

## **RIDDLEDOWN LAWN TENNIS CLUB**

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## **Riddlesdown Lawn Tennis Club Privacy Policy**

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Riddlesdown Lawn Tennis Club of Lower Barn Road, PURLEY, CR8 1HQ

### **About this document**

This privacy policy sets out the way we process your personal data and we've 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 provide information via the Venue's club management software or court booking system, 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, including Direct Debit details;
- Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Venue facilities), including British Tennis membership details..

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;
- e.g Club Newsletter
  
- Storing your details on the software platform we use for our online Venue member management database / court booking system. Please note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site; 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:

Email: [riddlesdowntennis@gmail.com](mailto:riddlesdowntennis@gmail.com)

Post: Riddlesdown Lawn Tennis Club, Lower Barn Road, Purley, CR8 1HQ

## 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 employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Our contractors and suppliers, including coaches, any provider of membership management services.

## 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 administrator:

- by email: [riddlesdowntennis@gmail.com](mailto:riddlesdowntennis@gmail.com)
- or by post: Riddlesdown Lawn Tennis Club, Lower Barn Road, Purley, CR8 1HQ.

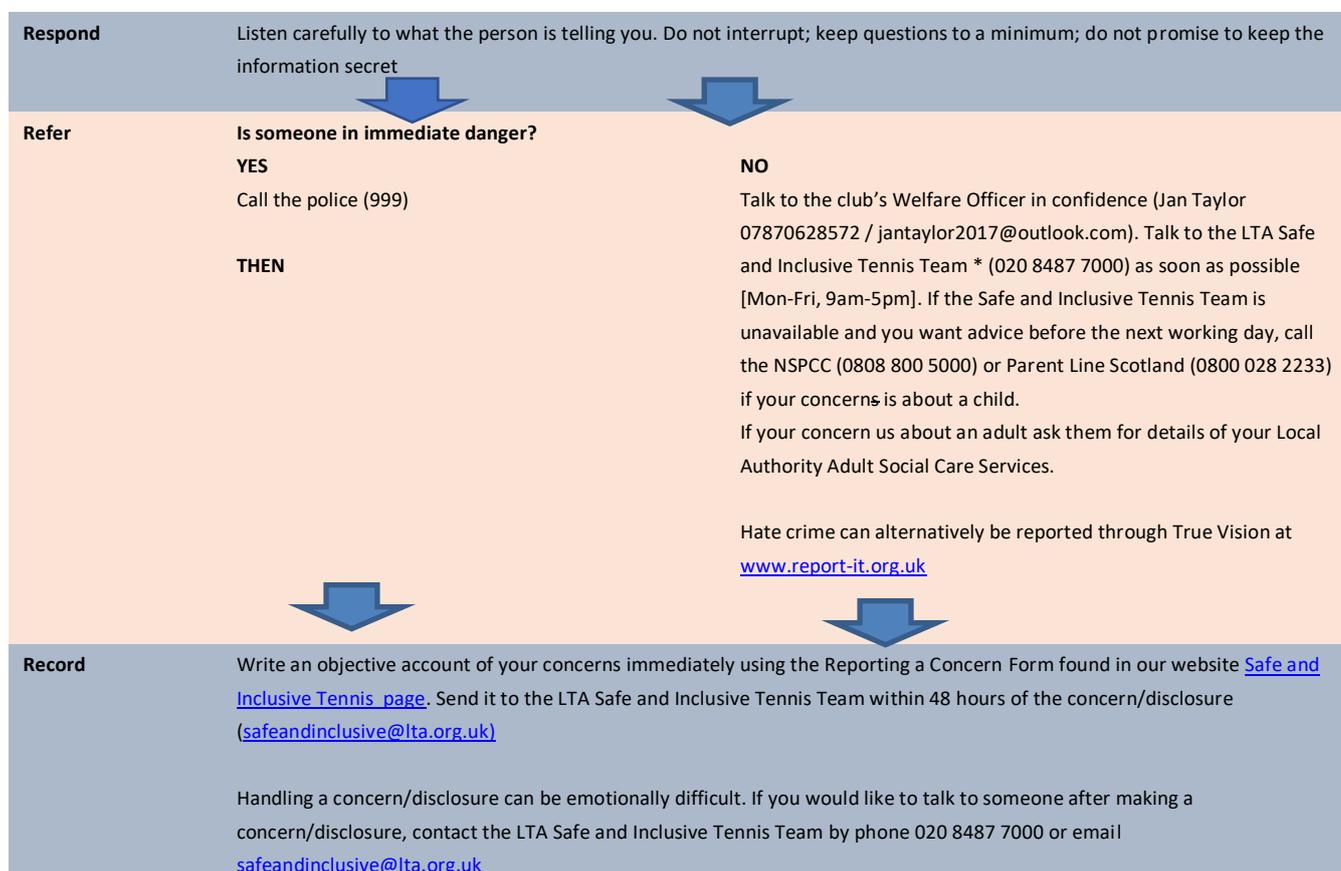
If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

## British Tennis Diversity and Inclusion Policy

### Including Code of Conduct and Reporting Procedure Riddlesdown Lawn Tennis Club (RLTC)

#### Concern Reporting Procedure

Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:



\* In Wales? You can also contact the Wales Safe and Inclusive Tennis Lead (029 2046 3335). In Scotland? You can also contact the Tennis Scotland Safe and Inclusive Tennis Lead (0131 444 4154).

