

MANUAL OF RULES, REGULATIONS AND POLICIES



Dated: 1 October 2020

THE INFORMATION IN THIS MANUAL IS CURRENTLY SUPERSEDED BY THE EQUIVALENT INFORMATION HELD WITHIN THE LTA ADVICE REGARDING COVID.

1. Rules
2. Code of Conduct
3. Safeguarding Policy
4. Reporting a Safeguarding Concern Form
5. Health and Safety Policy Statement
6. Health and Safety Risk Register
7. Health and Safety Risk Assessment
8. Equality and Diversity Policy
9. Equality and Diversity Complaints Procedure
10. General Data Privacy Regulation Policy
11. Constitution

1. RULES



Dated: 1 October 2020

1. **A Family Membership** is full membership for both parents and all of their children who would otherwise be Junior or Student Members.
2. **A Junior Member** is anyone aged between 5 and less than 18 years old at the end of the summer term.
3. **A Student Member** is a young person not falling within the definition of a junior member but still engaged in full-time education and aged between 18 and 22 years old.
4. **A Visitor** may accompany a member to play on the courts and a fee is payable of £3 per day for adults, £2 per day for seniors and £1 a day for juniors. Payment should be made to any Committee Member before commencement of play. Any such visitor may not be a visitor more than three times within any one membership year.
5. **Team Members:** Team selection will only be made from members that have paid a full membership. Day members may not play on teams.
6. **Court Access:** We have a combination padlock on both gates. The code for the padlock is currently 0815, this will change during the year and you will be notified of the new number.
7. **Tennis Court Gates** should be locked immediately after play has been completed. Please make sure if using the floodlights that they are turned off.
8. **Representative Matches and Club organised events** have priority on the courts. The fixtures will be posted on the ClubSpark booking system.
9. **Booked Official Coaching Sessions** run by the club coach have priority on the courts.
10. **Correct Tennis Footwear** MUST BE WORN on the courts at all times. Trainers and/or shoes with black soles which may mark the courts should not be worn.
11. **Court Etiquette**
 - Please be considerate to other members and visitors. (*See also Code of Conduct*).
 - Please make sure you do not obstruct people who are playing.
 - The safety of non-tennis playing children that are brought on court are the sole responsibility of their accompanying parent or adult.
12. **Playing conditions** - It is left to the players to decide if the court is unsuitable for play and to play responsibly.

Loose balls are a danger. It should be ensured that balls out of play are at the very edges of the court.
13. **Floodlights** - can be used by any members. If you wish to use the floodlights on courts 1 and 2, take the key from the small box inside the floodlight box. The code for the keypad is 1066. Please only switch on lights for the court you are to use and please make sure you switch off the lights after use. The key should be returned to the key box. If you have switched off the lights correctly (by turning the key anti-clockwise back to the 12 o'clock position), the courtesy light on the floodlight pole nearest the Pavilion will come on.

14. **Policies** - It is the responsibility of all members to acquaint themselves with the Code of Conduct and all Policies of the Club (please visit www.CheddingtonTennis.co.uk).
15. **The Club Committee** will rule on any other matters that may arise.

2. CODE OF CONDUCT



Dated: 1 October 2020

All club members agree:

- To prioritise the well-being of all children and adults at risk, at all times
- To treat all children and adults at risk fairly and with respect
- To be a positive role model. Act with integrity, even when no-one is looking
- To help to create a safe and inclusive environment both on and off court
- Not to allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- To report all allegations of abuse or poor practice to the club Welfare Officer
- Not to use any sanctions that humiliate or harm a child or adult at risk
- To value and celebrate diversity and make all reasonable efforts to meet individual needs
- To keep clear boundaries between professional and personal life, including on social media
- To have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- To refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- To refrain from smoking and consuming alcohol during club tennis activities or coaching sessions
- To ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- To avoid being alone with a child or adult at risk unless there are exceptional circumstances
- To refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not to abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not to have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them
- To take care when using tennis rackets around others
- To ensure the courts are left rubbish-free
- To play with consideration if playing against players of differing skill levels
- That aggression of any kind will not be tolerated
- That any dangerous/aggressive behaviour by any player must be reported to the Committee

All junior members agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club members, volunteers and officials and accept their decisions
- Behave and respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or take drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adult members agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, coaches and members with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child, including medical history

This Policy will be reviewed every year (or earlier if there is a change in national legislation).

