



## **ETHICAL CODE FOR COACHES**

An ethical code defines what is considered an acceptable conduct and appropriate behaviours.

The ethical code helps coaches to take concerted decisions regarding the necessary balance between the achievement of goals for teams, individual athletes and at a personal level and the means by which such goals are to be achieved.

The fundamental values of this code are:

1. Physical security and wellbeing of the participant;
2. Responsible and safe training environment;
3. Integrity in the relationships built with others;
4. Respect;
5. Honor of the sport.



## ETHICAL CODE FOR THE COACHES

The coaches must, above all, be conscious of the importance of their role and their great influence upon the participants and their entourage. They must support a mission of education and physical, moral and social training for the participants and be worthy of this responsibility. They must focus more on the well-being and interests of the participants rather than on their results. Sport and recreation should not be viewed as an end in itself, but as an educational tool. In order to be successful in their work, the coaches must:

### Ethical principles and behaviours / associated expectations

Principles	Expected norms of coach behaviours
<b>Physical security and wellbeing of the participants</b>	Ensuring that training or competition sites are safe at all time.
	Being prepared to intervene promptly and in an appropriate manner in case of an emergency.
	Avoiding to place participants in risky situations or situations not adapted to their level of play.
	Seeking to safeguard the present and future health and wellbeing of participants.
	Obtain a parental authorisation to drive an underage participant to and from a practice session, a competition or an activity.
<b>Responsible and safe training environment</b>	Using judiciously the authority associated with their position and making decisions that are in the best interest of the participants.
	Fostering the development of the participants' self-esteem.
	Avoiding to personally benefit from a situation or a decision.
	Knowing one's limits in terms of knowledge/competencies when it comes to making decisions, giving directives or taking actions.
	Honoring the commitments and the objectives that were agreed upon.
	Maintaining confidentiality and the privacy of personal information and using them in an appropriate manner.
	Using social networks, Internet and other electronic medias in an ethical and respectful manner with colleagues, coaches and managers, and not using them to provoke the opponent or any other person.
	Abstaining from all consumption of alcoholic beverages or drugs in the performance of one's duties and making players aware of the problems related to the consumption of these substances, as well as doping in sport.
	Ensuring that everyone is treated with respect and fairness.

<b>Integrity in the relationships built with others</b>	Avoiding situations that may affect the objectivity or impartiality of the role of coach.
	Ensure to follow a fair process when making decisions.
	Abstaining from any behaviour representing abuse, harassment, negligence and violence, or an inappropriate relationship with a participant. Denouncing any behaviour that places a participant in a position of vulnerability.
	In general terms, all of the activities must be planned in such a way as to ensure that a coach is never alone in a private space with a participant or another person involved in the activities. This space can be real (office, hotel room, locker room) or virtual (text messaging, social networks).
	More specifically: <ul style="list-style-type: none"> <li>• Electronic communications between a participant and a coach must include the participant’s parents when they are less than 18 years old;</li> <li>• Electronic group messaging must be preferred to private messaging;</li> <li>• The coaches must request the presence of another adult when a participant meets them in their office or room;</li> <li>• The coaches must not drive under 18 years old participants to or from an activity (training session, match, competition or other) without the consent of their parents. They must obtain a parental authorisation for any exception;</li> <li>• During trips requiring overnight stay, the coach must ensure that chaperons stay in an adjoining room from the participants;</li> <li>• The coach must limit visits to hotel rooms;</li> <li>• The coach must ensure that room checks are done by trained adults and preferably from mixed pairs.</li> </ul>
	Ensuring to follow a fair process when making decisions.
	Ensuring that participants understand that abuse, harassment, neglect, violence or any inappropriate behaviour is not tolerated under any circumstances, and fostering among participants the habit of disclosing and reporting such behaviour.
	The coaches must familiarise themselves with the guidelines available at <a href="http://www.sportbienetre.ca">www.sportbienetre.ca</a> .
<b>Respect of the athletes</b>	Ensuring that all athletes are treated equally, regardless of age, ancestry, color, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex or sexual preference.
	Preserving the dignity of each person while interacting with others.
	Respecting the principles, rules and policies in force.
<b>Honor of the sport</b>	Observing and implementing all the rules and regulations in a strict manner.
	Wanting to measure up to an opponent on a fair basis.
	Maintaining one’s dignity in all circumstances and demonstrating self-control.
	Respecting officials and accepting their decisions without questioning their integrity.
	Promoting good values to their entourage.

