

Tennis Clubmark Criteria

As a management committee review your existing policies, procedures and activities and identify where additional resources need to be developed or where your on court programme needs to be refined to support you to achieve Tennis Clubmark accreditation.

Start by looking at the Clubmark criteria below. Run through each item of evidence required and tick off what you feel you have in place to get some understanding of the remaining workload. Then divide the work across the various committee members and coach, put in timescales and ensure you meet regularly to monitor progress. Your local Tennis Development Manager is available to support you.

WHAT IS THE OPERATIONAL STANDARD?	✓
MANAGEMENT	
Open access constitution or rules – rules should reflect the recent incorporation of the LTA and the new disciplinary code	
Volunteer recruitment and retention policy	
Job specification for each role	
Volunteer commitment form for each volunteer	
Consultancy agreement for coaching services or coach/club charter	
Job specification for head coach along with each additional coaching role	
Policies and procedures commitment form	
Effectively promote your place to play	
Create a welcoming environment	
POLICIES AND PROCEDURES	
Equality and diversity policy	
Child protection policy	
Child protection course - head coach and child protection officer to attend and certification required	
Code of practice for working with young people	
Photography and filming of children policy	
Code of practice for members/users	
Accident and emergency information	
Accident report forms	
Risk assessment policy	
Complaints policy	
Feedback policy	
TENNIS PROGRAMME	
Achieve Clubmark Minimum Programme Guidelines	
Licensed head coach and/or licensed/registered coaching team	
Development plan for the head coach and/or coaching team	
Using the appropriate courts and equipment for mini tennis, yellow ball and adult beginners	
Using registers; including emergency contact details and medical information	
Using appropriate player : coach ratios for on court activity	
Delivering an inclusive programme of coaching and competition	
Developing talent and working with the LTA talent identification process	
Engaging the local community; schools, community clubs, disability groups, youth groups	
PLANNING	
Action plan – short, medium and long term goals	
Sinking fund guidance and policy	
Business plan – project specific (not essential)	