(See appendix C for more details on what to do if a disclosure from a child or adult at risk is made to you)

#### Diversity and Inclusion in RLTC

This Policy sets out our commitment and includes our Safe and Inclusive Standards, Code of Conduct (page 8) and Reporting Procedure (page 2) and it supports our overall 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 in Tennis has a vital 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.

We are proud to have a Diversity and Inclusion Policy that demonstrates our commitment to making tennis diverse and inclusive. The commitment to Diversity and Inclusion is upheld by all - Lawn Tennis Association (LTA), Tennis Scotland, Tennis Wales and the Tennis Foundation.

These commitments are fully supported by the RLTC Committee.

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

Thank you.

## Diversity and Inclusion Policy

### 1. Policy Statement

This Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to **RLTC** and is based on similar policies of:

- The Lawn Tennis Association (LTA)
- Tennis Scotland
- Tennis Wales
- The Tennis Foundation.

As a club we contribute actively to enable more people to play tennis more often, in a manner that it is safe, inclusive, and fair. This applies regardless of a person's age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

We recognise that many concerns and/or disclosures may have both safeguarding and diversity and inclusion elements to them. This policy reflects this through its reporting procedures, which replicate the safeguarding concern reporting procedures.

This Policy strives to minimise risk and support our venue, programmes, events and individuals to deliver and experience a positive tennis experience for everyone. The Reporting Procedures in page 2 outlines how to respond to safeguarding or discrimination concerns/disclosures.

### 2. Use of Terminology

We have adopted the following definitions to explain our approach to diversity and inclusion in tennis:

**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

**Diversity** – acknowledging, celebrating and respecting the differences between groups of people and between individuals. We will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

**Harassment** – unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating and 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.

**Inclusion** – ensuring that tennis is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity e.g. player, employee, volunteer, coach or official. We will work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not

singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

**Positive action** – RLTC is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. We will ensure that we institute, support or contribute to appropriate measures or initiatives that enable access to tennis and participation in associated activities by people from any group that is under-represented in tennis or has difficulty accessing it and that they can do so with dignity or without being singled out.

(See Appendix A for full glossary of terms)

### 3. Scope

RLTC has direct safe and inclusive responsibility for:

- Staff, consultants, coaches and officials they employ;
- Volunteers, including board members and councillors they recruit;
- Venues they own;
- Events and programmes they run; and
- Ensuring all accreditation requirements are met by accredited coaches, officials and venues.

We recommend and support the development of good diversity and inclusion practice to:

- Accredited coaches, officials and venues;
- Players, parents and carers;
- Volunteers recruited by other organisations;
- Venues hired by or on our behalf
- Club Events.

This Policy is in line with national legislation (see appendix B for details of the relevant legislation) and applicable to our club, specifically to every person and place that we have direct safe and inclusive responsibility for.

### 4. Responsibility for implementation of the Diversity and Inclusion Policy

**Diversity and inclusion is everyone's responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.**

- The club's Committee and Chair have overall accountability for this Policy and Reporting Procedure, for being the strategic lead on diversity and inclusion and for ensuring compliance with the relevant legislation (see Appendix for details).
- The club's chair Dave Kerr and Welfare Officer Jan Taylor have overall responsibility for implementation of the policy.
- The Chair and Welfare Officer of the club are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments; and develop a strategic and proactive approach to diversity and inclusion and respond to discrimination concerns.
- The RLTC Club's Welfare Officer Jan Taylor is responsible for supporting the club to identify where diversity and inclusion support is required; to implement safe and inclusive procedures; promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure, to all the venues they manage, programmes, events and individuals including players, parents and carers.
- All staff, consultants, coaches, officials and volunteers involved in tennis are responsible for raising diversity and inclusion concerns with the club's Welfare Officer to start with; then the Safe and Inclusive Tennis team if applicable, as outlined in the Reporting Procedure.
- Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
- The RLTC committed to:
  - formally adopt this policy,
  - take steps to ensure that our committee, members, participants and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under our constitution;
  - ensure that access to membership as well as access to participation is open and inclusive;
  - publish accurate information about the location and accessibility of our facilities; and
  - support measures and initiatives that British Tennis may institute or take part in to advance the aims of this policy as part of our commitment to our LTA membership.

Where there is a diversity and inclusion concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the [Concern Reporting Procedure](#) above

### 5. Breaches of the Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure

Where there are concerns that diversity and inclusion good practice has not been followed, all staff are encouraged to follow your club's whistleblowing policy; consultants, coaches, officials, volunteers and players are encouraged to:

1. Complain directly to the person or organisation and seek resolution. In the first instance, this can often resolve many disputes or concerns.

2. If required, you can contact the LTA Safe and Inclusive Tennis Team: [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) - they can assist in liaising with the club and investigating the matter. Alternatively, the NSPCC Whistleblowing advice line: 0800 028 0285; [help@nspcc.org.uk](mailto:help@nspcc.org.uk) can be contacted.

3. Seek further advice from the Equality Advisory Support Service a call on 0808 800 0082. For further information their website is: <http://www.equalityadvisoryservice.com/app/ask>

If someone comes to you with a concern around discrimination, listen to their complaint, reassure them and advise them of the routes listed above (1-3).

