



NATIONAL PROGRAM DIRECTOR, COACH, & VOLUNTEER CODE OF CONDUCT

The purpose of ACEing Autism's tennis program is to engage and connect people on the autism spectrum through tennis. Our volunteers, coaches, and program directors should aim to create a rewarding relationship between themselves and the participants by donating their time, kindness, and enthusiasm each weekend. The purpose of this Code of Conduct is to provide overall guidance and direction to our volunteers, coaches, and program directors. ACEing Autism reserves the right to change the Code of Conduct at any time and to expect adherence to any revised policy.

ACEing Autism provides equal employment opportunities to all employees and applicants for employment without regard to as race, color, national origin, genetic information, religion or religious creed, sex (including pregnancy, childbirth and related medical conditions), gender, gender identity and expression, sexual orientation, age, marital status, physical or mental disability, citizenship status, ancestry, military and veteran status, or any other characteristic as protected by state or federal law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, leaves of absence, and training.

The Program Director, Coach, & Volunteer:

When participating in ACEing Autism's program:

- I must respect the rights, dignity, and worth of each person and treat and will be respectful and inclusive in my language and interactions with participants (for example, using "people first" language).
- I will recognize and celebrate the diversity of character and abilities of all people.
- I will conduct myself ethically, obey all laws, and act in good faith at all times.
- I will not harass, threaten, discriminate against, or intentionally embarrass or insult others.
- I will not say or do anything that is harmful, abusive, offensive, vulgar, or sexually explicit.
- I will respect the participants' right to not be touched in ways that make them feel uncomfortable, and their right to say no.
- I will not step onto the court to volunteer if I am under the influence of alcohol or drugs.

- I must place the emotional and physical wellbeing and safety of each participant above all other considerations, including the development of the performance.
- I will speak up and inform my Program Director or the ACEing Autism staff if I see or suspect child abuse or mistreatment by a fellow volunteer, any program director, or parent.
- I will not misuse or disclose confidential participant information and will respect the privacy of our participants.
- I should, at the outset, clarify with the participant, parents, and volunteers what is expected of them and what they are entitled to expect from their coach and the curriculum.
- I must consistently lead by example by displaying high standards of behavior and use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, criticism, and anger.
- I will not tolerate inappropriate language, racquet, and/or ball abuse.
- I will be knowledgeable of the ACEing Autism curriculum and the rules of the sport so that I can teach these rules to the participant.
- I will act as a positive role model for the participants and other volunteers by promoting good sportsmanship and fostering the development of social skills and positivity on the court.

People First Language

Most Americans will experience a disability some time during the course of their lives, and about 50 million Americans report having a disability. Disabilities can affect people in different ways, even when one person has the same type of disability as another person.

Positive language empowers. People first language is used to speak appropriately and respectfully about an individual with a disability. People first language emphasizes the person first, not the disability. For example, when referring to a person with a disability, refer to the person first by using phrases such as: “a person who ...”, “a person with ...” or, “person who has...” Below are suggested best practices on how to communicate with and about people with disabilities.

People First Language	Language to Avoid
Person with a disability	The disabled, handicapped
Person without a disability	Normal person, healthy person
Person with an intellectual, cognitive, developmental disability	Retarded, slow, simple, moronic, defective or retarded, afflicted, special person
Person with an emotional or behavioral disability, person with a mental health or a psychiatric disability	Insane, crazy, psycho, maniac, nuts
Person who has a communication disorder, is unable to speak, or uses a device to speak	Mute, dumb
Person who uses a wheelchair	Confined or restricted to a wheelchair, wheelchair bound
Person with a physical disability	Crippled, lame, deformed, invalid, spastic
Person with epilepsy or seizure disorder	Epileptic
Person who is successful, productive	Has overcome his/her disability, is courageous

https://www.cdc.gov/ncbddd/disabilityandhealth/pdf/disabilityposter_photos.pdf

