

CHULMLEIGH TENNIS CLUB

Code of Conduct & Privacy Notice

For Members and CTC Guests

Chulmleigh Tennis Club is an LTA Registered Club. By joining as a member, you agree to abide by our Code of Conduct and accept the Privacy Notice.

MEMBERSHIP CONFIRMATION & ACCESS CODE

Members are given membership confirmation via email and an access code for the court padlock when the payment is made and membership is active. If there is no one else on the court after use, please lock up and scramble the code, whether or not the Sports Centre is open. Please impress on junior members the importance of keeping the code to themselves and scrambling the lock. The club advises you to keep your membership confirmation email in case requested by another member. The code will usually be changed annually.

LEAGUE GAMES

To play for Chulmleigh Tennis Club in the leagues you must be a paid up member of the club and the LTA before you play a match.

FOOTWEAR

Only tennis shoes or non-marking trainers are allowed on the courts.

GUESTS

Guests are welcome to play with members, for a limited time (up to 3 visits per year) though do so at their own risk. All under 18 guests must have a parent or guardian present. Guests that play more than 3 times per year, but for a very short part of the year should pay the Visitor Rate of £20, as a minimum. This allows play for up to one month.

JUNIORS

Children under 13 must be supervised by an adult (18+) at all times. Juniors between 13-18 may play on the courts providing a parent or guardian agrees (by signature on this form) to go through the tennis club code of conduct and guidelines with them and accept responsibility for them and their actions. The club insurance will only be valid if this procedure is followed. Otherwise all under 18s MUST be accompanied by an adult at all times, unless involved in an organised CTC Event.

Where under 18s are taking part in a Club event, at least one member present, must have:

- completed as a minimum the LTA online safeguarding training
- understood their safeguarding responsibilities and what they must do where issues arise
- familiarised themselves with the event safeguarding plan and appropriate lines of communication
- read and approved the relevant event code of conduct
- completed a satisfactory criminal records check

The relevant DBS contact will be responsible for ensuring the safety of children at all times during the event and until all children are safely returned to their parent and/or guardian.

TENNIS BALLS FOR CLUB SESSIONS

For club sessions, used balls are available from the tennis club storage bench. League balls should be placed in the storage box after matches. Old balls will be cleared at the start of each season.

FLOODLIGHTS

Members pay for the use of the floodlights (£2 for 30 mins). Floodlight tokens can be purchased from the Central Stores, Chulmleigh. Blue warning lights on the Primary School side of the courts flash five minutes before they run out. If the lights go off before a new token is added there's a 15-20 minute cool down

period BEFORE the lights will work again. Planning permission for the lights is only until 10 pm so please don't use them after this time.

HOT & ICY OR VERY WET WEATHER

If we get a heat wave and the courts seem sticky underfoot or if they are icy or very wet, please do not use the courts.

GUIDANCE ON ACCIDENTS

If an accident occurs during Sports Centre opening hours, report to reception and fill in an accident form. There is a basic first aid kit and spare accident form in the bench locker on the tennis courts for when the Sports Centre is shut. ALL accidents reports must also be sent to chulmleightennis@gmail.com, as soon as possible. If you need an accident report form, please request one from the Committee, using the email above. For emergencies phone 999 giving Chulmleigh Sports Centre EX18 7AA as location.

CLUB RULES

CTC has a Constitution and a Code of Conduct and Guidelines for Tennis Club Members, plus the following policies: Diversity and Inclusion; Safeguarding; Code of Conduct for Working with Children and Young People; Whistleblowing; Safe Recruitment; Privacy Notice and LTA Risk Assessment. Copies can be obtained from the Chairperson via email at chulmleightennis@gmail.com and most policies are available on our website.

Our club rules include:

- treat all members and personnel with respect
- promote the positive aspects of tennis e.g. fair play
- encourage all participants to learn the rules and play within them, respecting decisions of match officials
- actively discourage unfair play, rule violations and arguing with match officials, coaches and responsible adults
- recognize good performance, not just match results
- place the well-being and safety of young people above the development of performance
- respect young people's opinions when making decisions about their participation in tennis
- no chewing gum on or around the courts
- food should not be consumed in the court area
- take away your rubbish
- if a game is in progress, wait for a pause in play to cross at the back of a court
- Switch off mobile phones during matches
- leave the winders in place and put the net measuring stick in the club storage bench
- maintain a high standard of language use
- report any suspicions of child abuse to the Welfare Officer (Carolyn Walker – TEL. 01769 580497)
- if there are more members than courts available, then people playing should ensure that everyone present has an equal opportunity to play tennis. This may mean that games in play may have to be shortened to allow fair use of the courts by members waiting. People with court bookings have priority
- players should make every effort to find 'lost' tennis balls.
- all club officers, coaches and appointed volunteers will hold relevant qualifications and be covered by appropriate insurance.

For parent or guardian to sign and return to CTC for instance where juniors (ages 13-18) play tennis without a parent or guardian present.

Name (BLOCK CAPITALS):

Parent/guardian signature: Date:.....

By signing, you agree to that you've gone through the tennis club code of conduct and guidelines with them and accept responsibility for them and their actions.

PRIVACY NOTICE

(Data Protection Act 28 May 2018)

Why we hold and process information (as a hard copy or on a computer) This notice sets out how we hold and process information we hold about you. We process personal information about our members and coaches so we can manage the tennis club. This includes: • Dealing with applications for coaching courses • Checking suitability of coaches (LTA registration, references and qualifications) • Collecting fees and maintaining our accounts and records • Organising league, inter-club and tournament matches • Holding the Wimbledon ballot, • Publicising club information to members about events and fundraising activities Relevant information may include personal and financial details. By law, we have to carry out DBS checks on coaches and volunteers supervising children under 18. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies electronically.

Sharing information with others We may need or be obliged to share personal information we process with other groups or organisations. In doing this we will adhere to data protection legislation. The bodies we may share information with includes, but is not exclusive to, Educational institutions, the LTA and BTM, Other tennis clubs, other CTC members, medical services, next of kin, the Police and regulatory services and the media, provided written permission has been granted.

Why we use your personal Information? We may use the personal information you give us in a number of ways, for example for legitimate club activities (as above); to decide whether a coach is suitable for us; to communicate notices and information to you; for accounting and auditing purposes (e.g. Annual club accounts and LTA registration).

Right to gather information You have a right to ask for a copy of the information that we hold about you. We want to make sure that your personal information is accurate and up to date. You should inform us promptly if your personal details change. For example you change your mobile number or email address. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us chulmleightennis@gmail.com . CTC will have one month to provide you with this information.

Transparency Your information will be held as a hard copy and electronically and only by those who require this information, for example to send you information about events. You have the right to withdraw this consent for opted in data.

Security Breaches If a breach occurs high-risk members will be informed within 72 hours.

Data Processors Where information is required by a coach or CTC, CTC will ensure that it will be kept securely.

Audit There will be an annual audit of membership and personal data kept by CTC and data in excess of 5 years of membership will be destroyed by shredding or by deleting electronic files.

Data Controller Membership Secretary
Stephen Brookman
Amended 18/02/2023