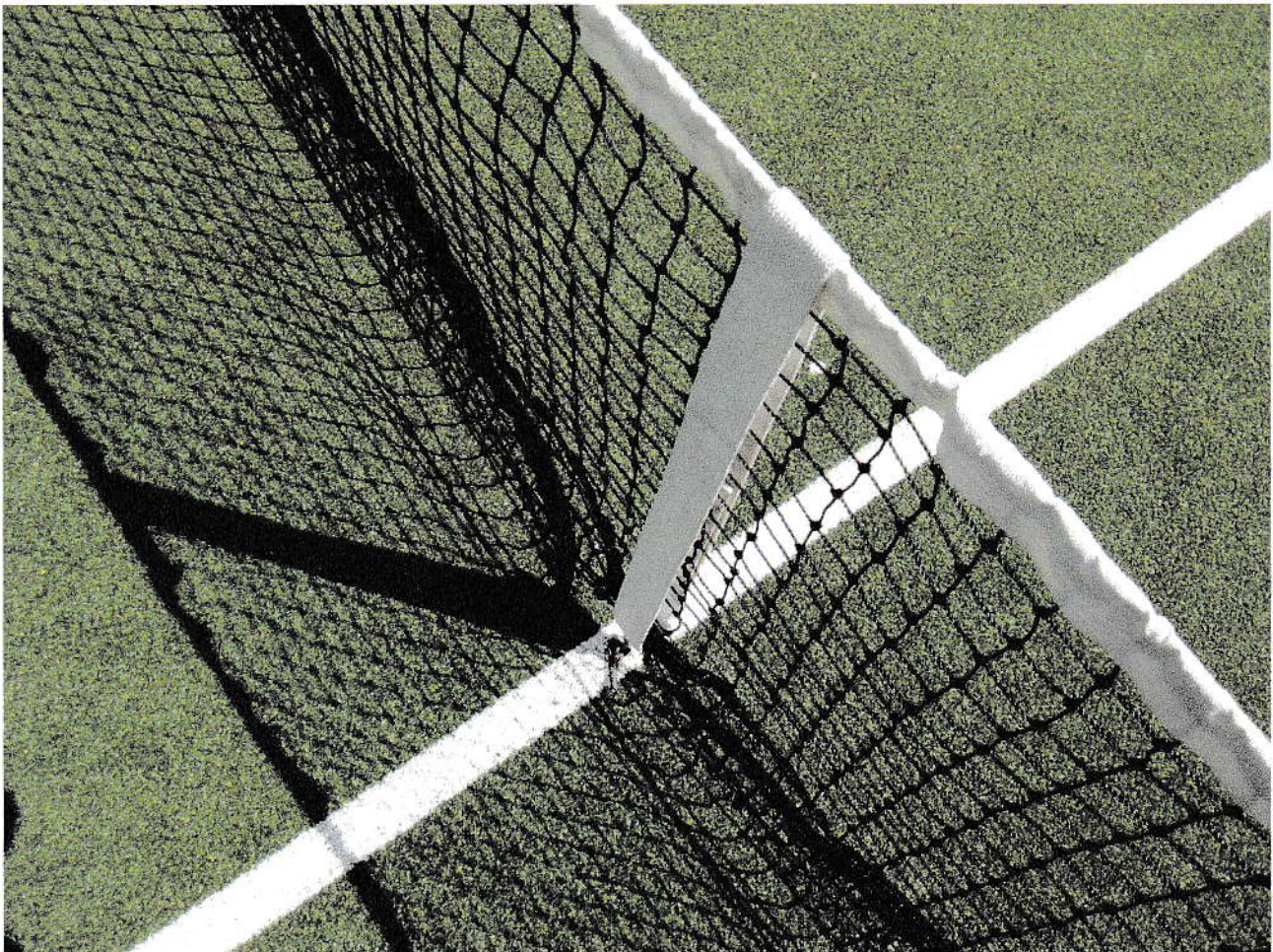




SALISBURY LAWN TENNIS CLUB
KEY POLICY DOCUMENTS

Part 1 of 4





SALISBURY LAWN TENNIS CLUB
KEY POLICY DOCUMENTS
ORDER OF PLAY (2023)

