

# **PRESTON LAWN TENNIS CLUB**

**PRESTON DROVE, BRIGHTON, BN1 6LA**

**[www.prestontennisclub.co.uk](http://www.prestontennisclub.co.uk)**



**Preston Lawn  
Tennis Club**

**EST. 1890**

# **MEMBERS' GUIDE**

**SEPTEMBER 2019**

# INTRODUCTION

Preston Lawn Tennis Club is a family-oriented club with twelve all-weather courts including two mini courts. There is a good choice of playing surfaces with five artificial clay, one astro and six tarmacadam surfaces. All ten of our full size courts are floodlit.

The Club offers a vibrant social and playing environment for serious and fun players of all ages and abilities.

The Club is affiliated to the Lawn Tennis Association (LTA) , meeting all LTA governance and safeguarding requirements. We provide a welcoming and inclusive environment.

There are six qualified coaches offering a comprehensive programme for all members.

As well as social tennis sessions, there are internal singles and doubles leagues. The singles leagues run for two months with promotion and relegation at the end of each two month period. These Leagues provide great opportunities to test, enhance or just enjoy your game and are a great way of getting to know other members. We do request that members who join the leagues make reasonable efforts to play their matches and respond to requests to arrange matches. The relaunched doubles leagues run on a similar basis.

The clubhouse incorporates a high quality kitchen, shower, bathrooms, a disability toilet and access ramp. Tea and coffee is provided free of charge usually on a self-service basis. Downs Link College run a café in the clubhouse on Tuesday, Wednesday and Friday mornings during term time. The bar is open at quite limited times. The clubhouse also incorporates a table-tennis table and TV. The sports therapist room is rented out to Dan Cleal who is able to provide treatment to club members on site.

The Club raises funds for a variety of charities.

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# 1. IMPORTANT CONTACT INFORMATION

## COMMITTEE MEMBERS

Chairman Simon Lindfield ([simonlindfield@btinternet.com](mailto:simonlindfield@btinternet.com))  
Membership Secretary Brady Wheadon ([bradywheadon@hotmail.co.uk](mailto:bradywheadon@hotmail.co.uk))  
Administrative Secretary Colette Blackett ([Colette.blackett7@gmail.com](mailto:Colette.blackett7@gmail.com))  
Treasurer Emma Jinks ([ecjinks@hotmail.com](mailto:ecjinks@hotmail.com))  
Social Paul Wheeler ([paul.wheeler@highways-uk.com](mailto:paul.wheeler@highways-uk.com))  
Bar / Clubhouse Hire Brenda Tonkin ([brenda.tonkin@talktalk.net](mailto:brenda.tonkin@talktalk.net))  
Juniors Tamsin Silver ([tamsinsilver@yahoo.co.uk](mailto:tamsinsilver@yahoo.co.uk))  
Welfare Officer Sharon Tomlinson ([tomlinson\\_sharon@yahoo.co.uk](mailto:tomlinson_sharon@yahoo.co.uk))  
Coaching Paul Turner ([ptctennis@me.com](mailto:ptctennis@me.com))