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following by the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation:

- Venues – Potential removal of LTA accreditation
- Staff – disciplinary action leading to possible dismissal and legal action.
- Contracted consultants, officials and coaches – termination of current and future roles within all four organisations and possible legal action.
- Recruited volunteers, including councillors and board members – termination of current and future roles within all four organisations and possible legal action.

Actions taken by staff, consultants, volunteers, officials, coaches, venues, clubs and/or events outside of the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation 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 LTA Safe and Inclusive Tennis Team and Safeguarding and Protection Committee and/or Licensing and Registration Committee, an independent appeal body such as Sport Resolutions may be used. Their decision is final.

## 6. Related policies and guidance

- [Safeguarding Policy](#)
- Grievance Policy
- Bullying Policy
- [Transgender Policy](#)
- Data Protection Policy
- Disciplinary Policy
- Harassment Policy
- Complaints Policy
- Whistle-blowing Policy
- And others as may be identified from time to time.

## Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos

- 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)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- 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 abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not 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

**All children agree to:**

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, 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 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 adults 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, volunteers, coaches, officials and members of staff 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

# **Riddlesdown LTC Safeguarding Policy Statement**

Riddlesdown Lawn Tennis Club acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and LTA requirements. A copy of the club's full safeguarding policy is available from the club website

The club's safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of tennis at [insert name of club] in a safe and inclusive environment
- are protected from abuse whilst participating in tennis.

Riddlesdown Lawn Tennis Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Riddlesdown Lawn Tennis Club:

- promote and prioritise the safety and well-being of children and adults at risk
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk
- encourage and maintain a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation

The Club Welfare Officer can be contacted on: 07870 628572

The club's policy and procedures will be widely promoted and are mandatory for everyone involved in Riddlesdown Lawn Tennis Club.. Failure to comply with the policy and procedures will be addressed and may result in dismissal/exclusion from the club.

## **Whistleblowing**

Anyone who does not feel comfortable raising a concern with the Club Welfare Officer should contact the LTA Safeguarding Team directly on 020 8487 7000, the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000. Further details about whistleblowing can be found in the club's safeguarding policy.

## **Monitoring**

The club's safeguarding policy will be reviewed every two years, or sooner in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board or LTA
- as a result of any other significant change or event.

June 2021

# Riddlesdown Lawn Tennis Club (RLTC) **Safeguarding Policy**

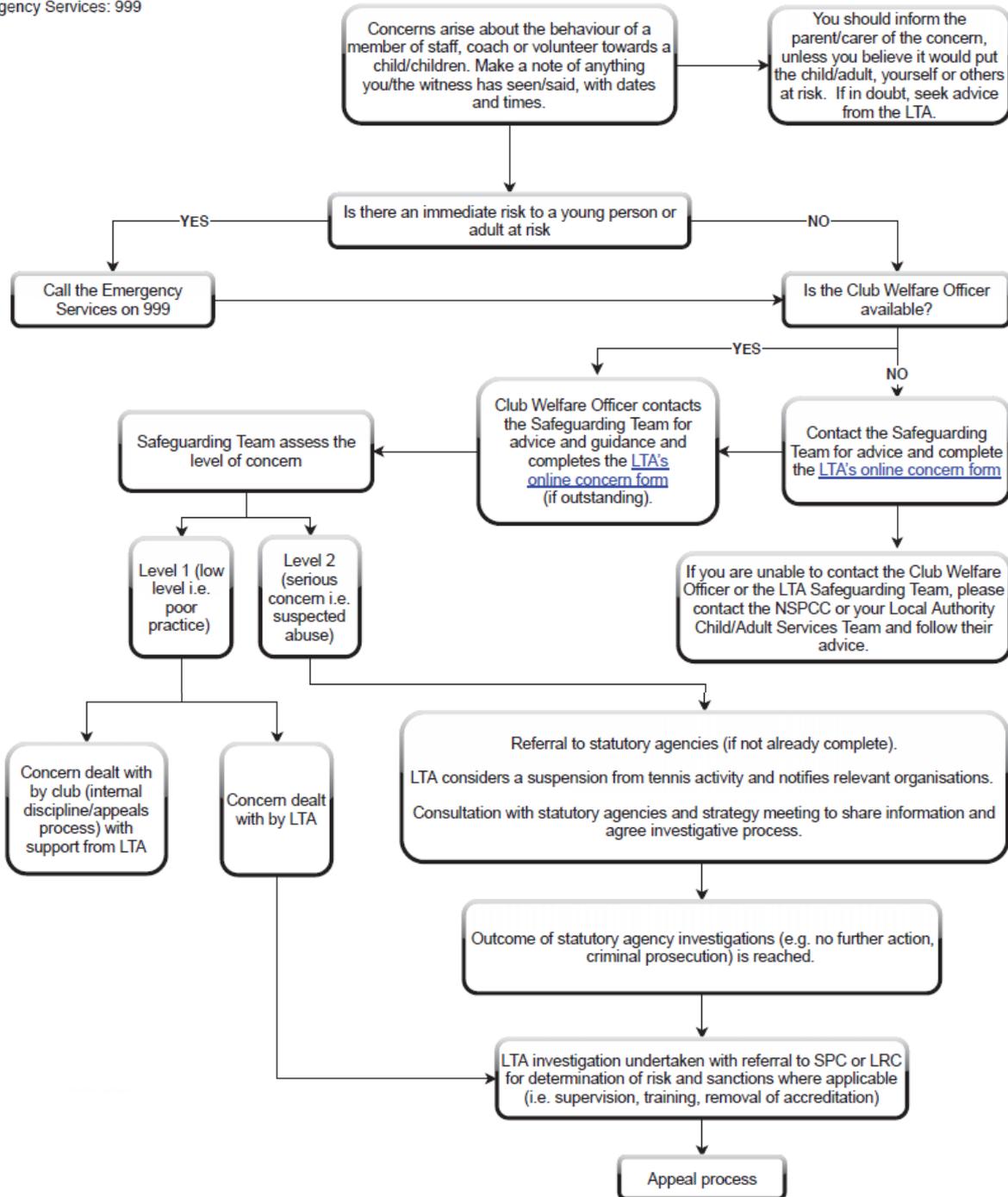
# Reporting a Safeguarding Concern within the Tennis Environment