3. SAFEGUARDING POLICY

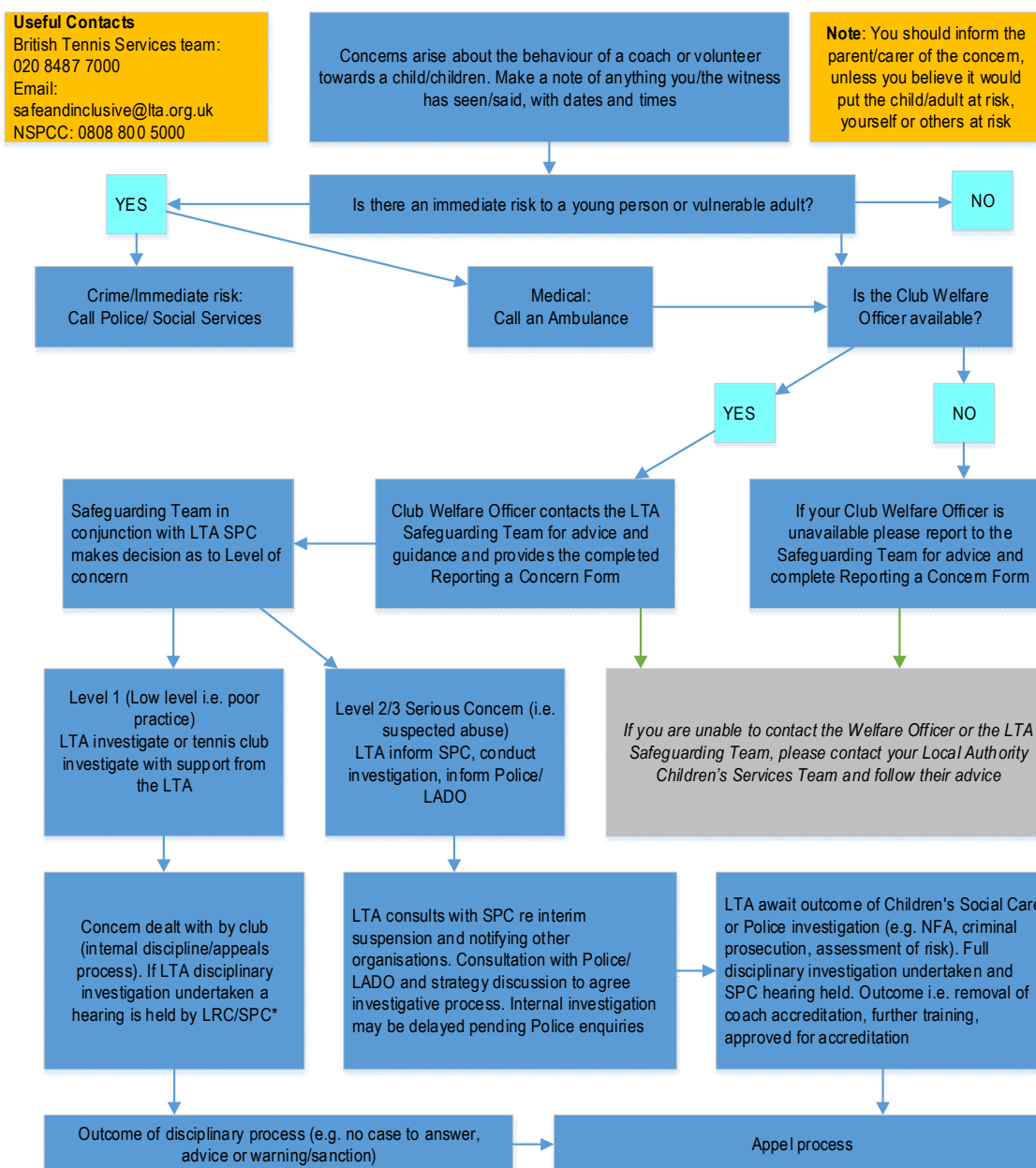


Dated: 1 October 2020

PROCEDURE FOR REPORTING A SAFEGUARDING CONCERN WITHIN THE TENNIS ENVIRONMENT

*SPC - Safeguarding and Protection Committee

*LRC - Licensing and Registration Committee



1. Policy statement

Cheddington 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.

2. Use of terminology

Child: a person under the age of eighteen years.

Adult at risk of abuse or neglect: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting with them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.
(See appendix A for full glossary of terms).

3. Scope

This Policy is applicable to all Committee members, coaches and club members. It is in line with national legislation applicable across the UK.

4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- Our club's Committee has overall accountability for this Policy and its implementation
- Our club Welfare Officer, Jenna Jones (Email: jenna.jones2@btinternet.com), is responsible for updating this Policy in line with legislative and club developments
- All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct
- The LTA Safeguarding Team and Tennis Foundation Safeguarding Leads can offer support to help clubs proactively safeguard.

Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern Procedure. Unless someone is in immediate danger, they should inform their club Welfare Officer, LTA Safeguarding Team or National Safeguarding Lead.
- The club Welfare Officer and Safeguarding Leads are responsible for reporting safeguarding concerns to the LTA Safe Safeguarding Team.
- The LTA Safeguarding Team is responsible for assessing all safeguarding concern/disclosures that are reported to them and working with the club Welfare Officer and national Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child/adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:
 - The Police in an emergency (999);
 - Local Authority Children's Services **Bucks Child protection and Safeguarding Tel 01296 3839962 or email: Secure-cypfirstresponse@buckscc.gcsx.gov.uk**
 - Local Authority Adult Services - **Bucks Adult Safeguarding Team Tel: 0800 137915 or email: safeguardingadults@buckscc.gcsx.gov.uk**
 - Designated Officer for concerns/disclosures about consultant, coach or member **Tel: 01296 382070 or email: Secure-lado@buckscc.gcsx.gov.uk**

- Disclosure and Barring Service for concerns/disclosures about a coach or member: ***Bucks Disclosure and Barring Service Tel 01296 38711 or email:eydcp@buckscc.gov.uk***

5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Disciplinary action leading to possible exclusion from the club, dismissal and legal action
- Termination of current and future roles within the club and roles in other clubs, the LTA, Tennis Wales, Tennis Scotland and the Tennis Foundation.

Actions taken by players, parents or carers, consultants, members, officials, coaches inside or outside of the club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure.

6. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistle blowing?

In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public.

How to raise a concern about a child or an adult at risk at the club

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club Welfare Officer. The Club Welfare Officer will pass the details of the concern on to the LTA Safeguarding Team at the earliest opportunity and the relevant local authority and the police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with the Club Welfare Officer, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The Club Welfare Officer can be contacted at: jenna.jones2@btinternet.com

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);

- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

What happens next?

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the LTA Safeguarding Team, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

COMPLAINTS PROCEDURE

In the event that any member, visitor or visiting team feels that he, she or they have suffered harassment in any way or that the policies, rules or code of conduct have been broken they should follow the procedures below.

If you are a Junior member please speak to your parent or guardian or another responsible adult who can help you.