- **Constitution**
- **Club and Court Rules**
- **The Committee**
- **Welfare Officer Details**
- Safeguarding Policy
- Safeguarding Whistleblowing Policy
- Anti-bullying Policy
- Diversity and Inclusion Policy
- Safe & Inclusive Tennis – Reporting a Concern Form
- Code of Conduct for Coaches
- Code of Conduct for Players
- Code of Conduct for Parents and Carers
- Code of Conduct for Staff and Volunteers
- Volunteer Recruitment and Retention Policy
- Statement for Internet and Social Media Use
- Online Safety & Communications Policy
- Policy for Recording and Publishing Images
- Changing Rooms Policy
- Travel Policy for Away Matches
- Policy for Sun Safety
- GDPR External Privacy Policy For Members
- GDPR Internal Privacy Policy For Employees, Venue Officers, Contractors and Volunteers
- Wimbledon Draw Policy
- Club Insurance Certificates
- Covid Risk Assessments (2020 & 2021)



SALISBURY LAWN TENNIS CLUB

CONSTITUTION

1 Name: The Club shall be called The Salisbury Lawn Tennis Club.

2 Objects: The objects of the club shall be to provide facilities for tennis and other social activities.

3 Officers: There shall be three Officers of the Club - Chairman, Honorary Secretary and Honorary Treasurer.

4 The Committee.

The management and control of the club shall be vested in a Management Committee referred to as the Committee and consisting three Officers and four playing members (at least two of whom shall be ladies). The Members of the Committee who are not Officers shall be elected at the Annual General Meeting. The Committee shall meet as required, three members for form a quorum which must include two Officers. In the event of a vacancy occurring in the Committee they shall have power to fill the vacancy at their discretion. The Committee may appoint sub-Committees over which shall have full control.

5 Trustees.

There shall be four members of the Club appointed from time to time by the Committee as Trustees in whom all the property and funds of the Club shall be vested in trust for the Club and as to real property upon trust for sale with power to postpone sale. The Trustees shall not sell any land and funds shall not be invested or realised without the authority of the Club in general meeting. The Trustees shall be empowered to borrow money on behalf of the Club, provided such borrowing is authorised by a majority resolution of the Committee. The trustees shall remain in office until death or resignation or until the Club resolution in general meeting shall think proper to remove them.

6 Categories of Membership. Categories of Membership shall be as follows:

- Full members
- Student Members (i.e. Full members under 18 and full time students under 21)
- Junior Members (Under 18)

- Midweek Members
- Social Members

The Committee shall determine the maximum number of members of each category in the Club.

7 Annual General Meeting

The Annual General meeting shall be held in November each year to transact the following business:

- (i) To receive, and if approved, to adopt a statement of the Club's accounts to the end of the preceding year.
- (ii) To consider, and if approved, sanction any duly made alterations of the Rules.
- (iii) To appoint the Officers and other members of the Committee.
- (iv) To appoint an Auditor or Auditors.
- (v) To deal with any matter which the Committee brings before the members and to receive suggestions from the members for consideration by the Committee.

- A quorum shall consist of one fifth of the total full and student membership.
- Notice convening the Annual General Meeting specifying the date time and venue and agenda shall be sent to the members not less than 10 days before the Meeting.

8 Special General Meetings

The Committee may at any time call a Special General Meeting and shall be bound to do so within 21 days on receipt of a requisition in writing signed by ten playing members of the Club specifying the object of such a meeting. Notices convening a Special General Meeting shall be sent to each member not less than 10 days before the Meeting and shall specify the date time and venue and the agenda of the Meeting. Discussion and voting at a Special General Meeting shall be confined to the matters specifically mentioned in the agenda.

9 Voting

Only full and student members shall have the power to vote at the Annual General Meeting or a Special General Meeting.

10 Alteration and Amendments to the Rules

No alteration or addition to the existing Constitution or Rules shall be made except at the Annual General Meeting or at a Special General Meeting. The proposed alteration or addition shall appear in full in the agenda and the wording of the proposal shall be given to the Secretary before the 1st September in the case of the Annual General Meeting.

Resolutions concerning alteration to the constitution or the sale or purchase of any property in excess of £100.00 in value apart from the ground itself shall require the approval of at least three quarters of the members present at the Meeting whether voting or not. Resolutions concerning the sale of all or part of the ground must bear the signatures of at least three quarters of the voting members of the Club indicating their agreement to such a sale. The Committee may make temporary rules for the regulation of play and other minor matters concerned in the day to day running of the Club.

