

2024 NATIONAL INDIGENOUS TENNIS CARNIVAL (NITC) – SUPERVISING PERSONNEL BEHAVIOURAL GUIDELINES

I [insert name of Supervising Personnel] have read the NITC Supervising Personnel Behaviour Guidelines and understand the contents. I acknowledge the contents of the NITC Supervising Personnel Behaviour Guidelines and agree to be bound by them.

Signed:

Print Name

Dated:

SUPERVISING PERSONNEL BEHAVIOURAL GUIDELINES

1. Duty of Care

- a. Supervising personnel must take responsibility and exercise proper care and supervision for NITC participants under their care throughout the NITC. This duty of care requires supervising personnel to take reasonable steps to protect participants against any reasonably foreseeable risks of injury or harm.
- b. Supervising personnel must not retract or delegate their duty of care responsibilities during the NITC; for example, if a third party is operating an activity during the NITC, the supervising personnel should be on site watching the activity taking place and monitoring it for risks and dangerous behaviour.
- c. The duties owed by supervising personnel to participants arise in many ways, for example there is:
 - i. A duty to supervise the participants so that they comply with rules and practices designed for their own safety;
 - ii. A duty to ensure that buildings, equipment and facilities are safe; and
 - iii. A duty to warn participants about dangerous situations that personnel are aware of.
- d. The duty of care may change depending on the circumstances; however the law requires supervising personnel to do what is reasonable in a given situation.

2. Supervisor Personnel/Participant Relations

- a. Supervising personnel must set and maintain appropriate personal and professional boundaries with participants at the NITC (and other supervising personnel) in order to maintain participant discipline and behaviour. Supervising personnel should communicate with participants clearly, and with sufficient frequency. Supervising personnel should consider daily briefings as a forum for communicating instructions on curfews, mealtimes, schedules and any behavioural issues.
- b. Most importantly of all, supervising personnel should:
 - i. provide participants with clear instructions so they fully understand what is expected;
 - ii. act as positive role models for participants and lead by example; and
 - iii. minimise physical contact with participants.
- c. Supervising personnel are responsible for the welfare of participants at all times during the NITC, even in relaxation/down time. As such, the consumption of alcohol during the NITC is prohibited.
- d. Supervising personnel are not permitted to smoke in the company of any participant.

3. Participation Transport

- a. Prior to departure, supervising personnel must prepare a file of documents easily accessible while at the NITC which should include the following:
 - i. itinerary;
 - ii. emergency numbers;
 - iii. medical history/allergies;
 - iv. accommodation information;
 - v. travel information; and
 - vi. travel insurance details.
- b. Supervising personnel must exercise caution when selecting local transport. Supervising personnel should accompany participants when they travel to and from any activities on the NITC.
- c. Supervising personnel must not drive a vehicle on tour while affected by alcohol or drugs (BAC 0.00%).

4. Accommodation

- a. When arriving at a hotel/accommodation lodging, supervising personnel should check that the facility is suitable for the participants. For example, check for working smoke detectors and room doors that can be secured but also easily unlocked in case of fire.
- b. Supervising personnel must not, at any time, share a hotel bedroom with a participant (unless they are that participant's parent/guardian). Additionally, supervising personnel should avoid spending time in a participant's hotel bedroom. Where there is a genuine need to spend time in a participant's hotel room, i.e. the participant is sick or injured, the door should be left open and other supervising personnel or adults should be made aware of the situation. Where possible caring responsibilities should be shared among supervising personnel.
- c. Supervising personnel should limit social activities conducted in participant's rooms and should conduct regular room checks to ensure participants have maintained rooms in a clean and tidy manner.
- d. Supervising personnel must check that each participant is in their room each night at the agreed curfew time. This check must involve a call to the room or knock on the door to speak with the participant.

- e. When allocating rooms to participants, supervising personnel must ensure only those of the same gender share a room. It is also advisable to accommodate female participants close to female supervising personnel and male participants close to male supervising personnel.
- f. Supervising personnel should ensure that participants do not venture away from the hotel, tournament, or activity of the NITC, unless accompanied by other supervising personnel. Meals should be consumed as a group.

5. Medical Manners

- a. Supervising personnel must ensure they have a first aid kit on hand at all times at the NITC.
- b. Supervising personnel must ensure that any participant who is injured or becomes unwell during the NITC receives medical treatment without delay. However before allowing any medication or treatment to be administered to a participant:
 - i. Consult with the participant where appropriate (taking into account their age); and
 - ii. Review the participant's medical consent form (for any allergies, religious exclusions etc).
- c. If supervising personnel are unsure of the seriousness of a participant's injury or sickness, supervising personnel are required to err on the side of caution. Where any doubt exists, the participant should be assessed by a qualified medical practitioner.
- d. Supervising personnel must ensure illnesses, injuries and the details of any treatment are reported to the participant's parent or guardian and Tennis NT.

6. Athlete Behavioural Policies

- a. Participants are expected to meet all requirements set out in the NITC Participant Behavioural Guidelines; found through the [Tennis Australia National Policies](#)
- b. The Immediate discipline of participants who fall short of these behavioural expectations will be the responsibility of the supervising personnel. Depending on the seriousness of the behaviour, a reprimand or minor punishment may not be sufficient. In such circumstances the matter should be reported to the CEO of Tennis NT.
- c. A participant should only be sent home if the offending behaviour is so serious that such punishment is warranted. If supervising personnel are considering sending a participant home from the NITC, they must contact and seek approval from the Tennis NT CEO.
- d. Where supervising personnel fall short of their expected behavioural and procedural standards, that supervising personnel may be referred to TA's Integrity Unit for consideration of whether the behaviour has breached a Tennis Australia national policy (i.e. the Member Protection Policy, the Disciplinary Policy, the Social Media Policy, etc - [Tennis Australia National Policies](#)).
- e. Where one supervising personnel reasonably suspects another supervising personnel of conduct which is inconsistent with these guidelines, contact should be made with the Tennis NT CEO or NT Team Manager (on a discreet basis if required) as a matter of priority. Disclosures may also be made under the Tennis Australia Whistleblower Policy - [Tennis Australia National Policies](#).

7. Critical Incident Management

- a. Critical incidents require fast, comprehensive and coordinated responses. Consequently, as soon as possible after a critical incident, supervising personnel must notify the Tennis NT CEO or NT Team Manager and seek advice.
- b. Some examples of a critical incident that might occur are:
 - i. a vehicle accident resulting in serious injury;
 - ii. an incident (or threat) of sexual abuse;
 - iii. a natural disaster; or
 - iv. a major medical incident or disease outbreak.
- c. Supervising personnel must not make any comment to the media regarding critical incidents.