How to respond to concerns that arise within a tennis environment.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

### Useful details

LTA: 0208 487 7000  
 Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)  
 Report a concern:  
<https://safeguardingconcern.lta.org.uk>  
 NSPCC: 0800 800 5000  
 Emergency Services: 999



SPC = Safeguarding and Protection Committee  
 LRC = Licensing and Registration Committee

# Safeguarding Policy

## 1. Policy statement

The RLTC 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. All activities, events and trips arranged by the club run in accordance with the LTA's Safeguarding at Events and Competitions guidance. 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.

Note that some legislation in Scotland defines a child as a person under sixteen years old. However, where there is any safeguarding concern, anyone under the age of 18 is regarded as a child unless advised otherwise by the LTA Safeguarding Team .

**Adult at risk:** 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 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 volunteers, committee members, coaches and club members. It is in line with national legislation and applicable across the UK.

Advice, guidance and support is available from the LTA Safeguarding Team.

## 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 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 Scotland, Tennis Wales 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 shown in the flowchart at the beginning of this policy. 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 020 8255 2888
  - Local Authority Adult Services 020 8726 6500
  - LTA Designated Officer (England only) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer 020 8487 7000
  - Disclosure and Barring Service (or Disclosure Scotland; Adult Social Work Team or Health and Social Service Department (Channel Islands) for concerns/disclosures about a member of staff, consultant, coach, official or volunteer [DBS@LTA.org.uk](mailto:DBS@LTA.org.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, staff, consultants, volunteers, 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. *See appendix D*

## **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 on: 07870 628572

### **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](mailto: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.

# Codes of Conduct

## All members of staff, volunteers and members agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- 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)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- 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 abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players

## All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, 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 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 parents and carers 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, volunteers, coaches, officials and members of staff 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 is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Club Committee Chair *Dave Kerr*:      Date:

Club Welfare Officer Jan Taylor:      Date:

## 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.

- 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 Conducts, 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. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy.** Let the individual know that you will need to speak to the Welfare Officer/LTA Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern.** In an emergency, call the police (999), otherwise talk to the Welfare Officer/LTA Safeguarding Team as soon as possible. Do not let doubt/personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the LTA's online reporting a concern form within 24 hours. *If you do not have access to the online form, write down the details using what you have available then sign and date it.*

## Appendix C

### Reporting a Safeguarding Concern outside the Tennis Environment

What to do if a concern originates outside the tennis environment (e.g. at home, school or in the community) and is identified within a tennis setting.

For Tennis Wales / Tennis Scotland cases, on-going consultation will take place with them.