## OTHER CONTACTS

House and Groundsman Col Scarratt ([col.scarratt@ntlworld.com](mailto:col.scarratt@ntlworld.com)) and Max Denyer  
Capital Projects and Floodlights Simon Lindfield ([simonlindfield@btinternet.com](mailto:simonlindfield@btinternet.com))  
Diversity and Inclusivity Alex Garner ([alexg1978@hotmail.co.uk](mailto:alexg1978@hotmail.co.uk))  
Ladies first team captain Vicky Brown ([victorialouisebrown@hotmail.com](mailto:victorialouisebrown@hotmail.com))  
Ladies second team captain Colette Blackett ([coletteblackett7@gmail.com](mailto:coletteblackett7@gmail.com))  
Mens first team captain Josh Bottrell ([jfbottrell@gmail.com](mailto:jfbottrell@gmail.com))  
Mens second team captain Lawrence Eke ([lawrence.eke@pulse.aero](mailto:lawrence.eke@pulse.aero))  
Mens Over 45s Team Paul Dent ([paul@pauldent.co.uk](mailto:paul@pauldent.co.uk))  
Singles Leagues Peter Anderson ([humpty2us@yahoo.com](mailto:humpty2us@yahoo.com))  
Doubles Leagues David Thompson ([davelgthompson@gmail.com](mailto:davelgthompson@gmail.com))  
Wimbledon Ballot Simon Lindfield ([simonlindfield@btinternet.com](mailto:simonlindfield@btinternet.com))  
Annual Club Tournament Emma Jinks ([ecjinks@hotmail.com](mailto:ecjinks@hotmail.com))  
Sports Therapist Kate Smith ([smithkate690@gmail.com](mailto:smithkate690@gmail.com))  
Lost Property James Simister ([james.simister@gmail.com](mailto:james.simister@gmail.com)) and Claire Wylie  
Environmental Officer James Simister ([james.simister@gmail.com](mailto:james.simister@gmail.com))  
Cleaning Billy Wheeler ([bpgmwheeler@gmail.com](mailto:bpgmwheeler@gmail.com))  
Kitchen Monitor Sue Middleton ([sue.middleton@tinyworld.co.uk](mailto:sue.middleton@tinyworld.co.uk))  
Gardens Judy Martin ([judtmtn@aol.com](mailto:judtmtn@aol.com))  
First Aid Alison Taylor ([alison.taylor@hotmail.co.uk](mailto:alison.taylor@hotmail.co.uk))

## 2. COMMUNICATION WITH MEMBERS

Communications with members are made via notices at the Club and by email using the club's broadcasting system.

To help us keep you informed, please make sure that your email address is kept up-to-date. You can manage your contact details and privacy settings by using your log on details. We recommend adding the club email to your contacts to avoid communications going into your spam file.

The Members Directory contains members contact details. It is made available to all members for the purposes of arranging tennis matches and social activities. Members can opt not to have their contact details shown or to unsubscribe from non-contractual emails. It, or historical extracts thereof, is not intended to be used by any members or group of members for seeking the views of members, lobbying of members, personal campaigns or marketing. Any member abusing the purpose of the Members Directory is likely to face disciplinary action in accordance with the Club Constitution.

### **3. MEMBERSHIP FEES**

Fees are payable annually on or before 31<sup>st</sup> March.

Membership categories and rates are shown on the website and on the application forms on the main noticeboard in the clubhouse. Existing members renewing before 31<sup>st</sup> March are entitled to a discount, currently set at £15.

### **4. COURT FACILITIES**

We have 12 courts made up of the following:-

- 5 Artificial clay (courts 1, 2, 3, 4 and 5)
- 1 Astro (court 6)
- 4 Tarmacadam /Hard (courts 7, 8, 9 & 10)
- 2 Tarmacadam Mini Tennis courts (courts 11 and 12 )

### **5. COURT BOOKING SYSTEM**

All courts are subject to an online booking system. Once you have paid your membership fees, you will be sent an email containing your unique log-in details, with a username, password and pin number. For membership renewals log-in details will remain the same each year.

Courts can be booked from your home PC or Tablet or your mobile by using your username and password. There is also a touchscreen in the clubhouse and to book courts using this facility you will only need to use your pin number.

Courts cannot be booked more than 7 days in advance.

Bookings are in blocks of half an hour, with a maximum daily limit of 1.5 hours of court bookings per person. You are more than welcome to stay on court if your game carries on and nobody has booked the court after you, however, if there is a booking after you, please ensure you leave the court on time, allowing enough time to sweep the courts if you are playing on an artificial clay surface.

Whilst courts are usually very busy at certain times there is still plenty of court time available at other times.

### **6. COURT BOOKING RULES**

#### **Booking Courts**

Court booking times are divided into sessions of 30 minutes and bookings may be made for a maximum of 3 sessions per day.

The booking system is available 24/7. Bookings may be made up to 7 days in advance. New booking sheets are added daily at 7 a.m.

