the reason for the challenge.

On receiving the written grounds for appeal the Chair and President will meet to review the case, acting as the Appeals Committee. They may at their own discretion call upon professional or expert advice to help them review the case.

The Appeals Committee (the Chair and President) will then invite the appellant to a meeting to present their case in person. Additional personnel not previously involved in the case, may be invited to this hearing at the discretion of the Chair and President, to help them come to a decision. A note taker will normally also be present at this meeting.

The Appellant may be accompanied by a friend not acting in a legal capacity.

The Appeals Committee has the power to amend or revoke the any decision made by the disciplinary panel.

The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.

PADDINGTON SPORTS CLUB

CODE OF CONDUCT FOR YOUNG PEOPLE AND THEIR CARERS

PSC has a comprehensive safeguarding and child protection policy for use by all those working with or alongside children and young adults under 18 years of age. This includes Board and Committee members, employees, coaches and trainers.

The Child Protection in Sport Unit of the NSPCC have also issued the following guidance for parents and carers of children under 18 years of age.

- a. Parents have the right to be assured that their child is safeguarded during their time at PSC, to see relevant policies and procedures, to have contact details of the designated child protection officer for PSC and to be informed of the training and qualifications of those working directly with young people.
- b. Parents also have the right to be informed of problems or concerns relating to their child, be informed if there is an accident or injury and to have any concerns about their child's welfare or progress listened to and responded to.
- c. Parents and carers are expected to support their child by learning about their sport and what is involved at their level. They are expected to understand that it is not all about winning or losing but also about participation, exercise, developing interpersonal skills as well as technical expertise. Parents are expected to talk to their child about embracing good etiquette and sportsmanship and to encourage them to play by the rules.
- d. Parents and carers are expected to set an example by behaving positively when they are on the side-lines, applauding good play by all sides, accepting official's judgement and not entering the field of play.
- e. Parents are asked to ensure their child arrives on time, is appropriately dressed, has sufficient food and drink and is picked up promptly. Parents or carers should let club officials know if they are running late or if the child is going home with someone else.
- f. Parents and carers of children are asked to ensure that their child understands the Code of Conduct for Young People

As a member of our club young people have the right to enjoy the time spent with us and to know they are safe. They have the right to feel welcomed, encouraged, valued, respected and to be treated fairly. We ask that taking part in club activities children and young people are mindful of the following:

1. Be a good sport, celebrate when we win and be gracious when we lose. Treat opposing players with respect and dignity
2. Respect individual differences such as gender, race, sexual orientation or religious observance
3. Treat other young people with respect and appreciate that everyone has different levels of knowledge, ability, skill and experience
4. Demonstrate good manners when interacting with officials, employees, coaches, spectators, opposing teams/players and other PSC members

5. Keep safe by listening to the coach or trainer and behaving responsibly
6. Stay in the places designated for use by younger members and not go into restricted areas such as the kitchen, the gym, the squash courts and the indoor and outdoor bowls arenas
7. To behave quietly and calmly in the clubhouse, to avoid the bar area and not to be a nuisance to adults using clubhouse facilities
8. Not to ride cycles or scooters on the grounds or premises
9. Not to wander off or leave without telling a coach or member of staff
10. Not to accept invitations of any sort that do not include a parent, guardian or carer
11. Not to smoke or consume alcohol on our premises or during practices or competitions
12. Report any incidents of bullying or offensive behaviour

Name of parent / carer	
Signature	
Date	

Name of Young Person	
Signature	
Date	