#### Useful details

LTA: 0208 487 7000

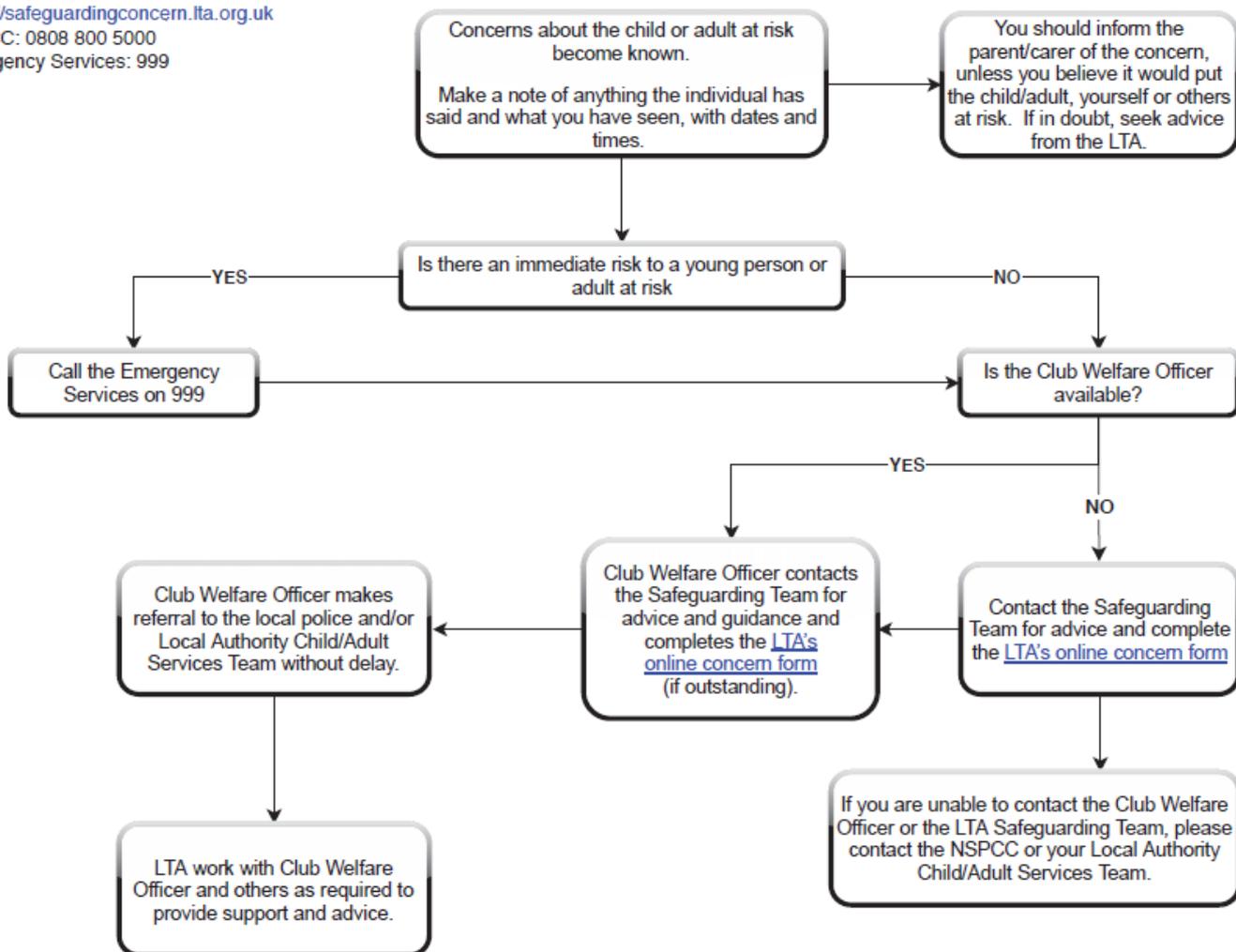
Email: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

Report a concern:

<https://safeguardingconcern.lta.org.uk>

NSPCC: 0800 800 5000

Emergency Services: 999



## Appendix D: Appealing against a Safeguarding Decision

### COMPLAINTS AND APPEALS PROCESS FOR RIDDLEDOWN LAWN TENNIS CLUB

#### □ How an individual lodges a complaint or appeal

1. Appeals should be made in writing up to 21 days after the decision
2. Your appeal should state the reason for the decision and when the decision was made
3. You must give the reason(s) for your appeal (for example, new evidence; due process has not been followed)
4. The appeals document can be handed to any member of the committee.
5. The appeal will be considered by a nominated individual who is independent from the original incident and complaint process in order to handle the appeal as objectively as possible. (For example, a committee member or external expert.)
6. Complainants can bring a companion to any hearings.
7. Notification of any decisions made will be given in writing within 10 days.

# ANTI-BULLYING POLICY

The [club/county] strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

Bullying is defined as a range of abusive behaviour that is repeated and intended to hurt someone either physically or emotionally.

This document sets out how to help prevent bullying from happening to all children and adults at risk. It also sets out how to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need. It also provides information to all staff, volunteers, children and their families about what should be done to prevent and deal with bullying.

This policy applies to all staff, coaches, volunteers and other adults associated with [club/county].

## We recognise that

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

## We will seek to keep children and adults at risk safe by

- Recognising that bullying is closely related to how we respect and recognise the value of diversity.
- Recognising our duty of care and responsibility towards safeguarding
- Promoting and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- Ensuring that bullying behaviour is not tolerated or condoned
- Taking action to respond and deal with any reports of bullying towards children
- Encouraging children to play a part in developing and adopting appropriate behaviours
- Making sure our response to incidents of bullying takes into account:
  - the needs of the person being bullied
  - the needs of the person displaying bullying behaviour
  - the needs of others who may be affected
  - our [club/county] as a whole

## Players, parents, coaches, volunteers and other members of staff will:

- Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour they see to the Welfare Officer / County Safeguarding Officer (or suitable alternative county representative, e.g. county coach, tournament organiser etc).
- Respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others

- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

## Supporting children

- We'll let children know who will listen to and support them
- We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour
- Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- Children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
- Those who display bullying behaviour will be supported and encouraged to develop better relationships
- We'll make sure that any sanctions are proportionate and fair

## Support to the parents/carers

- Any experience of bullying behaviour will be discussed with the child's parents or carers
- Parents will be consulted on action to be taken (for both victim and bully)
- Information and advice on coping with bullying will be made available
- Support will be offered to parents, including information from other agencies or support lines

## Related policies and procedures

This policy should be read alongside our [club/county] policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy
- Code of conduct for staff and volunteers
- Online safety and communication policy
- Photography and filming policy

## Useful contacts

LTA 02084877000 / [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)

NSPCC Helpline 0800 800 5000

Childline 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

This policy is reviewed every two years (or earlier if there is a change in national legislation).