1. The complainant should report the matter in writing to the Club Secretary. Contact details are on the website.

The report should include:

- details of what occurred;
- details of when and where the occurrence took place;
- any witness details and copies of any witness statements;
- names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
- details of any former complaints made about the incident, including the date and to whom such complaint was made; and
- an indication as to the desired outcome.

2. Representatives of the Committee:

- will request that both parties to the complaint submit written evidence regarding the incident(s);
- may decide (at its sole discretion) after reviewing the complaint and supporting evidence to uphold or dismiss the complaint without holding a hearing;
- may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
- will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):
 - warn as to future conduct;
 - suspend from membership;
 - remove from membership;
 - exclude a non-member from the facility, either temporarily or permanently; and
 - turn down a non-member's current and/or future membership applications.
- will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.
- Either party may appeal a decision of the Committee to the County Association (including a decision not to hold a hearing) by writing to the County Secretary within 3 months of the Place to Play's decision being notified to that party.

3. If the nature of the complaint is with regard to the Committee, the member/visitor has the right to report the harassment directly to the relevant County Association.

APPENDIX A: GLOSSARY OF TERMS

Safeguarding: protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling **adults at risk** to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness.

Sexual abuse: Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/adult at risk from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on

the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions.

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

General notes:

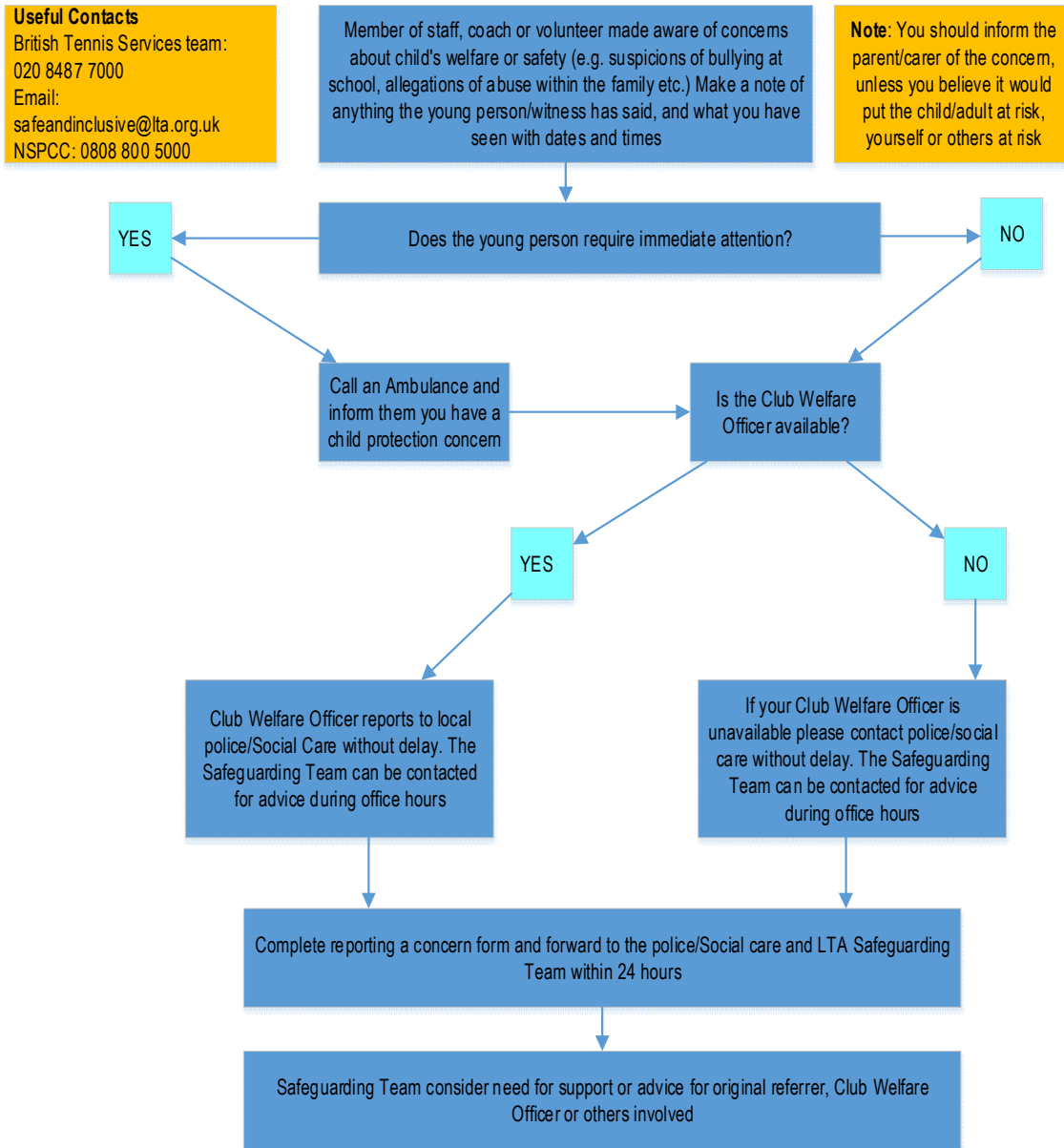
- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive conduct, offending and anti-social conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

APPENDIX B: WHAT TO DO IF A DISCLOSURE FROM A CHILD OR ADULT AT RISK IS MADE TO YOU:

1. Reassure the child/adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the LTA Safe and Inclusive Tennis Team (and the Police in an emergency) because it is in his/her best interest
5. REPORT IT! If someone is in immediate danger call the Police (999), otherwise talk to the LTA Safeguarding Team as soon as possible. Once reported, the Safe and Inclusive Tennis Team will work with you to ensure the safety and well-being of the child/adult at risk
6. Do not let personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation using the Reporting a Concern Form. Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the LTA Safeguarding Team within 48 hours of the incident, who will store it safely.