11 Accounts

The accounts of the Club shall be made up to the 31st August and audited by one or more auditors who shall not be members of the Club.

12 Nominations for Membership

Nominations for membership shall be made on the prescribed form and on being approved by three members of the Committee the Applicant shall be considered duly elected.

Each new member shall receive from the Honorary Secretary notice in writing of his or her election with a copy of the Rules and shall be requested to pay the current year's subscription to the Honorary Secretary or Honorary Treasurer, the payment of which shall be considered as implying acquiescence of the Rules of the Club.

Updated February 2016



SALISBURY LAWN TENNIS CLUB

CLUB RULES

(Updated 1 April 2023 - italics)

1. The Club shall be called Salisbury Lawn Tennis Club as referred to in the original Constitution but shall be referred to as Salisbury Tennis Club or STC in current day communications. The objective of the Club shall be to provide facilities for tennis and other appropriate social activities.
2. The management and control of the Club shall be vested in a Management Committee referred to as The Committee and consisting of three Officers (Chairman, Secretary and Treasurer), at least four representative playing members and the Head Coach. The Committee shall meet as required and in the event of a vacancy shall have the power to fill the vacancy at their discretion.
3. The Club Season runs from 1 April to 31 March each year. The categories of Membership, including partial year Memberships intended solely for those arriving at the Club mid-season, shall be as defined in the Membership Fees statement published prior to the start of the season, *or as noted on Club website.*
4. There is no Joining Fee for the Club, and Membership is only entitled after submission of the Membership Application and Fees.
5. Membership shall only be recognized on full payment of the Membership Fees for that season *(or part season where Members have joined mid season)*. Membership fees shall be due by 1 April and shall attract a discount if paid before 15 April as noted on the Membership Fee Summary.
6. Any member who has not paid by 1 June shall be sent an advice of non-payment and if the fees are not paid by 30 June the Club reserves the right to debar the player from use of the courts until the subscription is paid in full or unless an acceptable explanation is provided in writing to the Committee.
7. *The Club reserves the right to request proof of Membership if appropriate.*
8. Members will be requested to pay Membership fees in full prior to playing in the Club Tournament or for any of the Club Teams. No Tournament Finalist will be allowed to play in the Club Finals Day if Membership Fees are outstanding.
9. Visitors are welcomed at the Club however it is the responsibility of the Member to ensure that Visitors Fees are paid at the time of playing. No more than two visitors are permitted with any Member. Members are responsible for the behaviour and etiquette of their guests.
10. Members shall at all times adhere to the principles of fair play and respect for their fellow players. Members shall also respect the property and grounds of the Club and treat these facilities

with due consideration and care. Members shall report any areas of concern regarding the Club facilities in writing to a member of the Committee in order that these can be rectified in a timely manner.

11. The Policies and Procedures of the Club are published on the website and are also available to Members in a hard copy folder in the Clubhouse. Please adhere to these policies and report anything which concerns you *to a Member of the Committee*.

12. Please note that these policies include details of the Club Welfare Officer, and our compliance with LTA policies and regulations.

SALISBURY LAWN TENNIS CLUB **COURT RULES AND ADVICE**

New Courts Surface

In April 2016, STC laid a new high quality all-weather surface at a significant cost. It is very important that Members help the Club to look after this playing surface, including using the "drag-mats" regularly to redistribute the acrylic granules. If in doubt, please ask.

Strictly No Chewing Of Gum On Court.

Chewing of gum is unsafe while playing and can damage the courts.

Please Pay Visitors Fees

Please ensure any guests or non-members pay the required court fee (for details please see the notice board).

Tennis Shoes Only To Be Worn

Strictly no black soled shoes or shoes with ribbed soles or studs as these will harm the playing surface. Play according to the weather conditions *for your own safety and to avoid injury*. Please alter your style of play according to the weather conditions.

Please Be Considerate To Other Players

Unless playing in a Club Tournament, please allow waiting members to join you if they have not been able to get on court within 30 mins of arriving, or one set (whichever is the shortest) or give up the court.