All players receive an automated reminder email on the morning of the booking and the person booking the court receives notification of cancellations.

If players are not on court within 5 minutes of each half hour slot then that half hour is lost.  
Matches with other clubs may be completed even if the match over-runs into another booking.  
Bookings should not be made to expand rota sessions.

Practice sessions involving one player only are limited to half an hour on the clay courts.

Only coaches are allowed to book coaching sessions. Members must not book a court in their own name which is intended for coaching.

Clay courts must be swept at the end of each session within your allocated court time.

### **Names of players**

Bookings should show the names of ALL opponents at the earliest opportunity but no later than 72 hours before you are due to play. All bookings that do not show the names of opponents within these timeframes will be cancelled. When booking courts within 72 hours of when the match is due to be played all opponents should be named as soon as possible but no later than 24 hours before you are due to play.

The membership list includes names for “Guest” and “Practice”.

The names of the persons shown on bookings, including opponents, must be the persons who are intended to use the court. Changes to names should be input at the earliest opportunity.

Naming of false opponents to retain a court booking or using a members name to book a court for a different person is unacceptable. Where such actions are identified the member concerned may have their court booking access temporarily suspended.

### **Cancelling Courts**

Bookings no longer needed should be cancelled at the earliest opportunity.

A list is kept of reported “no shows”. Repeat offenders may have their access to court bookings temporarily suspended. “No shows” include situations where the court is booked in your name but you do not use the court.

Late cancellations are when courts are cancelled within 48 hours of when the match is due to be played. It is accepted that there will always be late cancellations but it should not be a regular occurrence for individual members. The members with the highest percentage of late cancellations compared to number of court bookings each month will be written to so as to highlight the issue and understand why they have a high late cancellation percentage. If the same members appear on the list each month then this will be discussed at Committee.

When members notice No Shows they should post a brief note of the details through the bar letterbox for the attention of the Court Administrator who will then be able to take appropriate action where considered appropriate. No Shows include situations where the court is booked in your name but you do not use the court.

Court bookings are not transferable. If they cannot be used they should be cancelled so others can re-book.

### **Noticeboard**

Information relating to Court bookings, including non-personalised summary information relating to Late Cancellations / No Shows and Do's and Don'ts is displayed on the Club Noticeboard.

## **7. COURT MAINTENANCE**

In order to help maintain all the courts in good condition and maximize their useful life the following rules apply:-

- no cigarettes on court

- no chewing gum on court
- no glass on court
- no dogs on court
- appropriate footwear must be worn and if tennis shoes are not used you must check the footwear is appropriate with one of the coaches

Only mini tennis balls are permitted on the mini tennis courts practice wall.

The artificial clay needs sweeping in a circular motion with the sweepers provided on the courts after you have finished playing on them and this must be done regardless of weather conditions **without exception**. During rota, the courts should be dragged as and when required, but always by the last people on court. The sweepers should be left flat on the ground after use without any kinks. Line brushes are also available to clear the lines as and when required. The line brushes must be left hanging over the railing alongside courts 1/5 or on the fencing in order to avoid the brushes becoming squashed.

When exiting the clay courts shoes should be cleaned by banging shoes with your tennis racquet ensuring clay granules remain on court and shoes should then be cleaned using the shoe cleaning brushes provided at the exits from the clay courts. This helps avoid loss of granules and reduces the accumulation of granules in the clubhouse, your car and home!

In extremely hot weather, the tarmacadam courts may become slightly soft and it is important not to play or walk on the courts in these conditions.

## 8. COURT ETIQUETTE

- **RESPECT OTHERS**

**Please show respect to all members and guests at all times.**

Any matters that concern any member should be handled appropriately. Often the best way of raising a concern is to discuss the matter with a Committee Member.

- **FOOTWEAR**

Non-marking footwear must be worn on the courts. General trainers are not acceptable. If in doubt ask a Committee Member or Coach.

- **CLOTHING**

All players should wear appropriate tennis clothing. Jeans are not permitted on court.

Tops must be worn at all times, whether on or off court.