APPENDIX C: REPORTING A SAFEGUARDING CONCERN OUTSIDE THE TENNIS ENVIRONMENT

What to do if you are worried that a child is being abused outside the tennis environment (e.g. at home, school or in the community) but the concern is identified through the child's involvement in tennis



4. REPORTING A SAFEGUARDING CONCERN FORM



Dated: 1 October 2020

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination.

If someone is in immediate danger, call the police on 999.

Please complete the form (electronically or print and use black ink) within 24 hours and return to the Safe and Inclusive Tennis Team at safeandinclusive@lta.org.uk within 48 hours of the concern.

DATE CONCERN RAISED:	TODAY'S DATE:

Section 1) Details of those involved in concern

	YOUR DETAILS	WELFARE OFFICER / REFEREE (IF DIFFERENT)
Name		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

	PERSON YOU ARE CONCERNED ABOUT	ALLEGED PERPETRATOR
Name		
Date of birth (if known)		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

Is the Welfare Officer/Referee aware of the concern? (please delete)	
Yes	No

Section 2) Details of the concern

<p>WHAT HAPPENED?</p> <p>Please include:</p> <ul style="list-style-type: none">• When• Where• Who told you about the concern• Who was involved• Any visible injuries?	
<p>Additional comments:</p> <p>Is there any other information which you think is relevant to the concern?</p>	

Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

Name(s)	
Contact details (including address)	
Have they been informed of the concern?	<div> <div>Yes</div> <div>No</div> <div>(please delete)</div> </div>
<i>The parent/carers should not be informed if doing so would put the child/adult at risk of harm</i>	If they have not been informed of the concern, please give your reason why:

Section 4) Actions taken

Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.)			
Name	Organisation and role	Contact details	Date informed

What did they say/do?	
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What else has been done about the concern (if anything)?	
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5. HEALTH AND SAFETY POLICY AND STATEMENT



Dated: 1 October 2020

1. Scope

This document contains the guidance and procedures that Cheddington Tennis Club ("CTC") has introduced to meet the requirements of the Health and Safety at Work Act.

Cheddington Tennis Club is committed to maximising the safety and welfare of all its members including visitors, guests and members of the public. All members are required to comply with this policy.

2. Organisation for Health and Safety

The ultimate responsibility for health and safety lies with the Committee. The Committee is responsible for the day to day supervision and the preparation/review of Risk Assessments. The person designated as the Welfare Officer is Jenna Lake (jenna.jones2@btinternet.com).

3. Health and Safety Manual

CTC and its Committee are committed to the Health & Safety at Work Act 1974. This Health and Safety Policy will form part of a Manual containing all necessary policies, procedures and documents. It is available for review on the website.

- In the case of an accident or an incident that could have led to an accident, members are required to inform a member of the Committee.
- All incidents are to be recorded by that member of the Committee in the Accident Book.
- First aid kits are located in the Pavilion.
- The village defibrillator is located on the left hand external wall of the Methodist Church (behind the village green).
- GIVEN THE CLUB'S LOCATION AND THE FACILITIES AVAILABLE IT IS RECOMMENDED THAT PLAYERS CARRY A MOBILE PHONE ONTO COURT.

4. Risk Assessment Policy

CTC will carry out a full annual risk assessment of the facility and intermediate assessments of the courts with a view to highlighting potential hazards and taking the appropriate action wherever necessary to ensure a safe and enjoyable environment.

The Committee is responsible for addressing issues. If a member/user wished to report a hazard or potential hazard, they should contact any member of the Committee.

Equipment and site maintenance will be a regular item on the agenda at Committee meetings. Any issues raised and the appropriate action taken will be recorded in the minutes.

The Club will produce and maintain:

- a Risk Register which identifies all hazards associated with club activities
- a Risk Assessment for each hazard identified in the Risk Register.

5. Review

This document will be reviewed annually.

The Committee

6. HEALTH AND SAFETY RISK REGISTER



Dated: 1 October 2020

This document is a list of health and safety risks/hazards that may be appropriate to CTC. A risk assessment has been undertaken for each hazard listed.

1	Hazards inside the pavilion
1.1	Electrical equipment
1.2	Electrical installation including fuse boxes and floodlighting
1.3	Slip / trip / fall hazards – wet floor, untidiness
1.4	Fire, hot liquids hazard

2	Hazards outside pavilion (non tennis play)
2.1	Switching on floodlights at meter cupboard
2.2	Climbing fences by members of the public to access courts when locked e.g. to retrieve football
2.3	Poor fence and court maintenance
2.4	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc

3	Hazards whilst playing tennis
3.1	Poor playing surface
3.2	Hard or sharp objects on court
3.3	Weather conditions making court surface slippery.
3.4	Collisions / Conflict with surrounding objects or people
3.5	Impact from rackets or balls during play
3.6	Personal injury – fracture / sprains / cuts
3.7	Injury by treading on tennis balls
3.8	Differing skill levels between players
3.9	Inadequate level of physical fitness / strength
3.10	Medical conditions of players
3.11	Inappropriate use of rackets

4	People and Organisational Hazards
4.1	Lack of information, training or instruction
4.2	Poor activity planning or preparation and delivery
4.3	Ignorance of rules and / or code of conducts
4.4	Unsafe behaviour or attitude
4.5	Lack of appropriate first aid equipment and trainers
4.6	Lack of fire extinguishers
4.7	Poor safety control from coach
4.8	Poor safety awareness from players

7. HEALTH AND SAFETY RISK ASSESSMENT



1 October 2020

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
1	Hazards inside the pavilion						
1.1	Electrical equipment	Defective equipment could cause electrical injuries	Inform Parish Council	Low	No		Ongoing
1.2	Electrical installation including fuse boxes and floodlighting	Defective equipment could cause electrical injuries	Responsibility of Parish Council	Low	No		Ongoing
1.3	Slip / trip / fall hazards – wet floor, untidiness	Personal injuries	General checks by Committee - Inform Parish Council	Low	No		Ongoing
1.4	Fire, hot liquids hazard	Personal injuries – burns and scolds.	First Aid Kit available	Low	Check First Aid Kit products are in date	Coach	October each year
2	Hazards outside pavilion (non tennis play)						
2.1	Using floodlights	Defective equipment could cause electrical injuries. Lack of	Electrical inspection and testing every 2 years. To be carried out by	Low	Inspection certificates to be filed with	Committee	1 October every other year

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
		a security light could lead to people tripping in the dark	a competent person as required by Electricity at Work Regulations		Maintenance Register		
2.2	Climbing fences by members of the public to access courts when locked e.g. to retrieve football	Injury as a result of falling	None	Low	No		
2.3	Poor fence and court maintenance	Injury as a result of sharp objects and/or poor surface	Regular maintenance inspection by Committee	Low	Record any findings in Maintenance Register	Committee	On-going
2.4	Tidiness on and off court areas – debris, drink bottles, loose boards, stones etc	Trips, slips cuts and other personal injuries	Regular maintenance inspection by Committee	Low	Record any findings in Maintenance Register	Committee	On-going
3	Hazards whilst playing tennis						
3.1	Poor playing surface	Poor playing surfaces could cause ankle and leg injuries for players, and could make both training and matches dangerous and unsafe	Proper tennis footwear to be worn at all times when playing. Courts to be maintained to a high standard to avoid uneven and slippery surfaces	Medium	Footwear: all policies distributed to members annually, at beginning of the membership year Regular moss control undertaken. Warning re: chemical treatment	Committee	Rules circulated with membership renewal. Moss control: Parish Council workman to advise.

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
					to be put on court for one week following application		
3.2	Hard or sharp objects on court	For example, injury as a result of crashing into benches	Proper tennis footwear to be worn at all times when playing. Courts to be maintained to a high standard to avoid uneven and slippery surfaces	Low	Footwear: all policies distributed to members annually, at beginning of the membership year Regular moss control undertaken	Committee	Rules circulated with membership renewal. Moss control: Parish Council workman to advise.
3.3	Weather conditions making court surface slippery	Injury as a result of falling	It is left to the players to concentrate and play responsibly and to decide if the court is not suitable for play. First aid box on hand	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
3.4	Collisions / Conflict with surrounding objects or people	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player should be reported to the Committee	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
3.5	Impact from rackets or balls during play	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous	Low	All policies distributed to members annually,	Committee	With membership each year

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
			behaviour by any player should be reported to the Committee		at beginning of the membership year		
3.6	Personal injury – fracture / sprains / cuts	Injury	It is left to the players to play within their own physical limits. First aid on hand. Players reminded to carry a mobile phone to use in an emergency	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
3.7	Injury by treading on tennis balls	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player should be reported to the Committee		All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
3.8	Differing skill levels between players	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous behaviour by any player should be reported to the Committee	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
3.9	Inadequate level of physical fitness / strength	Injury	It is left to the players to play within the limits of any medical condition that they may have. First aid on hand	Low	No		
3.10	Medical conditions of players	Injury	It is left to the players to play within the limits of any medical condition that they may have. First aid on hand	Low	No		
3.11	Inappropriate use of rackets	Injury	It is left to the players to concentrate and play responsibly. First aid on hand. Any dangerous	Low	All policies distributed to members annually,	Committee	With membership each year

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
			behaviour by any player should be reported to the Committee		at beginning of the membership year		
4	People and Organisational Hazards						
4.1	Lack of information, training or instruction	Could lead to unnecessary injuries	Any dangerous behaviour by any player should be reported to the Committee	Low	No		
4.2	Poor activity planning or preparation and delivery	Could lead to unnecessary injuries	None	Low	No		
4.3	Ignorance of rules and/or Code of Conduct	Could lead to unnecessary injuries	Circulate policies and rules annually	Medium	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
4.4	Unsafe behaviour or attitude	Could lead to unnecessary injuries	Circulate policies and rules annually	Medium	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
4.5	Lack of appropriate first aid equipment and trainers	Inappropriate footwear could lead to unnecessary injuries	First aid box to be maintained. Members to be reminded that appropriate footwear is imperative. Members advised to carry a mobile phone in case of emergency.	Medium	First aid box checked. All policies distributed to members annually, at beginning of the membership year	Welfare Officer / Committee	First aid: 1 October each year Policies: With membership each year

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
4.6	Lack of fire extinguishers	Fire hazard	Parish Council to provide	Low	No		
4.7	Poor safety control from coach	Could lead to unnecessary injuries	Limit numbers in class. Circulate Code of Conduct.	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
4.8	Poor safety awareness from players	Could lead to accidents	Full policy manual to be accessible in Pavilion. All new members to be provided with all policies via Email and policies circulated annually.	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
	Hazards specific to junior group coaching sessions						
5.1	Inadequate supervision	Could lead to injury	Employ a professional coach. Review current requirements re: experience, qualification, DBS check	Low	No		
5.2	Inexperienced and/or unqualified coach	Could lead to injury	Employ a professional coach. Review current requirements re: experience, qualification, DBS check	Low	No		
5.3	Inappropriate footwear	Could lead to injury	Proper tennis footwear to be worn at all times when on the tennis courts	Low	No		

