

Rules, Ethical Guidelines and Code of Conduct for National High Performance Programme Coaches

Outline of Document

The set of guidelines presented in this document are designed to protect the players and stakeholders of the National High Performance Program (NHPP) from behavioural misdemeanours that may be considered unethical by a coach who works for this program. The guidelines followed apply to both full-time coaches employed under the programme as well as volunteer coaches as who choose to participate in coaching activity during the programme. The document will be printed and signed by every coach who wishes to be involved in the programme.

All coaches who wish to be involved in the NHPP will have to sign this document in conjunction with the ITF Code of Ethics for Coaches and have it handed over to SLTA.

ITF Code of Ethics For Coaches

The ITF Code of Ethics for Coaches serves as a guideline document for all registered and licensed coaches who come under SLTA's governing umbrella. All coaches, including those who are employed under the NHPP structure, as well as volunteer coaches, will have to sign the "ITF Code of Ethics for Coaches" document along with the "Rules, Ethical Guidelines and Code of Conduct for National High Performance Programme Coaches" and hand over both to the SLTA in print or via email. The document can be accessed for viewing, downloading and printing here:

<https://bit.ly/SLTAITFCODEethicsCoaches>

Consequences of Violating Rules and Ethics

In order to establish if a coach has violated ethics or rules that risk putting players, stakeholders, SLTA and the NHPP in a detrimental position, the following procedures will be followed:

1. The complaint will have to be registered formally in writing via email and directed to SLTA.
2. An appointed panel will conduct an inquiry and investigation to establish if the complaint is justified and truthful.
3. Any complaints that have attached legal ramifications to them will need to be directed towards a relevant authority first before being looked into by SLTA.

Following the conclusions of the inquiry or investigation, a coach who has been confirmed to have violated ethics or rules that have to be followed as part of being involved with the NHPP may be dealt with in one of three ways, as stated below:

1. The coach will be permanently banned from being involved in NHPP related coaching activity
2. The coach's license and registration will be revoked depending on the severity of the ethical violation, such that the coach may be:
 - a. Temporarily suspended, with lifting of the suspension subject to the lapse of a set time period and the fulfillment of certain educational criteria pertaining to ethics, as set by the SLTA Coach Education Department and relevant SLTA committees

OR

- b. Permanently banned from all tennis related activities in Sri Lanka.

Rules and Ethical Guidelines for All Coaches Working Under the NHPP

1. Coaches must display loyalty to the SLTA, the National Training Program, the other coaches who are involved and the students. This does not imply that criticism is not welcome from you in your position, rather that it must be made in a constructive way and does not undermine any of the mentioned entities.
2. Punctuality: Coaches should arrive at least 15 minutes prior to the start time on court in principle. This rule will strictly need to be followed by all NHPP coaches as much as possible. In circumstances that are difficult or unforeseen that can cause a coach to be late for a session, he/she must inform another coach or SLTA official of the lateness, and its cause.
3. Dress Code: Once provided, only the official t-shirt is to be worn by the volunteer coaches. Only tennis attire should be worn on court. Practice strict personal hygiene.
4. Please ensure that you bring your own equipment. Do not use rackets with broken strings.
5. Smoking and the use of alcohol on court or near the premises where training is conducted, during training hours, is strictly prohibited and is ground for a permanent ban from being involved in the programme.
6. No profanity can be used, and lewd and inappropriate jokes or comments will not be tolerated.
7. Any coach involved must ensure that the policies given to the players are implemented strictly, and that improper or detrimental behaviour on the part of players is not tolerated.
8. Try to use constructive criticism, positive feedback, encouragement and uplifting language to help players, particularly when making reinforcements or corrections to their games.
9. Disrespect towards other coaches in any form will not be tolerated.
10. All major changes to be made to a student's game - particularly technical - can only be done in consultation with the player's nominated head coach or private coach and failure to do so will be seen as a serious ethics violation.
11. Refrain from using cellphones during practice sessions. If an urgent call needs to be made, please inform another coach on the court, and exit the premises before you make the call.
12. During coaching hours, coaches will not be allowed to sit down unless the students on the court are taking a water break.
13. Refrain from talking to outsiders while players are practicing - this includes parents.
14. Focus on keeping the intensity high at every practice session
15. Give all the players equal attention
16. In case of an argument between players always listen to both perspectives
17. When players are playing points, let them make their own calls. Refrain from over ruling unless you are close to where the ball bounces.
18. **Volunteer coaches** must try to follow the lesson plan outlined for the day by the head coach of the programme or coach in charge for the day, unless you are explicitly given



the freedom to do otherwise. Use your discretion if modifications have to be made within this plan but ensure you COMMUNICATE well with the other coaches.

19. **Volunteer coaches** must indicate their availability for a three month block if they wish to be involved, and must adhere to regular attendance, urgent or unforeseen circumstances notwithstanding.
20. Attendance at coaches meetings is mandatory for **ALL COACHES**. All coaches must communicate constructive criticism and other points of view during these meetings. Coaches must not air views that could be construed as detrimental to others involved in the programme in an open forum, but must use the coaches meeting for this purpose.

Signature

By signing this document, you confirm that you have read and understood all the rules and ethics outlined in this document. Please sign, date and hand this document in via email to meshal.sinnen@gmail.com or in print to the Coach Education Director of SLTA/head coach of the NHPP.

Date:

Signature: