

## Hutton and Shenfield Tennis Rules and Policies

### Introduction

Hutton and Shenfield is a thriving club and should provide a safe and inclusive environment for everyone to enjoy playing tennis. There are a number of enabling policies and rules the LTA and Hutton and Shenfield have developed to achieve this aim:

- Health and Safety Policy;
- Fair Play;
- Diversity and Inclusion Policy;
- Complaints Procedure;
- Safeguarding Policy;
- Whistleblowing Policy;
- Recording and Publishing Images policy;
- The LTA's code of conduct for working with children and young people and adults at risk;
- Sun Safety Policy;
- The LTA's Standards and Etiquette;
- Privacy Policy;
- Club Rules;

The Tennis Committee reviewed these policies and the Complaint Procedure on July 2016 and discussed and agreed their adoption and implementation for the Club. On 25th May, 2018 the Club updated it's Privacy Policy in line with GDPR regulations and all policies were discussed and updated at the at the July 2019 Committee Meeting . All our policies are stored on our website and this summary document is also posted in the Clubroom for members and visitors to review.

### Health and Safety Policy

The Club has a duty of care to protect the health and safety of its members and visitors to the Club. A health and safety policy was reviewed and approved at the April 2020 Committee meeting. The health and safety register complements the health and safety policy and identifies the key risks, actions being taken to mitigate those risks and inspection measures in place to ensure we are compliant. **Our Health and Safety Officer is Stephen Montgomery and he can be contacted on 07500 661 661 or montysd@hotmail.com** if you have any concerns.

### Fair Play

Fair Play in tennis has always been an important value and the LTA and Tennis Foundation are committed to ensuring that the tennis environment is fair, open and inclusive at every level in the sport.

### Fair Play Values

<b>Enjoy</b>	<b>Respect</b>
<ul style="list-style-type: none"><li>• Tennis is your sport so enjoy it. Love the game.</li><li>• Be a good sport when you win, lose and watch matches.</li></ul>	<ul style="list-style-type: none"><li>• Tennis is a game for everyone. Respect other players, parents and officials.</li><li>• Take responsibility for your actions.</li><li>• Learn and follow the rules and the Fair Play values.</li></ul>

- Be a role model and set a good example of the behaviour you expect from others.
- Let's create a safe, fun and fair tennis environment.

- Call the score and lines loudly and fairly.

These values apply equally to players, parents, coaches, officials and volunteers and cover all tennis activities, whether it is a competition, a friendly hit at a local court or a match you're watching. Supporting the values are individual Fair Play pledges for each group of people in the sport.

### **Diversity and Inclusion Policy**

The aim of this policy is to ensure that everyone is treated fairly and with respect and ensure members, non-members and visiting teams are not denied access to our tennis venue because of a discriminatory reason. In the event that any employee, member, volunteer, visitor or visiting team feels that he, she or they have suffered discrimination or harassment in any way or that the policies, rules or code of conduct have been broken they should contact a member of the Committee and follow the Hutton and Shenfield LTC Complaints Procedure.

### **Safeguarding Policy**

Hutton and Shenfield is a safe environment for children as coaching staff have been vetted and attended appropriate training that is current and maintained. Hutton and Shenfield has a **Welfare Officer, Matt Dyson on 07834 789164 or email mattjdyson@gmail.com** who is the first point of contact if there are any concerns. The policy applies to children, young people and adults at risk.

### **Whistleblowing Policy**

This policy indicates how to raise a concern about a child or an adult at risk at the club.

### **Recording and Publishing Images Policy**

This policy covers the need to register those people who wish to take pictures, the need to obtain consent from adults for the use of pictures and the standards around taking pictures and storing them using social media or other publicity.

### **Code of Practice for working with young children and the Sun safety policy.**

This LTA policy sets out the standards expected from individuals and the Club when working with young children. The Sun Safety Policy sets out protective measures for playing outdoors.

### **Standards and Etiquette**

The LTA have issued guidelines that the Club has agreed to adopt.

### **Privacy Policy**

On May 25, 2018, a new General Data Protection Regulation (GDPR) came into force that will affect how the tennis club uses, collects and stores your personal data. The Club formed a Sub-Committee to decide how to address these changes, including some members attending a GB Sports course as well as taking advice from the LTA, and a Privacy Policy is now applicable for the Club going forward. Please read the Privacy Policy which has also been uploaded onto our

website and which details how we obtain, store and process your data. For your information a summary of the key points are as follows;

- Hutton and Shenfield UC LTC relies on the membership contract you enter into with the Club and it's legitimate interest as the two lawful bases for processing and storing data to meet the EU General Data Protection Regulation to be introduced on the 25 May, 2018. We have conducted a legitimate interest assessment and balancing test and concluded that it is necessary that we store and process your data to enable the effective running of the Tennis Club, and we only use individuals' data in ways a member would reasonably expect and we don't use people's data in ways they would find intrusive.
- When signing up as members, there is an expectation that the Club will communicate store and share information about tennis related activities and we as the Club, believe it appropriate we are able to advise about key policies, especially around Health, Safety and Safeguarding.
- In terms of children, the Club relies on the consent of the parent or guardian to safeguard any child by allowing the Club to store and share medical information and contact details with the necessary parties such as the Head Coach or assistants. In addition for children, the Club relies on the consent of the parent or guardian to its recording and images policy.
- Your name, address, e-mail address and telephone number are stored on the Clubsite, which is used for court bookings. This information is password protected but we give other members access to your name, e-mail address and telephone number via the Clubsite and use the name and telephone number for completing our Club Handbook to enable matches and social tennis to be organised. If you don't want your name, email address or telephone number to be included please let Clive Garrod know on [crgarrod@tiscali.co.uk](mailto:crgarrod@tiscali.co.uk). and then log into "court bookings" on the website, sign in using your password, go to the tab "my details" and untick the applicable boxes.
- The Club will periodically take pictures of tennis and social events, including establishing a historical archive, and write articles about tennis activities. These may be posted on the website, the Club Facebook and Twitter account or stored in the Club Gallery. If you don't want any pictures of you or references to you in articles written about Club activities please let Clive Garrod know on [crgarrod@tiscali.co.uk](mailto:crgarrod@tiscali.co.uk).

## **Club Rules**

- The Club rules can be found on the website and in the Club room and are reviewed and updated at each AGM

Reviewed and agreed at Committee January 2016

Reviewed and updated at Committee July 2018

Reviewed and updated at Committee July 2019

Updated to include Health and Safety policy and register at Committee April 2020

Minor Update – Change of Contact Details (Health & Safety Officer) Nov 2020