- **LANGUAGE/NOISE**

We ask that members are considerate to those on courts around them and especially to be aware of children on the site. **It is easy to forget that conversations near the courts can be very distracting to players** so please try to talk quietly or away from the courts. Please also try to avoid using bad language on court, however frustrating your game is!

Parents and coaches must ensure that their children do not disturb playing members through excessive noise and running around.

- **MOVEMENT AROUND COURTS**

When moving around the Club, please be aware that players on court are concentrating on their game. Therefore wait until a point has ended before walking behind courts.

When accessing courts via another court **all players in your party should walk on and off together to minimize disruption to those already playing.**

Never walk onto a court or interrupt a game except to call time or in very exceptional circumstances. Please try to avoid disturbing Committee Members when they are on court.

## **9. FLOODLIGHTS**

All courts have floodlights which are operated by token meters located on the shed nearest to court 7 just beyond the clubhouse.

Each token costs £1 and will give you twenty minutes of light. Once the lights have gone off you will need to wait for five minutes for the bulbs to cool before they will come on again.

A small flashing light on one of the floodlight posts comes on 5 minutes before your token time runs-out. It is advisable to put in tokens for the duration of your match.

We are allowed to use the floodlights between 4pm and 10.30pm each evening.

Tokens can be obtained from behind the bar via the bar rota team. In exceptional circumstances coaches can provide tokens.

## **10. GUESTS**

Anyone who is not a member can play provided they are signed in by a member. Individual guests are limited to a maximum of six visits per season.

Envelopes for payment of the guest fee and the registration book for visitors are located next to the touchscreen near the bar.

The member who has brought the guest to the Club must ensure that the guest fee is paid BEFORE going on court. There are no exceptions to this. If for any reason the clubhouse is locked, the member must make sure that as soon as the clubhouse is opened the guest fee is paid. If any member has not paid before playing then the guest fee may be charged at double the usual rate.

Guest Fees are shown in the clubhouse and on the website.

## **11. OPPORTUNITIES TO PLAY**

As well as arranging matches on an informal basis, members have various other ways of getting to play tennis, both social and competitive.

- **SOCIAL TENNIS SESSIONS (DOUBLES)**

The Club operates several sessions for people to turn up and play with other members. All players should make sure they have a decent set of balls of their own to use when attending these sessions. Tennis balls can be purchased from the bar. These sessions involve playing with a range of players. It is not considered acceptable for players to deliberately avoid playing some people. For those who want guaranteed doubles of a high standard then separate matches should be arranged for that purpose.

The Sunday afternoon session is the most popular with a good range of players. The winter session starts at 13.00 and continues until 17.00, the summer session is 14.00 to 18.00. There is a peg board to the right of the bar and to take part you take your named peg and place it in the single rack to the left of the peg rack. The person at the bottom of the rack chooses three players from the next seven to play with and provides the balls for the game. The game (a short set, first to six games) will be played on any available court.

There is a "hosted" Rota session for new members and beginner/improver players which usually takes place on the first Sunday of the month. Details including times are communicated prior to each session.

Tuesday evening Social Tennis runs from 19.00 to 21.00 in the winter ( best of seven games ) and from 18.00 to 21.00 in the summer ( short sets, first to six games). There is a separate coached session on Tuesday evenings for less confident members and beginners and this runs from 18.00- 19.00. The peg system is also used for Tuesday rota. There is a charge of £2 per person for the floodlights in the winter.

The Club hosts friendly doubles tournaments on some Bank Holiday afternoons and these are open to all members. An entry fee is payable.

On Saturday afternoons there is a general 'mix-in' session which runs from 13.00-16.30 in the winter and 14.00- 17.00 in the summer. Again, the peg system is used for this session.

Please note that winter is defined as the period from when the clocks go back in late October and go forward in late March.

There are also social tennis sessions on Monday and Wednesday mornings 10.30 -12.30, Thursdays 1-3pm and Friday evenings from 7pm. The Friday Friendlies evening session is run by Clare Stanfield-Owers (clairestanfield1@aol.co.uk). New sessions are sometimes arranged so watch for communications on this.