Chairperson: **Dave Kerr**

Date: 21/7/21

Welfare Officer at RLTC: Jan Taylor

Date:21/7/21

# SOCIAL MEDIA POLICY

Communication with Under 18s - Written informed consent needs to be obtained from parents/carers before written communications, email, group email or texts are used to communicate with U18s.

Explain to parents/carers and club members the purpose and method to communicate by either text, email or both with their son/daughter. - Only use group texts or emails and always copy in the parent/carer or the designated member of the club to all communications with young people.

–

Make sure texts or emails are only in relation to specific club related activities e.g. changes in travel arrangements, training times or venue changes etc. - Report to the club welfare officer any instance(s) where you have received any inappropriate communications from a young person. The club welfare officer will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies.

Don't use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature. – Only respond to emails from young people which are directly related to club matters. Advise your club welfare officer of any non-club related emails you receive. - Don't use language that is directly or indirectly racist, sexist, derogatory, threatening, abusive or sexualised in tone.

**WhatsApp** This guidance recognises good practice for using the app and highlights some risks when using it.

## Do

- Have a coach, committee member or manager set up the group
- Tell people what the group is/isn't to be used for
- Inform parents of its intended use - Ensure that if players under 18 are included on a WhatsApp group that their parents are also included and that you have parents' consent to include their child - Keep language appropriate.

## Don't

- Assume that everyone is on WhatsApp
- Use the app to send private messages
- Use the app to deliver feedback.

**Social media accounts** All social media profiles must clearly state that the account is officially connected with Riddlesdown Lawn Tennis Club, and must include a link to [www.riddlesdownltc.com](http://www.riddlesdownltc.com)

Personal data should not generally be posted must comply with the GDPR. More details on the protection of personal data are given in the Riddlesdown LTC Data Protection and Privacy Policy. Ensure you follow the club policy on "The use of images of children and young people under the age of 18" and that you have obtained parental consent when uploading pictures or videos of children and young people to any social media sites.

# LTA PHOTOGRAPHY AND FILMING POLICY

The Lawn Tennis Association Limited (the **LTA**) strives to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out the policy of the LTA for the capture and use of photographic, video or other images at the tennis competitions and tournaments run by the LTA (LTA Staged). For the avoidance of doubt, these guidelines also apply to live broadcasts on social media or other platforms.

The LTA is keen to promote positive images of individuals playing tennis and is not preventing the use of photographic or videoing equipment. However, please be aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage.

In addition, this document sets out some guidelines for other tennis venues and organisations running tennis competitions on behalf of the LTA (LTA Approved).

## LTA STAGED COMPETITIONS

LTA Staged Competitions refers to all tennis competitions and tournaments that are organised and delivered by the LTA (excluding the Fever-Tree Championships, the Nature Valley Classic, the Nature Valley Open, the Nature Valley International and the series of events known as the Trophy Series).

Examples of LTA Staged Competitions include:

- LTA Junior Internationals
- LTA Pro Series
- LTA National Junior Championships
- LTA National League Finals
- Winter Regional Tour
- Quorn Family Tennis Cup Festival Days
- County Cup

Official photography and filming at all LTA Staged Competitions may only be carried out by an LTA approved photographer or videographer who should be clearly identifiable. The LTA advises that individuals are informed in advance where official photography and filming will be taking place (usually via the Online Tournament Entry Terms and Conditions). Consent may be required in accordance with the data protection provisions detailed on page 3.

No other professional photography or filming shall be permitted onsite at LTA Staged Competitions, except in the following circumstances:

1) the images are captured with the express permission of:

a) the relevant player(s); or

b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent or legal guardian of the relevant player(s); and

2) the photographer or videographer has notified the Tournament Director and/or ITF Supervisor/Referee of the LTA Staged Competition before the start of the match, and has obtained the relevant permissions (from parent or legal guardians if under 18).

For the avoidance of doubt the following is not permitted onsite at LTA Staged Competition:

- Photographic equipment with lenses of more than 300mm when extended is not permitted other than for use by LTA approved photographers or videographers.
- The capture of images for commercial gain in any circumstances.

Images captured by a parent/legal guardian or close family member for personal use are acceptable; however this should not be with photographic equipment with lenses of more than 300mm when extended.

Individuals must not hold themselves out to be official LTA photographers unless they have been appointed to such a position by the LTA, this appointment having been explicitly confirmed in writing. Where any player, their parent or a coach requests to film their match for video analysis purposes, the following must be adhered to:

1) the images are captured with the express permission of:

a) the relevant player(s); or

b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and

2) the player, parent or coach has notified the Tournament Director and/or Referee of the LTA Approved Competition before the start of the match, and has obtained the relevant permissions.

### **LTA APPROVED COMPETITIONS**

For all other tennis competitions that are not LTA Staged Competitions, known as LTA Approved Competitions, the LTA recommends that tennis venues and organisations that are holding tennis competitions only permit the following groups of people to capture images of the players:

- Official media outlets (such as local newspapers) who should be easily identifiable and follow the requirements of this policy.
- A designated member of the event team taking pictures such as the prize giving photos who should be easily identifiable.
- Images captured by a parent/legal guardian or close family member for personal use, however this should not be with photographic equipment with lenses of more than 300mm when extended.

