



Epsom Lawn Tennis Club  
Woodcote Road, Epsom,  
Surrey, KT18 7QN

## **TENNIS CHARTER FOR RACQUETEERS & JUNIOR MEMBERS 2022**

This Charter is not intended to be a legal document, but a guide, which sets out the individual responsibilities of the club, the tennis coaching staff, the racquetteer and junior member and their parents. Its main aim is to ensure that the racquetteer & junior members are able to maximise their potential and opportunity to learn, develop and enjoy their playing of tennis within a safe, healthy and harmonious environment within the club. Upon payment of your annual subscriptions, compliance with this Charter is assumed.

### **1. INTRODUCTION**

- 1.1 The Epsom Lawn Tennis Club (ELTC) is part of Epsom Sports Club and is effectively owned and managed by its current membership on a non-profit making basis.
- 1.2 Established to provide recreational facilities, it currently promotes tennis and social events.
- 1.3 The tennis club sets out to provide tennis\* for players of varied ages and differing abilities. It is particularly keen to encourage tennis for young children.
- 1.4 The club is affiliated to the Lawn Tennis Association (LTA) and supports its code of good practice for all those working with children in tennis.
- 1.5 The club acknowledges the need to ensure, as far as it is able, that children using the tennis facilities are provided with a safe environment to learn, develop and enjoy the playing of tennis. To this end the club has introduced this Charter, (between the club, the tennis coaching staff, the junior members and their parents) in conjunction with the LTA's Child Protection Policy Statement, a copy of which is posted on the notice board within the pavilion.
- 1.6 However, parents are asked to recognise that all sports have an inherent risk and accidents cannot be eliminated entirely.
- 1.7 The Club only carries public liability insurance and parents/guardians of junior members should arrange personal injury insurance if considered appropriate.

**2. EPSOM LAWN TENNIS CLUB WILL:**

- 2.1 ensure that junior members receive equitable treatment alongside other club members.
- 2.2 ensure that junior members with senior status will receive equitable playing rights and treatment to senior members.
- 2.3 provide a safe playing environment.
- 2.4 give access to drinks during organised coaching sessions.
- 2.5 provide shelter in poor weather conditions in the tennis clubhouse.
- 2.6 ensure, as far as it is able, that the club tennis coach, coaching assistants are of good character. All will be required to complete a Self-Declaration Form approved by the LTA and adopt the LTA's code of conduct for all those working with young children in tennis.
- 2.7 provide a first aid kit for the use of the tennis coach who has basic first aid skills. The tennis coach will have access to emergency contact telephone numbers for the parents/guardians of the junior members.
- 2.8 carry insurance for Public Liability risks.
- 2.9 nominate an adult member with specific responsibility for young people.

**3. THE PARENTS are asked to:**

- 3.1 ensure that all children under the age of 13 are under the care and supervision of a parent or responsible person when in the clubhouse at all times. Young children and siblings may not be left unsupervised anywhere at the club.
- 3.2 inform the coach or junior organiser **in writing** of any medical conditions or other restrictions in relation to their child/children's participation in the game of tennis.
- 3.3 deliver and collect their child/children from the tennis clubhouse punctually at the appointed session times. In the event of a parent/guardian experiencing difficulty due to unforeseen circumstances, then the parent/guardian shall advise the coach or junior organiser by telephoning the coaches mobile numbers as displayed on the notice board and then collect their child/children from the tennis clubhouse. Neither the club nor the coach can be responsible for a child in the event of the parent/guardian arriving late.
- 3.4 check with the coach or junior organiser in the case of inclement weather to confirm that activities will take place as normal before leaving their child/children at the club.
- 3.5 keep the membership secretary advised of any change of address or contact telephone numbers.
- 3.6 provide their children with the appropriate clothing and footwear. Other protection, e.g. sun cream for the anticipated weather conditions, should also be provided.
- 3.7 encourage their child/children to respect the club, its members and property at all times.
- 3.8 encourage their children to help keep the courts tidy by depositing their rubbish in the bins provided.