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
5.4	Group too large	Could lead to injury	Coach to limit numbers in class	Low	No		
5.5	Poor safety control from coach	Could lead to injury	Employ a professional coach. Review current requirements re: experience, qualification, DBS check	Low	No		
5.6	Poor safety awareness from players	Could lead to injury	Circulate Code of Conduct – persistent offenders should be expelled	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
5.7	Aggression between players	Could lead to injury	Circulate Code of Conduct – persistent offenders should be expelled	Low	All policies distributed to members annually, at beginning of the membership year	Committee	With membership each year
5.8	Lack of parental contact details	Could lead to delay in contacting them in an emergency	Coach to ensure he/she has all parent contact information to hand	Low	No		
5.9	Inappropriate/uncontrolled use of rackets	Could lead to injury	Circulate Code of Conduct – persistent offenders should be expelled	Low	All policies distributed to members annually, at beginning of the membership year	Committee	April each year
5.10	Debris left on court/in pavilion after session e.g. drink bottles and cans	Could lead to injury	Circulate Code of Conduct – persistent offenders should be expelled	Low	All policies distributed to members annually, at beginning of the membership year	Committee	April each year

Hazard Ref.	Hazard Description	Potential Effect	Existing or Minimum Controls	Low / Medium / High Risk	Further Controls Required?	Who by?	By When?
5.11	Inappropriate behaviour	Could lead to injury	Circulate Code of Conduct – persistent offenders should be expelled	Low	All policies distributed to members annually, at beginning of the membership year	Committee	April each year

8. EQUALITY AND DIVERSITY POLICY



Dated: 1 October 2020

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. An explanation of the different types of discrimination is attached at Appendix A.

This policy is fully supported by the Committee who are responsible for its implementation and review on an annual basis or with updates in legislation.

We expect all members and club visitors to adhere to the following:

- Take responsibility for setting and upholding standards and values that apply throughout the tennis venue at every level, so tennis can be enjoyed by everyone who wants to participate.
- Demonstrate a commitment to eliminating discrimination by reason of age, gender, gender reassignment, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities and an inclusive welcoming environment.
- Ensure that members, non-members and visiting teams are treated fairly and with respect and ensure that all members of the community regardless of their ability have access to and opportunities to take part in, and enjoy its programmes of activities, competitions and events.
- Oppose all forms of harassment, bullying or abuse towards an individual or group whether it is physical, verbal or online that is based on any of the characteristics listed above or for any other reason. Any incidents of this or a similar nature will be treated seriously and subjected to the appropriate disciplinary process.
- Ensure there is an immediate investigation of any complaints of discrimination on the above grounds, once they are brought to the attention of the Committee. Complaints will be dealt with in accordance with the complaints policy and, where such a complaint is upheld, the Committee may impose such sanctions as it considers appropriate and proportionate to the discriminatory behaviour.
- Promote a culture that encourages the learning and development of coaches and volunteers in order to achieve greater diversity and inclusion within tennis. As a minimum the Coach and Welfare Officer will undertake the LTA's Equality, Diversity and Inclusion Training
- Support, promote and enforce the LTA/Tennis Foundation Fair Play values within all tennis activities and environments. These are:
 - Good sportsmanship, honesty and respect whether you win or lose
 - Learning to challenge yourself and improve social skills
 - Taking responsibility for your actions, calling scores and lines clearly and fairly even if it costs you the point
 - Learning and following the rules and being a role model to younger people
 - Enjoyment of the sport
- Be committed to and deliver a policy of fair and equitable treatment for all members and require all members to abide by and adhere to these policies and the requirements of the Equality Act 2010 as well as any amendments to this Act or any new equality legislation.
- Be committed and take action to create an inclusive environment that is welcoming and seeks to improve representation across all groups and participation at all levels within tennis.
- The Welfare Officer is: Jenna Jones: Email: jenna.jones2@btinternet.com

APPENDIX A

GLOSSARY OF TERMS

Age: This refers to a person belonging to a particular age group, which can mean people of the same age (e.g. 32-year old's) or range of ages (e.g. 18 - 30-year old's, or people over 50).

Bisexual or Bi: – refers to a person who has an emotional and/or sexual orientation towards more than one gender.

Bullying: can involve any form of physical, emotional, sexual or discriminatory abuse. It can also include cyber-bullying – using social media or mobile phones to perpetrate bullying.

Direct discrimination: treating someone less favourably than another person because of a protected characteristic.

Disability: A person having a physical or mental impairment that has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Discrimination: treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Discrimination by association: discrimination against someone because they are associated with another person who possesses a protected characteristic.

Discrimination by perception: discrimination against someone because of the belief that someone possesses a protected characteristic.

Diversity: acknowledging and celebrating the differences between groups of people and between individuals.

Equality: treating everyone with fairness and respect and recognising and responding to the needs of individuals. Taking positive actions to address existing disadvantages and barriers affecting how people engage with and participate in tennis.

Ethnicity: the social group a person belongs to, and either identifies with or is identified with by others, as a result of a mix of cultural and other factors including language, diet, religion, ancestry and physical features traditionally associated with race. Ethnicity is essentially self-defined and may change over time.

Gay: refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also, a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.

Gender identity: this is an individual's internal self-perception of their own gender. A person may identify as a man, as a woman, as neither man or woman (non-binary) or as androgyne/polygender.

Gender reassignment: The process of changing or transitioning from one gender to another.

Harassment: unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees can complain of behaviour they find offensive even if it is not directed at them.

Hate crime: crime that is targeted at a person because of hostility or prejudice towards that person's disability, race or ethnicity, religion or belief, sexual orientation or transgender identity. This can be committed against a person or property.

Homophobia: the fear, unreasonable anger, intolerance or/and hatred toward homosexuality, lesbian gay and bisexual people whether that person is homosexual or not.