Many members organise other informal social tennis sessions and you will get to hear about these from other members. Feel free to talk to a Committee member or Coach about setting up more social sessions.

- **INTERNAL LEAGUES**

There are singles and doubles leagues organised by Peter Anderson and David Thompson respectively. The number of divisions varies depending on the number of players during any given season.

The singles league lists are on the noticeboard near the TV. The doubles league has its own website and communications are via text messages. You join a league by putting your name on the list or by contacting Peter or David. Singles and doubles league seasons usually run over two and three months respectively and continue throughout the year.

Once in the league it is up to each player to make contact with the others in their division and play their games before the end of the season. If you don't play any games during a season you may be dropped out of the league. Members playing in the leagues are expected to make reasonable efforts to play their matches and respond to other members requests to play matches. We recommend arranging matches more than 7 days in advance and then booking the court. Experience shows that booking a court and then trying to find someone who can play can be a frustrating experience

- **CLUB TEAMS**

The Club has teams in the Sussex Mens, Sussex Ladies, Mens over 45s and Junior Aegon Leagues.

Please contact the team captains if you are interested in playing.

- **ANNUAL CLUB TOURNAMENT**

The Annual Club Tournament is played throughout May, June, July and August with the Vets finals taking place mid July and the main finals in early September.

All members are eligible to enter the Annual Club Tournament, the draw for which is made in late April/ early May. We encourage everybody to enter.

## **12. THE COACHING TEAM**

The coaching team is led by Head Coach, Paul Turner. The club has a contract with the Head Coach who is required to manage a team of coaches in order to meet the needs of the club and its members. All coaches are self-employed.

The coaching team provides coaching for all ages and abilities. All of our coaches are required to be licensed and LTA qualified, which includes DBS checks and both Safeguarding / First Aid training. Please see website and noticeboard for up to date information on prices and courses for adults and juniors.

The coaches run tennis camps for various ages during the Easter, Summer half term and Summer holidays. Please see the notice board, ask a coach for details, or see the website for up to date details.

### **13. JUNIORS**

During the Spring/Summer term there is a free, supervised Mini Match Play session for 5 – 10 year olds on Saturday from 13:00 – 14.30. (please check in advance with one of the coaches to ensure session is taking place and to register your interest)

The coaching team also runs an annual closed tournament for Junior members in September/October

The coaching team organise team practice session throughout the year for all potential team players. From March to June there is a Junior Team Tennis competition, a Sussex Junior league in which Preston has a number of teams competing. Teams are selected from the coaching squads and practice sessions.

There is an annual Junior Christmas Party in December and various awards are made by the coaches including Most Improved Player of the Year, Coaches Player of the Year and The Sportsmanship Award.

### **14. CLUBHOUSE**

#### **- ACCESS**

Generally the clubhouse is open when coaches or Committee Members are on site.

The clubhouse is alarmed. You will be given the alarm code together with instructions when you are issued with keys. If you do not know or are unsure what the code is, do not unlock the door to the clubhouse.

If you open the clubhouse you must alarm and lock it when leaving the club unless:-

- there is one of the full-time coaches or sports therapist on-site
- you have handed over responsibility for this to another key-holder

Any possessions or valuables left in the clubhouse are at the members own risk.

A lost property box is kept in the store room and contents are disposed of at appropriate intervals.

#### **- BAR**

The bar is run by the bar rota team on a voluntary basis and is opened during the social rota sessions on Tuesday evenings and Sunday afternoons, but at other ad-hoc times as well. Bar purchases can be made by cash or card.

#### **- KITCHEN**

The kitchen is available for use by all members.

Free milk, tea and coffee is provided for members in the kitchen. Tea bags should not be dumped outside the clubhouse.

You must clean up after yourself and wash your crockery up or place it in dishwasher after you've used it. Please don't put dirty cups in the dishwasher if it is full of clean cups!

The outside water fountains should be used to fill water bottles.

