

**SLYC**  
**Tennis Instructor Code of Conduct**

1. I acknowledge that the participants are here to have fun, to learn more about tennis, and to be a good team-player.
2. I will respect my students. This means that I will:
  - i. listen to them;
  - ii. be courteous to them, for example I won't swear at them;
  - iii. communicate with them what I am thinking and feeling; and,
  - iv. never bully them.
3. I will respect the other instructors in the program. This means I will:
  - i. listen to them;
  - ii. be respectful towards them;
  - iii. try to communicate with them what I am thinking and feeling;
  - iv. never bully them.
4. I will never harass or abuse a participant in the program or another instructor.
5. I will put away my cell phone and other electronic devices while the program is on, except as required for the program. I will refrain from all personal internet or phone activities during regular work hours.
6. I will not act in any way that discriminates against other people, for example, because of their religion, race, gender, place of origin, political beliefs, economic status, physical or mental disabilities or sexual orientation.
7. If a child misbehaves (for example, doesn't follow reasonable instructions, or intentionally does something that is reckless, careless or unsafe), I can discipline them in the following ways:
  - a. Give them a warning;
  - b. Give them a time-out;
  - c. Require them to leave for the day; and,
  - d. In extreme situations, they may not be able to return to the program.

No other forms of discipline are permitted.

8. When I use any form of discipline, I must continue to assure that the child remains safe. For example, I must ensure that a child who is sent home for the day is safe and accounted for until they leave or are picked up by a parent.

9. Any discipline other than warnings or brief time-outs must be discussed in advance with the head instructor. I will discuss warnings and brief-time outs with the head instructor by the end of the day, or sooner, if reasonably possible.
10. I will always ensure that children who are on Court are properly supervised and receive proper instruction. For example, I will never send children out onto to the Courts, and then use this time to socialize with other people or use electronic devices (such as smart phone).
11. I will never participate in the program while under the influence of alcohol or drugs.
12. I will support the other instructors and will avoid and attempt to minimize gossip, and other non-constructive behaviours.

Approved by Board: 11 March 2018