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| **Tennis Wales Support Team to include:****Captains / Assistant Captains / Responsible Adults / Parents** |
| **Right to:** | **Responsibility:** |
| * Have support from Tennis Wales if reporting any concerns about the arrangements.
* Respectful behaviour from children and young people, other adults, or parents involved in the trip.
* Receive the relevant information from Tennis Wales in advance of the trip. This will all be included in the travel pack that all members of the support team will be given.
* Not be left vulnerable when working with children.
* To be able to apply sanctions in line with the Tennis Wales Trips Policy and discussed prior to the trip.
* To share responsibilities, such as being an emergency contact, with other members of the support team, rather than being solely responsible.
 | * Report any concerns to Tennis Wales
* To adhere to the LTA safe and Inclusive Code of Conduct
* To ensure every player has the contact information for each member of the support team and vice versa.
* To keep the travel pack with them at all times.
* To ensure cars are suitable for travel, have all necessary checks and up to date documents and have business car insurance and breakdown cover.
* Captains to maintain their LTA Accreditation+

And Assistant Captains to maintain their LTA Accreditation* Responsible Adults and Parents to have an up to date DBS disclosure.
* Make contact with each players individual coach prior to, during and after the event as necessary.
* Plan ahead in regards to the tennis venue, travel logistics, hotel details and local amenities.
* Inform parents as soon as possible of departure details and return arrangements.
* Expectations on behaviour to be set by the Captain at the start of every trip. Set boundaries around the use of phones. Ensure all players understand the Tennis Wales Player Pledges and keep a copy in their racket bags.
* Away from the venue, set age appropriate guidelines on free time.
* Maintain confidentiality about sensitive information.
* Model effective behaviour including time keeping, commitment and compliance with procedures
* Do not be left alone with a child (including car journeys)
* Record any complaints or accidents on relevant documentation
* To submit a report to Tennis Wales after the trip.
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