Downs Link College run a café in the clubhouse on Tuesday, Wednesday and Friday mornings from 10-11.30am.

#### **- TOILETS/SHOWERS**

Please help keep these rooms clean and tidy.

Any items left in these rooms at end of day will be placed in the lost property box.

#### **- SPORTS THERAPIST ROOM**

The room is let to Kate Smith who is available to provide treatment services to club members.

#### **- CLUBHOUSE HIRE**

The clubhouse (and bar) is available for hire by members for private functions. Please contact the Bar Secretary for further details.

#### **- TABLE TENNIS**

There is a full-size table tennis table in the clubhouse for use by members. Bats and balls may be provided but we recommend carrying a bat and ball in your tennis bag to make sure you aren't disappointed when trying to play.

#### **- WI-FI**

Wi-fi is available in the clubhouse. Details are displayed on the main noticeboard.

### **15. GATES**

It is essential that we all help protect our Club from unwelcome visitors.

The inner gate must be padlocked by the last adult to leave the club at night. The codes for the padlock will be issued to you when you join. If you have forgotten the code please ask a Coach or Committee Member.

The outer (car park) gates must be pulled shut and the chain wrapped around the gates.

Any member passing the Club at night can help by checking that the gates are locked but do be careful not to lock people in...it has happened before!

### **16. DOGS**

Dogs are permitted in the grounds provided the following rules are followed:-

- dogs are not allowed on the courts or in the clubhouse under any circumstances
- dogs must be kept on a lead at all times
- any mess must be cleared up immediately

A water bowl is located by the water fountain /outside tap

### **17. CAR PARKING AND BIKES**

Our Car Park is quite small but if everybody parks sensibly then there is space for lots of cars.

The white line outside the car park entrance all the way across to the cricket gates is there for one simple reason....to make exiting the car park safer. Any member or visitor parking on the white line is putting the lives of other members at risk. If you see anyone parking on the white line please ask them to move and explain why it is there. Alternatively take a photo on your mobile and show a Committee Member. Please be aware that the police will arrange for cars parked on the white line to be towed away if they believe it creates a danger to members / road users.

Car Park rules:-

- if you want to park in the car park then you must accept that you are likely to be temporarily blocked in if parking on the side to the right of the gates as you enter the car park.
- parking so as to avoid being blocked in by not making full use of the available space is not acceptable. Please think of others who want to use the car park. Park as far forward as possible or don't use the car park. Persistent offenders may have their court booking rights suspended
- park so as to maximize spaces for others
- selfish parking is not acceptable and is unfair on other members

Members with Zone J parking permits can park in the restricted bays in Preston Drove / Preston Park Avenue for free and are not expected to use the car park.

Members are encouraged to walk or cycle to the club wherever possible. A good way of warming up and down.

Free street parking is often available nearby although can be busy until late afternoon.

Metered parking is available for up to 2 hours in Preston Drove for £2 and in Preston Park just a short walk up Preston Drove for £1.

A bike rack is situated alongside court 4. Bikes should be left here and not elsewhere. Bikes should not be taken on court or in the clubhouse.

## **18. SOCIAL EVENTS**

The Club holds various social events for members to attend including quiz nights, comedy evenings, bank holiday tournaments, junior socials, parties and BBQ's. Please contact the Social Secretary if you want to organise a social event.

## **19. WIMBLEDON BALLOT**

As an LTA registered club we are allocated tickets for show courts at Wimbledon based on the number of members that are also British Tennis Members who have opted-in to the ballot. Please ensure that you are registered as a British Tennis Member, that your membership is linked to our Club and you have opted in to the ballot. British Tennis Lite membership is free to club members.

We hold a draw for the tickets in May each year. You must be a fully paid member of the Club, be over ten years old, a registered British Tennis Member linked to the club, have opted in (see the LTA website) and attend the draw in person or by proxy to be eligible. Please note that Opt In is required annually and can be completed via LTA website or by calling the LTA.

## **20. SAFEGUARDING**

The club has adopted the Lawn Tennis Association's Safeguarding Policy which is displayed on the club noticeboard.

