



Welcome Pack



Welcome,

Firstly, thank you for joining and I hope you have some fun here at Brixworth Tennis Club.

Brixworth Tennis Club was established in 2013 and I like to think that the Club is friendly, welcoming and has a strong family atmosphere. Whether you enjoy social tennis with friends and family, play in local league matches or anything in between then Brixworth Tennis Club is most definitely the place for you.

We have a diverse membership of adults and juniors with ages ranging from our youngest mini-red players aged 3 to our oldest member who is over 70. We understand that everyone's reason for joining a tennis club is different as are their standards and aspirations and, I hope, you will agree that we try to cater for them all.

Brixworth Tennis Club is also committed to prioritising the well-being of all children and adults, and we promote safeguarding in our Club at all times, including all programmes and events that we run. We do try and make social events part of our Club with events added and promoted throughout the year. They are posted on the display boards in the clubhouse, on the Club website page as well as WhatsApp, Facebook and Twitter. So keep an eye out and make sure you don't miss any events.

Obviously we still all find ourselves in rather strange times with Covid-19 affecting all of our daily lives and I hope you all stay safe and alert even while on the courts so, please do read the COVID-19 [guidelines for playing tennis](#) and hopefully we can enjoy a longer tennis season this time around!

Finally, whatever your tennis ambition and on behalf of the Club's committee:

Welcome to Brixworth Tennis Club.

Robert Kelly
Club Chairman



Essential Information

Court Padlock Code — N/A

COVID-19 — Courts are currently left open.

Please bear in mind that the Government, LTA and Club guidelines take precedent over all of the below information. Club guidelines during this period can be seen on our [website](#).

Footwear & Shoe Tags

All shoes worn on the courts shall be recognised tennis footwear. This is for two reasons: 'other' shoes can mark and damage the courts and non-tennis shoes do not grip the court as well and can cause accidents and avoidable injury. The courts are particularly sensitive to damage and only tennis shoes should be worn on the courts at all times.

We also ask members to ensure their shoe tags are clearly displayed at all times. Please make sure that all family members display the shoe tag in an obvious place as proof of current membership. Any player not displaying a valid shoe tag will be asked to leave the courts.

Shoe Tags are distributed by the Committee as soon as we possibly can.

If you haven't received your Shoe Tag within 14 days of signing up please do contact us.

Club Welfare Officer - Jackie Clarke

The Welfare Officer is pivotal to the promotion of safety and well-being at the Club, along with ensuring that children, young people and adults at risk are able to participate in tennis in a fun, safe and inclusive environment. If you have any concerns then you can contact the Club welfare officer by emailing welfare@brixworthtennisclub.org.uk. Your email will be treated with the strictest confidence and will only be seen by the welfare officer, no-one else within the Club has access to the Welfare Officer's emails.

[More information and documents on Safeguarding & Welfare can be found on our website.](#)

Brixworth Tennis Club is fully committed to safeguarding and promoting the well-being of all its members. The Club believes that it is important that members, coaches, administrators and parents/guardians associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Club Welfare Officer.



Club Sessions

Held on Friday evenings at 6.00pm and Sunday at 10.00am.

New members are all very welcome to join us for a game of social tennis. All levels of mixed abilities regularly play throughout the year, just turn up and join in!

In order to encourage inclusivity we ask that a game of doubles (where possible) consisting of four games is played after which the players mix up again for another game - a great way to make new friends and contacts, and to arrange social play throughout the week. Whatever your level of play you will be guaranteed a warm welcome! For any further details, or to arrange to be met at the Club on your first visit, then please contact us and we will ensure you are looked after.

The Club will always try and provide tennis balls for Club nights.

Monday Morning Ladies Coaching

Held every Monday morning from 9.30am til 11.00am for ladies to just turn up and mix coaching with a final half an hour of a competitive, but fun, match. £9 for members and £11 for non-members.

Tuesday Evenings Adults

Open tennis for Adults only (from 18:00).