Source: PNCE

The present document aims to define the tasks of coaches accompanying the athletes selected by Tennis Québec to participate in championships or national and international tours.

Tennis Québec's aim is to ensure a certain homogeneity across such tours.

## **DESCRIPTION OF THE COACH'S TASKS**

- Travelling with the athletes as needed (plane, train, bus, etc.).

### **Upon arrival**

- Organising a meeting with all the members of the delegation in order to foster team spirit and inform the participants of their individual responsibilities.
- Holding an information session to present the following items:
  - Rules and regulations of the tournament;
  - Tour schedule / day – night;
  - Code of conduct outside the court.
- Ensuring that the participants are well settled and that they have everything they need.

### **Before the competition**

- Ensuring that the participant gets up approximately 2.5 hours before the match.
- Ensuring that the participant eats well and at appropriate times.
- Discussing the game plan with the participant before the match.
- Ensuring that the participant warms up and is well prepared before the match.

### **During the competition**

- Evaluating the participants according to their game plan.
- Remaining discreet during the competition (no coaching unless the tournament format allows for it).

### **After the competition**

- Giving the participant time to relax, especially if they have lost and are not satisfied with their performance.
- Ensuring that the participant discusses their performance with you as promptly as possible, since all the details will be fresher to their memory. It is important to allow

space for the participant to express their views and afford them the opportunity to analyse their performance and draw lessons from their victory or defeat. The coach will conclude the analysis according to the goals set before the match.

### **Throughout the tour**

- Ensuring that the athletes are in bed on time for the curfew set by the coach.
- Organising, if possible, a team dinner and any other group activity (cinema, visits, etc.).
- Reporting to Tennis Québec any problem occurring during the tour.
- Acting in the best interest of the participant.
- Focusing on the safety of the participants.
- Collecting all the receipts for transport, hotel, petrol, etc. and submitting all the original copies to Tennis Québec.
- Behaving in such a manner that cannot have any negative impact on our sport.
- Always displaying honesty, integrity, impartiality, reliability and cooperation in all the interactions with the participants in order to honor the profession.
- Setting a positive example and encouraging sportsmanlike conduct by being respectful, courteous, and offering positive support to all athletes, coaches, officials and volunteers. Refusing to engage in verbal and physical acts that may unjustly disadvantage an athlete.
- Avoiding behaviours that may be regarded as harassment towards a person or as an abuse of power against another Tennis Québec member. (“Harassment against a person” signifies an inappropriate conduct (comment, behaviour or gesture) towards a person that is offensive or prejudicial to them and that the person responsible for the comment, behaviour or gesture knows or should know that it is inappropriate or undesirable). (“Abuse of power” signifies a behaviour that includes the inappropriate use of powers, trust and inherent authority to the position held, against a person, or undermines their work or output or harm or influences the output or the career of the said person). This conduct includes verbal, psychological and physical forms and is intended to degrade, demean or cause humiliation or embarrassment and may occur once or continuously.
- Abstaining from engaging in a conduct that is discriminatory or constitutes sexual harassment. Discriminatory conduct or sexual harassment is unacceptable and will never be tolerated by Tennis Québec.
- Never encouraging the consumption of alcohol or the use of drugs, prohibited substances or substances intended to increase performance.
- Respecting the relationship between a coach and a participant or a parent by not soliciting or acting in a way that may be deemed as an attempt to poach athletes from other coaches (directly, indirectly or through a third party).

- Avoiding being alone in the company of a participant.
- Ensuring that criminal record checks are conducted.

**Upon returning from the tour**

- Sharing their tour report with the personal coaches of the participants (within three weeks of their return home).
- Submitting their written report to Tennis Québec (by email) within three weeks of their return home.

Current as of November 27<sup>th</sup>, 2020



## WORK CONTRACT

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### Contractual

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Email : \_\_\_\_\_

Having read this code of ethics and the coach's tasks description, I agree to respect and honour them.

The current contract is for a fixed term:

From: January 1<sup>st</sup>, 2021                      To : December 31<sup>st</sup>, 2023

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date