Inclusive leadership – leaders who are aware of their own biases and preferences, actively seek out and consider different views and perspectives to inform better decision-making. They see diverse talent as a source of competitive advantage and inspire diverse people to drive organisational and individual performance towards a shared vision.

An Inclusive Leader – is a role model exemplar of inclusive behaviour; listens to and seeks out the views of diverse people and takes account of these views, without bias, in the decisions they make; appreciates that a diverse group of people will

generate more creative solutions to problems and encourages this; inspires people through a shared vision of future success and motivates them to deliver it; leverages difference for high performance and provides responsive excellence to customers', clients' and service users' needs; provides positive feedback to boost people's self-efficacy; puts effort into helping diverse people identify their talents and develop them for performance now and future advancement; communicates authentically and honestly in a way that inspires trust, loyalty and well-being.

Inclusion: recognising that people from different backgrounds may have different needs and expectations and may experience barriers in trying to access tennis. An inclusive venue is one that takes steps to attract and engage with people from many different backgrounds and meet their needs so that everyone has a positive experience and has the opportunity to achieve their potential.

Indirect discrimination: a practice, policy or rule which applies to everyone in the same way, but that has a worse effect on some people than others.

LGBTQ: an acronym for Lesbian, Gay, Bisexual, Trans and Questioning.

Lesbian: a woman who has an emotional romantic and /or sexual orientation towards women.

Monitoring equality: refers to data collection and analysis to check if people with protected characteristics are participating and being treated equally. For example: monitoring of the number of people with a disability who play tennis at our venue.

Non-binary – an umbrella term for a person who does not identify as only male or only female, or who may identify as both.

Positive action: a range of lawful actions that seek to overcome or minimise disadvantages (for example in employment opportunities) that people who share a protected characteristic have experienced, or to meet their different needs.

Pregnancy and maternity: pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Questioning: it refers to the process of exploring your own sexual orientation and/or gender identity.

Race: refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Radicalisation, extremism and terrorist behavior: Radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

Reasonable adjustment: What is considered reasonable will depend on all the circumstances of the case including the size of an organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance

Religion or belief: religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex: refers to the biological makeup such as primary and secondary sexual characteristics, genes, and hormones. The legal sex is usually assigned at birth and has traditionally been understood as consisting of two mutually exclusive groups, namely men and women.

Sexual orientation: a person's emotional, romantic and/or sexual attraction to another person.

Trans: an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, cross dresser, non-binary, genderqueer (GQ).

Transphobia: the fear, unreasonable anger, dislike, intolerance or/and hatred toward trans people, whether that person has undergone gender reassignment or is perceived to have done that.

Transsexual Person: someone who has started the process of changing their gender identity is undergoing or has undergone gender reassignment.

Unconscious bias or implicit bias: this refers to a bias that we are unaware of, and which happens outside of our control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences.

Victimisation: when someone is treated badly because they have made or supported a complaint or grievance.

9. EQUALITY AND DIVERSITY COMPLAINTS PROCEDURE



Dated: 1 October 2020

In the event that any member, 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 follow the procedures below.

1. The complainant should report the matter in writing to the Welfare Officer or a member of the Committee. The report should include:
 - details of what occurred;
 - details of when and where the occurrence took place;
 - any witness details and copies of any witness statements;
 - names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
 - details of any former complaints made about the incident, including the date and to whom such complaint was made; and
 - an indication as to the desired outcome.
2. On receiving a complaint the Committee:
 - 2.1 will request that both parties to the complaint submit written evidence regarding the incident(s);
 - 2.2 may decide (at its sole discretion) after reviewing the complaint and supporting evidence to uphold or dismiss the complaint without holding a hearing;
 - 2.3 may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
 - 2.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):
 - warn as to future conduct;
 - suspend from membership;
 - remove from membership;
 - exclude a non-member from the facility, either temporarily or permanently; and
 - turn down a non-member's current and/or future membership applications
 - 2.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.
 - 2.6 Either party may appeal a decision of the Committee to the County Association (including a decision not to hold a hearing) by writing to chairman@buckstennis.com within 3 months of being notified of the decision.
3. If the nature of the complaint is with regard to the Committee, the member/visitor has the right to report the discrimination or harassment directly to the relevant County Association.

10. GENERAL DATA PRIVACY REGULATION POLICY



Dated: 1 October 2020

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Cheddington Tennis Club, High Street, Cheddington, Leighton Buzzard, Beds, LU7 0RG.

About this document

This privacy policy sets out the way we process your personal data and we have created this privacy policy to make sure you are aware of how we use your data as a member of our tennis venue.

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you contact us on the email provided, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member or your tennis coach who has provided us with your contact details for that purpose);
- From the LTA (for example, where the LTA passes on your details to us in connection with a complaint or query you have raised about our Venue).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information;
- Certain other information which you volunteer when making use of your membership benefits (for example, when making use of other Venue facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a Venue social event or a course/camp.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your Venue membership, including:
 - informing you about court / facilities opening hours;
 - taking payment of membership fees;
- Fulfilment of orders for goods and services, including court bookings;
- Administration of the Wimbledon ballot;

where this is necessary for the performance of a contract (including any written terms and conditions relating to your membership) with you;

- Research and statistical analysis about who is playing tennis in our Venue;
- Communication about our Venue activities that we think may be of interest to you;
- Storing your details on the software platform we use for our online Venue member management database.
- Where this is necessary for our legitimate interests (for example in increasing use of our Venue's facilities and participation in the game generally);
- Promoting our Venue and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses, and organisers of tennis events) where we think this will be of interest to you;

where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Venue. Examples of these essential service communications are:

Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).

Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 01296 692244

Email: chadwva@ffhsj.com

Post: Cheddington Tennis Club, Elsage Barn, Church Lane, Cheddington LU7 0RU

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our volunteers/coaches, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Venue membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the Club:

by email: chadwva@ffhsj.com

by telephone: 01296 692244

or by post: Cheddington Tennis Club, c/o Elsage Barn, Church Lane, Cheddington LU7 0RU

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.

11. CONSTITUTION



CHEDDINGTON TENNIS CLUB

Amended CONSTITUTION to reflect incorporation of LTA

1. Name

The name of the tennis club shall be CHEDDINGTON TENNIS CLUB hereinafter known as the Tennis Club.

2. Aims

The aim of the Tennis Club is to consist of no less than 20 persons of whom at least 10 are of the age of 18 years or over associated together for the purpose of playing tennis. The Club is to be managed by a committee in accordance with the Constitution and Rules, who are to organise and manage tennis, social and other facilities for all members. The Club is constituted as a non-profit making Members' Club.

3. Management

The management of the Club shall be in the entire control of a Committee of members in addition to the Officers, who shall be ex-officio members of the Committee. All shall be elected for the year at the AGM except that the elected Committee shall have the power to fill any casual vacancy. The Committee shall from time to time revise the Club's rules and shall have the power to decide any matter unprovided for by this Constitution and the current Club Rules.

The Club agrees that each member of the Committee will be required as a condition of election or appointment, to agree to be bound by and subject to the club Rules, the LTA Rules and the Disciplinary Code, such agreement to an express acknowledgement that the Contracts [Rights of Third Parties] Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

4. Defined terms

"Disciplinary Code" means the disciplinary code of the LTA in force from time to time.

"LTA" means LTA CLG and its subsidiaries or such successor entity or entities as become the governing body of the game of lawn tennis from time to time.

"Member" means a member of Cheddington Tennis Club.

"LTA Rules" means the rules of the LTA as in force from time to time.

5. Membership

5.1 Each member agrees as a condition of membership :

- a) To be bound by and subject to the Club rules as may be in force from time to time
- b) To be bound by and subject to the LTA rules and the Disciplinary Code as may be in force from time to time.

5.2 Rule 5.1 (b) confers a benefit on the LTA and subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts [Rights of Third Parties] Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules apart from rule 5.1 should be enforceable, by virtue of the Contracts [Rights of Third Parties] Act 1999, by any person who is not a party to this agreement.

5.3 Membership shall be 6 kinds according to the club rules [i.e. Senior, Junior, Student, Visitor, Day & Honorary]. Honorary membership including Honorary Life Membership shall be strictly limited and at the discretion of the Committee by way of reward for special services to the Club.

5.4 The Committee may terminate or suspend the membership of any Member or exclude any Visitor or impose any other sanction they determine to be appropriate, whom it considers guilty of a breach of the Club Rules or of misconduct or offensive behaviour to any other Member or Visitor, whether on the Club's premises or elsewhere.

6. Coaches and players

The Club agrees that all unlicensed and unregistered coaches and so far as reasonably practicable, players and other persons using the facilities of the Club will be required as a condition of such use, to agree to be bound by and subject the Club rules, the LTA rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts [Rights of Third Parties] Act 1999 applies and that the LTA and the Club can enforce any breach at it's option and in it's sole discretion.

7. General Meetings

The Committee shall provide :-

- (i) For the holding of annual and other general meetings of the Club.
- (ii) For the election by members of the Tennis Club either annually or at other stated periods, of their representatives on a committee of management provided that, where the ownership of the Club is not vested in the members as a whole, such representation is not less than one half of the committee and
- (iii) For the election of Officers and alterations of the Rules of the Club by members of the Club in general meeting or by the Committee of Management.

The quorum for a General Meeting shall be 30% of the members or 10 members, whichever is less.

The Committee shall meet at regular intervals throughout the year and is responsible for ensuring that the Club complies with its aims and is properly managed. A quorum for a Committee Meeting shall be not less than half of the Committee, including 2 of the Officers.

8. Finance

The Committee shall ensure that proper accounting records of the Club are kept. Two officers shall sign all cheques, one of whom shall normally be the Treasurer.

At the end of the financial year, whilst complying with the requirements of current legislation, the Treasurer shall normally prepare formal accounts, which after review by an independent examiner appointed by the Committee, shall be presented to the AGM. An independent examiner is a person independent of the Club who is reasonably believed by the Committee to have the requisite ability and practical experience to carry out a competent examination of the accounts.

The funds of the Club shall be used only for the purposes of the Club. The Committee has the power to fix and collect fees as required.

9. Dissolution

The Tennis Club shall be dissolved on the passing of a resolution to that effect at a General Meeting after due notice, by at least two-thirds of those present and voting. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets. It shall be deemed that at or after its dissolution all assets or surplus funds will only be distributed to any non-profit making organisation or charity.

10. Injury, Loss of Property etc

Members or Visitors leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause. Details of Club Insurance to be displayed in the Pavilion or other prominent location at all times.

11. Alterations or Amendments

No alteration or amendment shall be made to this Constitution save by a two-thirds majority of those present and voting at the AGM or at an Extraordinary General Meeting.

12. Rules and Regulations

A copy of this Constitution and the Rules made by the Committee shall be prominently displayed at all times on the Club Notice-board and all members shall be deemed conversant herewith. The Constitution shall not be altered except at a General

Meeting after due notice [21 days] and then only provided that two-thirds of those present and voting are in favour. The Club Rules shall be made and periodically revised by the Committee.

Signed : M.R. Sandy

Dated : 19/09/1986

MATTHEW R. SANDY

SECRETARY OF CHEEDDINGTON TENNIS CLUB