Wednesday Evening Juniors

SUMMER ONLY. Open Mini-tennis for Juniors (from 16:00). TBC (Covid-19)

Friday Social Evenings

Open tennis for Adults and Juniors (from 18:00). No courts can be booked for exclusive use.

Saturday Junior Coaching

Mini-tennis Red, Orange, Green and Yellow for Juniors.

Sunday Mornings

Open tennis for Adults and Juniors (from 10:00).



Tournaments - Singles Ladder - Doubles Box League

Every year the Club organises an Adult and Junior tournament which is open to all members.

In the summer a singles ladder is also available for members of all ability which runs through the summer and last season saw over 70 matches played. For those not keen on singles a doubles box league is also available. Last season there were five different box leagues each seeded by ability. There are mini-seasons and at the end of each one there is promotion and relegation between each box league. An adult with a Junior partner is also available.

All of these are excellent opportunities to meet other members of the Club in a competitive but friendly environment. All standards of players are welcome. Keep an eye out on the WhatsApp group for the sign up messages.

Summer & Winter League Matches

Brixworth Tennis Club participates in both the Northants Summer and Northants Winter Tennis Leagues with a representation in the Ladies, Mens and Mixed divisions.

Any members who are interested in playing in any of our Summer or Winter league teams should email: secretary@brixworthtennisclub.org.uk

Wimbledon Tickets

Our Club receives an allocation of Wimbledon tickets from the LTA for distribution to our members by ballot. In order to be eligible for entry into the ballot you need to have British Tennis Membership (BTM), which is free, and have opted into the ballot via the [BTM website](#). The Club will email Club members when the Wimbledon Ballot is open so they can opt-in.

The number of pairs of tickets that we receive is dependent on the number of BTM members affiliated to our Club who have opted into the ballot. For this reason we would strongly encourage you to sign up to BTM and opt in, even if you do not wish to actually enter the draw.



Benefits of being a Club Member

Now you have joined you can see below the benefits you will enjoy over the coming season:

- Access to LTA-Qualified Club Coaches at Member Rates
- Car Parking
- E-Newsletters
- Club Social Events
- Club Singles Ladder
- Club Doubles Box League
- Court Booking System Access Including an App for Mobile Devices
- View Court Availability Online
- Wimbledon Tickets Draw
- Access to all Open Club Sessions
- Squad Tennis & Tournament Eligibility
- Free Entry Into all Internal Competitions
- Member of the Northants League Squad
- Access to Squad Coaching
- Discounted Ladies Coaching on Mondays

Hopefully we will add to this list over the coming seasons as we are always exploring new ways of expanding what the club can offer to its members.

Non-Member Visitors

Visitors are very welcome when playing with a full member. Visitors fees are £3 per session per adult. They apply for up to **3 (three)** sessions per person per year after which a non-member should apply for membership.

COURT ETIQUETTE

Spectators and all non-players are not allowed on court.

Do not move across or behind any court when play is in progress for safety reasons and also as a courtesy to the players on court who may be distracted or interrupted. Players should wait until the completion of at least a point, if not a game, then leave by walking around the perimeter of the adjacent court as quickly and discreetly as possible and shut the gate behind them.

Line calls should be made quickly and clearly, and the receiver of the ball has the final say.

If the ball strikes the net cord and then subsequently wins the point, the player should hold his hand up and offer an apology to the opposition.



Refrain from using foul language or any form of threatening, racist, intimidatory or abusive language or behaviour towards other players, Club officials, coaching personnel or spectators.

At the end of your game, if no-one is waiting to play, please lower the nets.

All members must ensure the court gates are shut before leaving the Club, even if there are other members still on court.

Members are asked to put their litter into the bins provided or take it home with them.

CCTV Policy For Brixworth Tennis Club

Brixworth Tennis Club uses closed circuit television (CCTV) images to provide a safe and secure environment for members and their guests and to protect the Brixworth's Tennis Club's property.

This policy sets out the use and management of the CCTV equipment and images in compliance with the Data Protection Act 1998 and the Information Commissioner's Office CCTV Code of Practice.