- 3.9 recognise that whilst the Club has an 'open door' approach to court usage, it does not and cannot provide supervision of children outside of organised coaching sessions. Children aged 13 and above may, however, use the courts during the day (outside organised coaching and sessions), but they do so at the parents'/guardians' sole risk.
- 3.10 assist the club's cash flow by ensuring that club fees are paid promptly. Please note that payment of these fees constitutes an acknowledgement by the parent/guardian and their child/children that they agree, unconditionally, to abide by the guidelines of this Charter.
- 3.11 acknowledge they will be liable for any wilful damage to club property committed by their child.
- 3.12 acknowledge that any decision made by the coach in 5.12 and 5.14 is final.
- 3.13 ensure they do not force their child to take part in sport.
- 3.14 encourage their children to learn the rules and abide by them.
- 3.15 ensure they set good examples for their children and other children.
- 3.16 never punish or belittle a child for losing or making mistakes.
- 3.17 support their child's involvement and help them to enjoy the sport.
- 3.18 never use threatening or abusive language/behaviour towards young people, coaches, officials or other parents. ELTC does not allow unsocial/unacceptable/racist/sexist behaviour from any of its members and evidence of such may result in members of the said family being asked not to visit the club again.
- 3.19 advise the Club Welfare/Children's Officer and Head Coach **in writing** if they do not wish for their child to be photographed or filmed in accordance with the club's media and social media policies
- 3.20 regularly check the junior section on the ELTC website or clubhouse noticeboard for updates and changes to club sessions.

PLEASE NOTE: A COACHING SESSION IS A SESSION ORGANISED AND SUPERVISED BY THE COACH E.G. MINI TENNIS, SQUADS, PRIVATE LESSONS AND GROUP LESSONS.

#### **4. RACQUETEERS & JUNIOR MEMBERS are asked to:**

- 4.1 respect and abide by the instructions of the coaching staff, junior organiser and committee members.
- 4.2 abide by the rules and etiquette of the game as explained by the coaching staff and junior organiser.
- 4.3 be polite and courteous and behave in a sensible and responsible manner at all times. ELTC does not allow unsocial/unacceptable/racist/sexist behaviour from any of its members and evidence of such may result in members of the said family being asked not to visit the club again.
- 4.4 wear appropriate footwear and adhere to the dress code of the club.
- 4.5 respect the club, its coach, junior organiser and other members and property at all times.

- 4.6 refrain from chewing gum on the club premises or courts.
- 4.7 comply with the rules and regulations of the club which are displayed on a notice board in the clubhouse.
- 4.8 remember that smoking, consuming alcohol or using drugs of any kind whilst on club premises is not allowed.

**5. THE TENNIS COACH will:**

- 5.1 be responsible for the management and coaching of racquetteer and junior members and is expected to provide, as far as he/she is able, a safe and healthy environment for all children.
- 5.2 ensure all coaches complete a Self-Declaration Form approved by the LTA and adopt the LTA's code of conduct for all those working with young children in tennis.
- 5.3 have sole control over how coaching sessions are managed and how tennis assistants are used.
- 5.4 develop the tennis skills of racquetteer and junior members safely.
- 5.5 ensure that all training sessions are preceded with appropriate 'warm-up' exercises.
- 5.6 keep up-to-date with tennis coaching techniques and other appropriate skills by attending selected courses or seminars e.g. first aid.
- 5.7 acquaint himself/herself with the specific needs of a child as advised in writing by the parents/guardians e.g. health matters or collection arrangements.
- 5.8 maintain an attendance register and an accident/incident register for coaching sessions and junior activities.
- 5.9 maintain emergency contact telephone numbers (if provided) for the parents/guardians of the junior members and a register of emergency services in the area.
- 5.10 have a 'Coach' specific personal indemnity insurance policy.
- 5.11 arrange internal competitive tennis, tournaments and club matches.
- 5.12 not allow children to participate in coaching sessions if they are clearly unwell or injured.
- 5.13 set a good example to racquetteers and junior members in terms of conduct, language and dress.
- 5.14 will provide guidance on the rules and etiquette of the game for the junior members.
- 5.15 not allow unacceptable behaviour i.e. bullying, racial abuse, bad language or theft and the coach reserves the right to exclude a child from a coaching session if at any time he/she considers that a child is a risk to any other child.
- 5.16 develop appropriate working relationships with participants.
- 5.17 obtain the written consent of parents to the:
  - a) driving of a child to coaching or tournaments
  - b) using a picture of the child e.g. for any marketing or social media purposes
  - c) the use of a video camera for the purposes of coaching

If you have any queries regarding this Charter or welfare concerns in confidence, please contact the Club Welfare / Children's Officer as per contact details displayed on the ELTC notice board. In addition, you may also leave feedback or raise any concerns by leaving a note in the white Welfare Concern post-box which is located on the junior notice board just inside the clubhouse door. All concerns will be treated in confidence.

\* For the purposes of this document tennis refers to both Tennis and Padel.