



# TENNIS ALBERTA CLUB CODE OF CONDUCT



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SEPTEMBER 2023

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## INTRODUCTION

The purpose of this Code of Conduct is to ensure a safe and positive environment for Tennis in Alberta. It also guides the Tennis Alberta/Club relationship in a manner that will encourage the growth and development of the sport for all athletes regardless of age, gender, identity, ability or level of play. Tennis Alberta members, staff and Board of Directors, will act with honesty, integrity and openness in all their dealings.

Tennis Alberta's *Club Code of Conduct* outlines terms for both Full and Associate Member Clubs. This edition of Tennis Alberta's *Club Code of Conduct* is the first of its kind, and all rulings in this document shall be held with the highest regard and supersede any and all other policies regarding *Club Code of Conduct*.

All Tennis Alberta sanctioned tournaments are governed by the rules outlined within Tennis Alberta's *Code of Conduct*, Tennis Alberta's *Competitive Structure* documents and Tennis Canada's *Rules of the Court*. Tennis Alberta's *Code of Conduct* and *Competitive Structure* documents will supersede any other governing rules and regulations; however, if there is a gap in information regarding a specific incident in these policies, one will refer to Tennis Canada's *Rules of the Court* as a supplementary policy for *Code of Conduct* related matters

The Tennis Alberta *Club Code of Conduct* pertains to all club members who maintain their membership paying annual fees. It is the responsibility of club leadership to know and understand the terms of the *Club Code of Conduct*. Ignorance of these rules will not be an excuse for negligence and will not be appealable.

This publication includes the terms of membership, requirements to remain a member in good standing, and disciplinary procedures.

## **TENNIS ALBERTA POLICIES AND PROCEDURES**

Tennis Alberta member clubs must agree to adhere to all Tennis Alberta's governing documents, policies and procedures, and relevant Tennis Canada policies and procedures, including but not limited to:

- Alberta Tennis Association (Tennis Alberta) Bylaws
- Tennis Alberta Policies and Procedures
- Tennis Alberta Player Code of Conduct
- Tennis Alberta Club Code of Conduct
- Tennis Alberta Tournament Sanction Agreement
- Tennis Canada Rules of The Court

Tennis Alberta Policy and Procedure documents can be found at:

<https://tennisalberta.com/about/tennis-alberta-governance/>

## **RESPONSIBILITIES**

By becoming a Full or Associate Club, members have a responsibility to:

### **General**

- I. encourage and maintain the highest standards of sportsmanship, courtesy and fair play, and are under an obligation to avoid all conduct, acts or practices, which are perceived to be detrimental to the integrity of the Game.
- II. act as a partner in good faith, maintaining a spirit of cooperation with Tennis Alberta and other partners to advance the sport of Tennis across the province.
- III. adhere to all applicable laws, regardless of where the Activity or Event takes place.
- IV. act with conduct that is ethical, transparent and fosters confidence in the integrity of the sport.
- V. refrain from engaging in defamation of Tennis Alberta for any and all reasons to any third-party. Comments and concerns should be directed to Tennis Alberta's Executive Director.
- VI. promote the sport in the most constructive and positive manner.
- VII. provide information about club membership and club programs on an annual basis no later than December 31 for the previous year.

### **Tournaments and Events**

- VIII. sign and agree to Tennis Alberta's Tournament Sanction Agreement.
- IX. agree to host and support an attainable number of Tennis Alberta events per facility capacity including sanctioned tournaments of all levels (Rogers Rookie Tours, U9/U10 Circuit, U12, U14, U16, U18 and Adult), courses, and other events that promote the growth of the sport.

- X. communicate and stress the importance of adhering to Tennis Alberta's *Player Code of Conduct* and, where applicable, Tennis Canada's *Rules of the Court* for all Tennis Alberta Sanctioned Tournaments.
- XI. use Tennis Alberta's Official Ball for all sanctioned tournaments. An Official Ball of Tennis Alberta Non-compliance Penalty will be charged if any club does not use the Official Ball for a sanctioned event. The non-compliance fee of \$500 will be assessed for each violation and repeat offenders will be subject to having sanctioned privileges revoked. Tennis Alberta shall advise all clubs if and when there is a change of Official Ball supplier. As of February 2023, Tennis Alberta's Official Ball is the Pro Penn Marathon.

### **Safe Sport**

- XII. regularly uphold and enforce safe sport requirements for all staff (management, coaching, administrative and others), including background checks and Respect In Sport training, in addition to any supplemental and continuing safe sport requirements which may be required by Tennis Canada and Tennis Alberta.
- XIII. ensure coaching staff refrain from any behavior that constitutes Maltreatment, Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, or Discrimination.
- XIV. when required, participate in, and not actively interfere with, any investigation into allegations of mistreatment, discrimination or maltreatment.
- XV. contribute to a positive player environment for players of all ages, genders, and abilities, whilst stressing the importance of Tennis Alberta's *Player Code of Conduct*, and holding players and club members accountable when they do not uphold those conduct policies.

Failure for member clubs to uphold the aforementioned responsibilities, may result in being deemed a member not in good standing as determined by Tennis Alberta's Executive Director and Board of Directors. Members not in good standing will have access to membership benefits revoked, including access to host a sanctioned tournament event. (*bylaw 4.8*)

## **FULL AND ASSOCIATE CLUB MEMBERSHIP**

1) As outlined in Tennis Alberta's Bylaws Full and Associate Member Clubs are defined as:

- a. Full Member Club – *Any organization which provides access to tennis facilities or services in relation thereto in Alberta and charges fees for same is eligible to become a Full Member (bylaw 4.2).*
- b. Associate Member Club – *Any organization which promotes and supports tennis in Alberta, but which does not charge annual fees to its members in relation to the availability of tennis facilities or services relating thereto is eligible to become an Associate Member (bylaw 4.3).*

2) Membership fees are set by Tennis Alberta Administration and approved by the Board of Directors. It is at the discretion of Tennis Alberta to set fees, including increases.

3) The membership year for Tennis Alberta is January 1 - December 31. Renewal notices are sent out early October for the membership year starting January 1. The deadline to renew memberships is December 31.

4) Member Clubs in good standing with Tennis Alberta will be given access to all the benefits as outlined for Full and Associate Clubs. Benefits to clubs may change annually and the Member Club is only eligible for the benefits that corresponds to the year of their membership. Tennis Alberta may make changes to benefits at its sole discretion without prior notification to stakeholders. Clubs will be advised if there are any changes to benefits.

5) Withdrawal and Termination:

- a. Any Tennis Alberta Member Club that wishes to withdraw from Tennis Alberta membership must give notice in writing to Tennis Alberta's Executive Director 30 days prior.
- b. Any Tennis Alberta Member Club may be sanctioned, suspended or expelled from Tennis Alberta in accordance with Tennis Alberta's bylaws, policies and procedures, including the terms of this Club Code of Conduct, relating to discipline of Members.
- c. Failure to pay membership fees or any other fees or fines owed to Tennis Alberta may result in suspension of the Club, loss of rights and benefits of membership and being deemed a member not in good standing.
- d. A Tennis Alberta Club Member may not resign from Tennis Alberta when that Club Member is subject to disciplinary investigation or disciplinary action by Tennis Alberta.

## **APPLICATION OF AND AMENDMENTS OF POLICY**

Tennis Alberta reserves the right, in its sole discretion, to waive or modify the application of any or all of the above policies, or to amend them, if it deems that doing so is in the best interests of Tennis Alberta and its members.

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Club Representative Signature

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Date