The Brixworth Tennis Club's CCTV facility records both images and audio recording.

PURPOSES OF CCTV

The purposes of Brixworth Tennis Club installing and using CCTV systems include to:

- assist in the prevention or detection of crime or equivalent malpractice;
- assist in the identification and prosecution of offenders;
- monitor the security of Brixworth Tennis Club's premises;
- ensure that health and safety rules and Brixworth Tennis Club's procedures are being complied with;
- assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted and to help in providing relevant evidence.

LOCATION OF CAMERAS

Cameras are located at strategic points throughout Brixworth Tennis Club's premises, principally at the entrance and exit points of Brixworth Tennis Club car park, overlooking the tennis courts and inside the Brixworth Tennis Club clubhouse. Brixworth Tennis Club has positioned the cameras so that they only cover communal or public areas on the Brixworth Tennis Club's premises and they have been sited so that they provide clear images. No



camera focuses, or will focus, on toilets or changing facilities. All cameras are also clearly visible.

Appropriate signs are prominently and clearly displayed so that members, their guests and other visitors are aware they are entering an area covered by CCTV.

RECORDING AND RETENTION OF IMAGES

Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.

Images are recorded in constant real-time (24 hours a day throughout the year).

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than one month. Once a hard drive has reached the end of its use, it will be erased prior to disposal. Images that are stored on, or transferred on to, removable media such as CDs are erased or destroyed once the purpose of the recording is no longer relevant. In normal circumstances, this will be a period of one month. However, where a law enforcement agency is investigating a crime, images may need to be retained for a longer period.

ACCESS TO AND DISCLOSURE OF IMAGES

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to those directors and line managers who are authorised to view them in accordance with the purposes of the system. Viewing of recorded images will take place in a restricted area with only appropriate individuals having access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- the police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness;
- prosecution agencies, such as the Crown Prosecution Service;



- relevant legal representatives;
- committee members involved with Brixworth Tennis Club disciplinary processes;
- individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).

The Committees of Brixworth Tennis Club and Brixworth Cricket Club are the only people who are permitted to authorise disclosure of information to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. If disclosure is denied, the reason will be recorded. A formal request in writing must be made on the form provided by the Brixworth Tennis Club.

INDIVIDUALS' ACCESS RIGHTS

Under the Data Protection Act 1998, individuals have the right on request to receive a copy of the personal data that Brixworth Tennis Club holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any of your CCTV images, you must make a written request to Robert Kelly, the Brixworth Tennis Club Chair, and Brixworth Tennis Club reserves the right to charge you a fee of up to £10 for the supply of the images requested. Your request must include the date and time when the images were recorded and the location of the particular CCTV camera, so that the images can be located and your identity can be established as the person in the images.

Note: Brixworth Tennis Club will always check the identity of the person making the request before processing it.

The Brixworth Tennis Club Chair or Committee will first determine whether disclosure of your images will reveal third party information as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If Brixworth Tennis Club is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

COVERT RECORDING

Brixworth Tennis Club will only undertake covert recording with the written authorisation of the Brixworth Tennis Club Chair (or another committee member acting in their absence) where there is good cause to suspect that criminal activity or equivalent malpractice is



taking, or is about to take, place and informing the individuals concerned that the recording is taking place would seriously prejudice its prevention or detection. Covert monitoring may include both video and audio recording.

Covert monitoring will only take place for a limited and reasonable amount of time consistent with the objective of assisting in the prevention and detection of particular suspected criminal activity or equivalent malpractice. Once the specific investigation has been completed, covert monitoring will cease.

Information obtained through covert monitoring will only be used for the prevention or detection of criminal activity or equivalent malpractice. All other information collected in the course of covert monitoring will be deleted or destroyed unless it reveals information which Brixworth Tennis Club cannot reasonably be expected to ignore.

COMMITTEE MEMBERS TRAINING

Brixworth Tennis Club will ensure that all committee members handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the Data Protection Act 1998 with regard to that system.