The LTA advises that individuals are informed in advance where official photography and filming will be taking place (usually via the Online Tournament Entry Terms and Conditions) and that consent is obtained from that individual or their parent/guardian to the capture and publication of such images in accordance with the data protection requirements outlined on the next page.

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18 years old) and the LTA recommends that tennis venues and organisations make any such photographer/videographer aware that they should be notifying the Competition Director of their attendance at the competition.

Individuals must not hold themselves out to be official LTA photographers unless they have been appointed to such a position by the LTA, this appointment having been explicitly confirmed in writing. The LTA advises that if a competition or tournament wishes to have an official competition photographer they must follow the safe recruitment process which is available on the LTA Website. The LTA advises that the photographer should not be seen as having an official association with the competition unless you have followed a safe recruitment process. For example you should not provide a photographer with a desk in your competition office / clubhouse unless you have followed a safe recruitment process.

The LTA recommends that the venue provides a sign informing players/spectators if an official competition photographer is present.

Where any player, their parent or a coach requests to film their match for video analysis purposes, the following must be adhered to:

1) the images are captured with the express permission of:

a) the relevant player(s); or

b) where the player is under 18 years old, the images are captured by the parent or legal guardian of the player or with the express permission of the parent, legal guardian or team captain (having obtained the parent/ legal guardian's permission) of the relevant player(s); and

2) the player, parent or coach has notified the Competition Director and/or Referee of the LTA Approved Competition before the start of the match, and has obtained the relevant permissions.

## **IMAGE AND VIDEO CONTENT**

All individuals featured in photographs or film captured must be:

- Appropriately dressed with clothing covering their torso from their neck to their thighs (e.g. a t-shirt and shorts or skirt). Images of individuals in a state of undress, such as whilst they are changing before or after a match should not be captured or shared in any circumstance;
- Featured with people engaging in tennis;
- In groups with other children or adults where possible; and
- Representative of diversity across tennis with regard to age, gender, ethnicity and disability.

When publishing images in publicity material, online, in print and/or on social media the LTA advises thought to be given to the selection of images used. It is advisable not to use the full name of an individual featured or any other additional detailed information, and consent from that individual or their parent/guardian should be obtained in advance.

The LTA reserves the right to ask for photographs or film to be deleted and/or removed from internet sites or social media platforms.

There is no intention to prevent coaches using video equipment as a legitimate coaching aid, however, players and parents/guardians should consent to this image capture and be made aware that this is part of the coaching programme and that material will be stored securely and deleted or destroyed when requested or no longer needed.

## **DATA PROTECTION**

Under applicable data protection legislation, including the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018, individuals have a right to object to their images being processed. Depending on the circumstance, consent from the individual or their parent/guardian should be obtained before capturing, sharing or publishing images where an individual is identifiable. Whilst it is not always possible to avoid a specific image being captured, where an individual does object to their image being captured, attempts should be made to avoid photographing that individual and images of them should be deleted on request. In addition, as with all personal data, images and footage should be processed in accordance with the applicable data protection principles, other relevant legislation and guidance.

## **CONTACT**

If you have any questions on these guidelines or their implementation, please contact [competitionsupport@lta.org.uk](mailto:competitionsupport@lta.org.uk).

## RULES OF RIDDLEDOWN LAWN TENNIS CLUB

1. The Club shall be called "Riddlesdown Lawn Tennis Club".
- 2 The purpose of the Club shall be primarily to provide facilities for the playing of and promotion in participation in the game of Lawn Tennis and secondly the social recreation among members in Riddlesdown and surrounding areas.
- 3a Full membership of the Club shall be open to anyone interested in tennis on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, or ability.
- b The Club may have different classes of membership and subscription on a non-discriminatory and fair basis, at the option of the individual concerned
- c The Club Committee may refuse membership, or remove it, only for cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made to the members.
- 4a All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties
- b Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, registered Charity or the sport's governing body, for use by them for community related sport.
5. Election for membership of any candidate shall be by way of the Executive Committee, appointed representative thereof, or any General Meeting of the Club on the decision of a majority vote. Candidates may not be admitted to membership or any of the privileges of membership without an interval of at least two days between nomination and their admission as members.
6. On election of a new member the Hon. Secretary of the Club, or Membership Secretary or other nominated person (if such be elected) shall notify the same, shall draw their attention to the Rules of the Club and issue a copy of the Guidance notes relating to general etiquette and administration routines. They shall request them to pay a subscription to the Hon. Treasurer and if no payment is made within one month the election shall be void unless sufficient cause be shown to the satisfaction of the Executive Committee.
- 7 Any person on ceasing to be a member of the Club shall forfeit all right to and claim upon the Club, its property and funds, other than any claim for repayment of monies lent to the Club.
8. The entire management of the Club shall be deputed to a Committee known as the The Executive Committee and consisting of:
  - a. Chairman
  - b. Vice Chairman
  - c. Hon. Secretary
  - d. Hon Treasurer
  - e. Club Captain (also ex-officio of the selection Committee for matches)
  - f. Hon Social Secretary
  - g. 3 other members of the Club.
- 9 Sub Committees for Social, Catering, Bar and Match selection and other purposes thought necessary for the well being of the Club, shall be elected by members of the Club in General Meeting. Vacancies may be filled by appointments made by the Executive Committee.
- 10 The Executive Committee may, from time to time, appoint from among their numbers such Sub-Committees as they may deem necessary or expedient and may depute or refer to them such powers of the Executive Committee as the Executive Committee shall determine. Such Sub-Committees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the direction of the Executive Committee.
11. The Annual General Meeting of the Club shall be held upon a date and at a place and time fixed by the Executive Committee inter-alia the following purposes:
  - (a) To receive from the Executive Committee a Report and Statement of Accounts for the preceding financial year and an estimate of the receipts and expenditure for the ensuing year.
  - (b) To confirm such playing charges and/or Subscriptions as shall be necessary to finance the Club and the dates on which the same shall take place.
  - (c) To elect Officers, Committee members and sub-committees referred to in rules 8 and 9 hereof.

