



HLTC Policies and Procedures List

Policy and Procedures

This document records the formal policies and procedures that have been adopted by HORLEY LAWN TENNIS CLUB ('HLTC'). Guidance on the policies required was initially taken from the Lawn Tennis Association requirements for Tennis Clubmark (later replaced by Tennismark) plus further policies that HLTC considers are required for good governance. Policies are regularly reviewed by the Committee to ensure they remain up-to-date.

| Policy | Current Version/Date |
|---|----------------------|
| Volunteer recruitment and retention policy | V1.0 24 Jan 2012 |
| Safeguarding policy | V2.0 13 Feb 2022 |
| Code of Practice for Working with Children and Young People | V2.0 20 Feb 2020 |
| Photography and Filming of Children and Young People policy | V2.0 20 Feb 2020 |
| Diversity and Inclusion policy | V2.0 20 Feb 2020 |
| Accident and Emergency Guidance | V2.0 23 Feb 2016 |
| Maintenance policy | V1.0 24 Jan 2012 |
| Complaints policy | V1.0 24 Jan 2012 |
| Feedback policy | V1.0 24 Jan 2012 |
| Sinking fund policy (embedded in the Maintenance policy) | V1.0 24 Jan 2012 |
| Policy and Procedures Commitment | V2.0 01 Aug 2012 |
| Smoking Policy | V3.0 01 Jul 2015 |
| Anti-bullying policy | V2.0 20 Feb 2020 |
| Code of Conduct for Members and Users | V2.0 20 Feb 2020 |
| Volunteer Commitment Form | V1.0 24 Jan 2012 |
| Risk Assessment Policy | V1.0 24 Jan 2012 |
| Environmental Policy | V1.0 01 Aug 2012 |
| Financial Policy | V2.0 07 Apr 2015 |
| Data Protection Policy | V5.0 27 July 2022 |
| Premises Hire Policy | V2.0 20 Feb 2020 |

Details of all policies can be found on the website and/or on the notice board or in a folder in the HLTC Clubhouse. For further clarification, please contact a member of the management committee.

Dated: 27 July 2022