IMPLEMENTATION

The Brixworth Tennis Club Chair and the Committee of Brixworth Tennis Club are responsible for the implementation of and compliance with this policy and the operation of the CCTV system and they will conduct an annual review of Brixworth Tennis Club's use of CCTV. Any complaints or enquiries about the operation of the Brixworth Tennis Club's CCTV system should be addressed to them.



CLUB RULES

1. MEMBERSHIP

- 1.1. Players use the facilities entirely at their own risk and the Club accepts no liability for loss, damage or injury howsoever caused.
- 1.2. The Club cannot be held responsible for the safety of Juniors using Club facilities, at any time, whether they are attending a supervised session or not.
- 1.3. Members are expected to wear appropriate tennis clothing at all times, and in particular tennis footwear in order to avoid damage and marking of the court surface. Shirts must be worn at all times. Players who are considered by the committee to be improperly attired may be asked to leave the court.
- 1.4. Members must comply with any information or signs that are displayed at the courts and/or in the clubhouse regarding suitable footwear.
- 1.5. All members should display their shoe tag at all times, clearly and visibly. Without it you will be considered a non-member and will be asked to leave the court or pay a non-members £3 fee.
- 1.6. For reasons of safety and in order not to distract players, non-players are not permitted on court.
- 1.7. The playing season will extend throughout the year, subject to the courts being fit for play.
- 1.8. The Committee reserves the right to refuse or terminate membership of any member who is deemed prejudicial to the interests of the Club, in line with the [Club Constitution](#).

2. SUBSCRIPTIONS

- 2.1. Annual subscriptions are due on 1 April.
- 2.2. Players are not permitted on the courts unless their Club subscription has been paid and their shoe tag is appropriately displayed.

3. MEMBERSHIP CATEGORIES

- 3.1. Adult - anyone 18 or over and not a student
- 3.2. Family - couple or partners including all children in full-time education all living at the same address
- 3.3. Couple - two adults living at the same address
- 3.4. Junior Age - anyone over 4 and under 18 years old on 1st September
- 3.5. Student - between ages 18-25 in full-time education, college/university.

4. NON-MEMBER & VISITOR POLICY

- 4.1. Adult Club members are allowed to bring **no more than three times a year** visitors to play at the Club subject to the following conditions:
- 4.2. Visitors over 18 years old must pay a fee of £3 per visit
- 4.3. Visitors under 18 years old must pay a fee of £1 per visit



- 4.4. Visitors may play at the Club on a maximum of **three** occasions after which they must decide either to join the Club or not.
- 4.5. Visitors are only allowed to play at the Club in the presence of a Club member.
- 4.6. Visitors, with a view to joining, are welcome to attend up to one organised session, eg. Club Night or Junior Club, but only by prior arrangement with a Committee member.
- 4.7. Members can [pay the Guest/Visitors fee](#) on the Club website.

5. COACHING

- 5.1. Visitors receiving coaching must pay the non-members visitor fee of £3 on top of the coach's fee.
- 5.2. Visitors can receive up to two (2) coaching sessions at which point they must join the Club before receiving any further coaching.

6. COURT PRIORITY

- 6.1. Courts must be booked by Club members on the website or app.
- 6.2. League matches will be booked from the start of the seasons (Summer and Winter). However these dates may change due to rescheduling of matches as a result of bad weather, injuries etc. This may result in a non-match booked court being cancelled but, if at all possible, this will be avoided.
- 6.3. Certain dates may be allocated by the committee for organised events, eg tournaments. All members will be notified either by e-mail, WhatsApp or poster in the clubhouse.
- 6.4. Members who have booked a court through the Club website or app will have priority over the court and can play the full time slot they have pre-booked even if they are playing singles.
- 6.5. When courts have not been pre-booked on the website/app and all courts are occupied with games and further members are waiting, play on unbooked courts should be limited to one short set ie first to six games, not lasting more than 30 minutes. Players waiting to go on court may enquire about stage of play and request that the rules above are implemented if appropriate. Singles may not be played on unbooked courts when members are waiting. Singles players must finish the game, not set, and either play doubles or vacate the court, with the exception of Club Tournament games.
- 6.6. During Club Nights, all players should change partners/opponents with players on other courts after one short set, usually 4 games but sometimes 6 games.