Preston Lawn Tennis Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

This Policy is applicable to everyone at the club and is in line with national legislation.

## **21. SUPERVISION OF CHILDREN**

The Club accepts the guidelines of the NSPCC, namely that all children under 11 years old must be supervised by their parent/guardian or another nominated adult, as they may not be deemed mature enough to deal with certain situations or an emergency.

The Club places the onus on each parent/ guardian to determine what age their child is mature enough to be left unsupervised at the Club so that their child can respond maturely to emergencies that may arise at the Club when left unsupervised. The same approach is applied to children who are left unsupervised in the clubhouse and who participate in internal Club competitions and/or league matches.

When a child is deemed to be of an age that requires adult supervision, the Club expects the child to be closely supervised by the parent/ guardian or nominated adult at all times when they are on Club premises. Close supervision means that a child should be kept within sight of the responsible adult and under no circumstances should the child be left alone in the clubhouse whilst the responsible adult is playing on court out of sight of the clubhouse.

If children are attending coaching sessions, they are considered to be under the supervision of the coaching team for the duration of that scheduled session only.

When young people and children under the age of 16 years old are competing in internal Club competitions/ league matches, the parents/ guardians should take responsibility for overseeing the arrangement of any matches with adult players. The Club places the onus on each parent/ guardian to determine what age their child is mature enough to be left unsupervised during a match at the Club. If the child is deemed to require supervision, the Club expects the parent/ guardian to closely supervise the entire match. Whilst the Club has responsibility for the well-being of all players on its premises, the PLTC Committee expects the parent/ guardian to be responsible for the welfare and well-being of their child during the matches.

## **22. DIVERSITY AND INCLUSION**

Our Diversity and Inclusion Policy is displayed on the club noticeboard.

This Policy supports our aims for diversity and inclusion that are to ensure that:

- Tennis is diverse and inclusive
- Diversity and inclusion are embedded in our club's culture and our behaviours
- We create a culture where inclusive leadership thrives
- We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

To achieve these aims we believe that everyone involved at our club has a role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Tennis Champions – proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.

Together we can make a positive difference to people from different backgrounds to participate in Tennis at our club.

## **23. CONSTITUTION , CLUB INSURANCE AND LTA RULES**

The Club's Constitution and Members Guide are on the website.

A copy of our LTA Insurance Policy is displayed on the main noticeboard along with details of Committee Members / Key Contacts, the Club's Constitution, Members Guide and other key policies.

## **24. COMMITTEE/GETTING INVOLVED**

The Club's day-to-day administration is run by a Committee made up of club members. Committee members are elected each year at the AGM and any member can present themselves for an existing role on the Committee if seconded by another member.

Running the Club takes a great deal of (mostly enjoyable) work and if you would like to get involved please don't hesitate to contact the Chairman. Currently, all roles are voluntary.

The Committee welcomes constructive proposals from members... but to avoid excessive emails please direct these to the Administrative Secretary. You'll find details of the committee and their roles on the club noticeboard as well as in the Members Guide.

## **25. LIFETIME GIFTS AND BEQUESTS**

If any member wishes to make a donation to the Club, either during their lifetime or as a bequest, please contact the Treasurer.

As a Community Amateur Sports Club we can claim additional funds from the Tax Authorities on Lifetime Gifts.

## **26. SPONSORSHIP**

Any member who is interested in advertising their business in the club grounds or sponsoring the Club on a more general basis should contact the Chairman.

## **27. DATA PROTECTION**

The club complies with the Data Protection Principles of the General Data Protection Regulation (GDPR).

The Data Protection Principles require that personal data is:

- processed lawfully, fairly and transparently;
- adequate, relevant and no more than is necessary;
- accurate and kept up-to-date;
- processed securely

Any person who has concerns about their personal data should contact the Administrative Secretary.

## **28. COMPLAINTS**

Any member who has a complaint, which cannot reasonably be resolved on an informal basis, should refer to the Welfare Officer or Secretary for the correct procedure, which is ratified by the LTA.