Please Look After The Clubhouse And Grounds

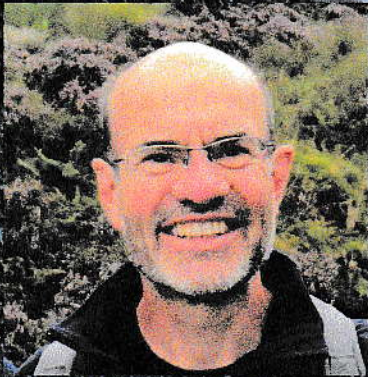
Please ensure that the Clubhouse is left as you would like to find it, and remove rubbish where possible.

Locking Up The Courts and Clubhouse

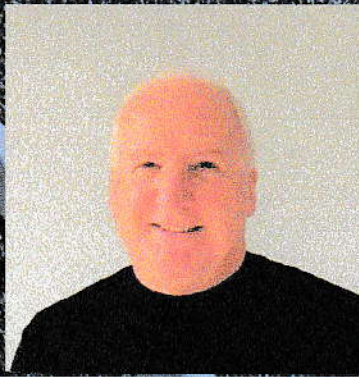
If you are last to leave, please ensure the courts gate, Clubhouse and main entrance gate are securely locked. *Please do not pass the Gate Codes to others who are not Members. The Club will renew the Main Gate Code at the beginning of each season which will be notified to Members via the Court Booking Module in ClubSpark.*

Enjoy your tennis !

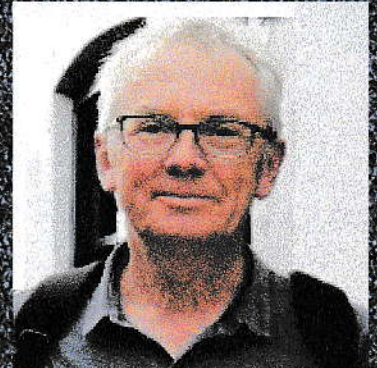
Your Committee 2023



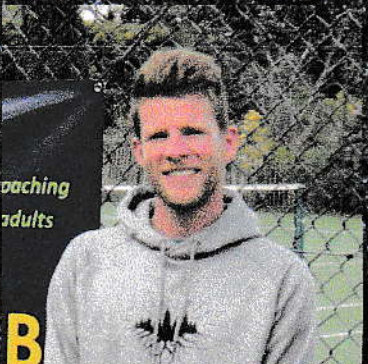
Tristram Owen
Secretary
slt1secretary@gmail.com



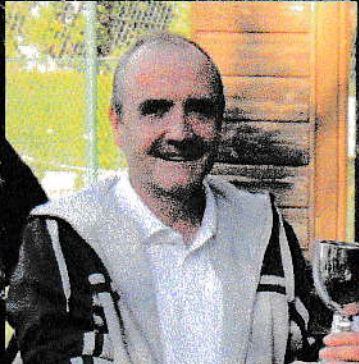
Nick Birchall
Chairman
slt1chairman@gmail.com



Dave Green
Membership Coordinator
membership@salisburyltc.org.uk



Tom Dyball
Head Coach
tomdyball1@hotmail.co.uk



Brendan Chambers
Treasurer
slt1treasurer@gmail.com



Trish Jones
Welfare Officer
trishjones347@gmail.com



Josie Raison
Junior Coordinator
slt1juniorRep@gmail.com



Peter Mole
Website / Teams



David Lawlor
Director of Coaching



SALISBURY LAWN TENNIS CLUB
WELFARE OFFICER



SPORT SHOULD BE FUN AND EVERYONE SHOULD FEEL SAFE

If you or someone you know in the Club has a concern about something, please contact :

Club Welfare Officer :



Trish Jones : mobile 07904 330077

Childline : 0800 1111 or www.childline.org.uk
NSPCC Helpline : 0808 800 5000 or www.nspcc.org.uk

**Details of all of the Salisbury Tennis Club Policies are available
in the Policies Folder located in the Clubhouse
or on the Club website.**

This is to certify that

PATRICIA JONES.....

has attended the

Lawn Tennis Association Time to Listen training for club welfare officers

Learning outcomes:

Identify what a club welfare officer does

Describe how a club welfare officer works with others to create a child centred environment

Explain how the club welfare officer role fits into the wider safeguarding environment

Apply learning to case studies including sharing good safeguarding practice

(Trainer)

20/09/18.....

(Date)