Where certain activities only take place for a specified seasonal period, at all other times of the year, shared priority between adults and juniors is given, unless otherwise stated.



ADULT NIGHTS. Juniors may play if courts are vacant but they must be prepared to relinquish the court if Adults are seen to be subsequently waiting. They may finish the game, not set, that they are playing.

JUNIOR NIGHTS. The same system applies to Adults on Junior priority occasions.

We would ask, in all cases, that players willingly vacate the court, rather than waiting to be asked to do so.

Members that have booked a court have priority at other times.

7. LEAGUE MATCHES

- 7.1. Players are only eligible for team selection if they are fully paid up members.
- 7.2. All members wishing to be considered for the team will be invited to attend at least ONE try out session.
- 7.3. Club Captain(s), in conjunction with Committee will decide the number of teams to be entered for each season.
- 7.4. A match fee is required to be levied, with the approval of the Committee, and this fee will be collected by the team captains. This match fee is to cover the cost of match balls, refreshments and League fees.
- 7.5. Junior matches must have an adult in attendance and fees for these matches will be set as appropriate to cover the cost of balls and refreshments. The junior team captain is responsible for providing squash and biscuits.
- 7.6. The Match Fee will be set at the start of each Summer & Winter League.

CODE OF CONDUCT

As a member of Brixworth Tennis Club you are expected to abide by the code of conduct shown on our website.

They can be viewed by click visiting the link below;

Young People's Code of Conduct

<https://brixworthtennisclub.org.uk/safeguarding-policy/young-peoples-code-of-practice/>

Parents/Guardian's Code of Conduct

<https://brixworthtennisclub.org.uk/safeguarding-policy/parents-guardians-code-of-practice/>

Staff & Volunteer's Code of Conduct

<https://brixworthtennisclub.org.uk/safeguarding-policy/staff-volunteers-code-of-practice/>



ANTI-BULLYING POLICY

Definition: *Bullying can be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.*

Brixworth Tennis Club strives to ensure that all children (anyone under 18), adults 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. Bullying is not tolerated of any description at the club.

This document sets out how to help prevent bullying from happening to all children, adults 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 Brixworth Tennis Club

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, adults 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, adults 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:



- A. the needs of the person being bullied;
- B. the needs of the person displaying bullying behaviour;
- C. the needs of others who may be affected;
- D. our club 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/ Chairman of the club (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.

Adults members:

- Adults can also become victims of bullying from other adults within the club, this needs to be dealt with swiftly and sensitively by the club;
- Confidentiality should be maintained at all times in the interest of the adults;
- Solutions should be sort to resolving bullying when it arises.

Related policies and procedures:

This policy should be read alongside our clubs 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

NSPCC Helpline 0808 800 5000

Childline 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org

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



Contact Information

Brixworth Tennis Club
Haywards Barn
Northampton Road
Brixworth
NN6 9DQ

For more information or any questions you may have you can visit our website or contact specific key persons see below.

Robert Kelly - Chairman
chairman@brixworthtennisclub.org.uk

Sandra Moxon - Secretary
secretary@brixworthtennisclub.org.uk
07434 621395

Joel Burwood - Treasurer
treasurer@brixworthtennisclub.org.uk

Jackie Clarke - Welfare Officer
welfare@brixworthtennisclub.org.uk

Miles Tildesley - Vice Chairman

Tony Burwood - Committee Member

Daniel Calvert - Digital Officer & Committee Member

Internet

Website - <http://www.brixworthtennisclub.org.uk>

Facebook - <https://www.facebook.com/brixworthtc>

Twitter - <https://twitter.com/brixworthtc>

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