- 12 At the Annual General Meeting members of the Executive Committee and all sub-committees shall retire but be eligible for re-election. Any members may propose, and any other may second, the election of any member to any office or membership of any committee or sub-committee, provided that the agreement of the member so proposed has been obtained. Voting shall be by ballot and every eligible full member present shall be entitled to vote for as many candidates as there are vacancies to be filled. The candidates who receive the most votes for each vacancy shall be declared elected.
- 13 In the event of a vacancy on the Executive Committee the Executive Committee shall have the power to appoint, between General Meetings, any eligible member of the Club to fill such vacancy but the proceedings of the Executive Committee shall not be invalidated in consequence of there being fewer than the prescribed number of members subject to rule 14
- 14 The Executive Committee shall meet at least once every 8 weeks to receive statement of accounts and conduct the affairs of the Club.  
A quorum shall consist of 5 members.
- 15 Any member desirous of moving any special general resolution at the Annual General Meeting shall give notice thereof, in writing to the Hon. Secretary of the Club, not less than seven days before the day of the meeting.
- 16 The Executive Committee may at any time for any special purpose call a Special General Meeting and they shall do so as soon as possible, upon the requisition in writing of not less than 20 members or one fifth of the total number of full eligible members, whichever is the less, stating the purpose for which the meeting is required.
- 17 At least 14 days before the Annual General Meeting or any Special General Meeting a written notice and a note of any business to be conducted at the meeting shall be sent to every member and displayed on the Club notice board. Where an email address is held on record notices may be sent by email.
- 18 At all General meetings or Special Meetings the Chairman, or in his absence, Vice Chairman shall take chair. If either of these members is not present at the time of the meeting then a member elected by the meeting shall take the Chair. The President or Vice President may take the Chair if invited to do so by the Chairman or, in his absence, the Vice Chairman.
- 19 The quorum at all General or Special Meetings shall be 20 members, or one fifth of the total number of full eligible members, whichever is the less.
- 20 The financial year of the Club shall end on the last day of September in each year to which day the accounts of the Club shall be prepared. Such accounts shall be audited and a copy thereof displayed on the Club notice board for at least 4 days before the Annual General Meeting.
- 21 At every Annual General Meeting of the Club, an Auditor, not being a member of the Executive Committee, shall be elected to serve as Honorary Auditor for the ensuing year.  
A vacancy in the office of Hon Auditor during the year may be filled by a member of the Executive Committee other than the current Hon Treasurer.
- 22 These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting of the Club provided that no resolution be deemed to have been passed unless it be voted for by at least two thirds of the voting members present at the Meeting.
- 23 The title of the land belonging to the Club shall be vested in the names of 3 Trustees appointed by the Members of the Club in General Meeting. Either the Club Secretary or the Chairman, in office at the time, may sign any necessary Deed or Letter of Appointment of the Trustees on behalf of the Club.
- 24 The Trustees shall be in power to borrow monies on behalf of the Club for use in the interests of the Club.
- 25 Sale and supply of Intoxicating Liquor
- (i) The permitted hours for the supply and consumption of intoxicating liquor on the Club premises shall be within the hours permitted under the current local licensing laws and determined by the Bar Committee.
  - (ii) Intoxicating liquor may be supplied only to Members of the Club aged 18 years or over or to bona fide guests of Members, or to Members of visiting teams attending bona fide sports competitions.
  - (iii) No person shall buy or attempt to buy intoxicating liquor for consumption by a person under 18 years of age.
  - (iv) No intoxicating liquor shall be taken out of the Club grounds by any member and all members shall ensure that their guests are aware of such a rule.
  - (v) Intoxicating liquor may not be supplied, nor intended to be supplied, to members on the premises otherwise than by, or on behalf of, the Club.

- (vi) The purchase for the Club, and supply by the Club, of intoxicating liquor shall be managed by a Committee, to be known as the Bar Committee, elected at the Annual General Meeting. The names of the Bar Committee members shall be displayed on the Club notice board.
- (vii) No member below the age of 18 years shall be entitled to vote at any meeting on matters relating to the supply, or be in any way involved with the management of such supply or the purchase of such liquor.

26 In these rules:

- (a) Reference to member shall mean member other than Junior member.
- (b) Words importing the singular shall include the plural and vice versa and words importing to the masculine gender shall include the female gender and vice versa.

RLTC (CASC) Rules