

VENUE REGISTRATION REGULATIONS

Document owner:	LTA Disciplinary Officer and Head of National Delivery
Approved by board of Lawn Tennis Association Limited on:	29 September 2023
Effective from:	1 October 2023

VENUE REGISTRATION REGULATIONS

INTRODUCTION

1. These are the Venue Registration Regulations which govern the registration of and conditions applicable to any organisation that is a Registered Organisation and any venue that is a Registered Venue.
2. The Venue Registration Regulations are administered by the LTA.
3. This is an LTA Regulatory Document for the purposes of the LTA Disciplinary Code.
4. The Venue Registration Regulations apply to any application to be registered, or renewal of registration, of an organisation as a Registered Organisation. The Venue Registration Regulations also apply to any application to register a venue as a Registered Venue. By applying to be registered as a Registered Organisation an applicant organisation agrees to be bound by the Venue Registration Regulations both in respect of itself and its Registered Venue(s).
5. An applicant organisation will only be registered by the LTA as a Registered Organisation and a venue will only be registered by the LTA as a Registered Venue if all relevant eligibility criteria and other conditions have been met to the satisfaction of the LTA in its sole discretion and the applicable registration fee has been paid. Regulations 17 and 18 set out the options available to the LTA in relation to any application for registration, or renewal of registration, as a Registered Organisation and/or as a Registered Venue.
6. Each capitalised term in these Venue Registration Regulations will have the meaning given to it in Regulation 37 (Definitions) below.
7. In these Venue Registration Regulations, unless the context otherwise requires:
 - 7.1. words denoting any one gender include a reference to any other gender;
 - 7.2. words denoting the singular include the plural and vice versa, and (for the avoidance of any doubt) the terms “they”, “their” and “themselves” may, where the context so admits, refer to the singular rather than the plural;
 - 7.3. the word ‘days’ will mean calendar days unless specified otherwise;
 - 7.4. a note to a Regulation will be used to interpret that Regulation; and
 - 7.5. words following the terms ‘including’, ‘include’, ‘in particular’, ‘for example’ or similar expression will be construed as illustrative, will not be exhaustive and will not limit the sense of the words, description, definition, phrase or term preceding those terms.

ELIGIBILITY CRITERIA

8. An applicant organisation is eligible to apply to be registered (or to apply to renew its registration) as a Registered Organisation and to apply to register a venue (or to apply to renew such registration) as a Registered Venue if it (and it procures that the relevant venue) meets (at the point that the application is made and on an ongoing basis) at its own expense the following

eligibility criteria (and provides evidence which is satisfactory to the LTA, at its sole discretion, that they do so). For the avoidance of doubt, a venue will not be registered by the LTA unless the owner or operator of such venue is also a Registered Organisation or applies to be so at the same time.

8.1. the following Safeguarding Standards (which at the time of approval of these Venue Registration Regulations are as set out below but may be updated from time to time and full details are contained within the guidance available from <https://www.lta.org.uk/about-us/safeguarding/venue-standards/>) have been (and are continuing to be) complied with:

- a) Safeguarding Standard 1: safeguarding policies - have a set of clear safeguarding policies that have been implemented within the venue;
- b) Safeguarding Standard 2: safeguarding awareness - ensure that there is strong awareness within the venue of safeguarding, the requisite policies and how to report a concern;
- c) Safeguarding Standard 3: safeguarding culture - have a Welfare Officer who has undergone the necessary training, is engaged in their role and collaborates with others in the venue to embed a positive safeguarding culture;
- d) Safeguarding Standard 4: staff, coaches and volunteers - ensure that relevant roles within the venue have completed a satisfactory Criminal Record Check and that any coaches qualified to Level 2 or above are an Accredited Coach;
- e) Safeguarding Standard 5: procedure - ensure that safeguarding is embedded into the venue's operations and safeguarding risks are considered when running activities and events;

8.2. a Venue Main Contact has been appointed by the applicant organisation and such individual's contact details have been notified to LTA (or the relevant member of the LTA Group);

8.3. the relevant organisation has implemented a diversity and inclusion policy and such policy has been communicated to all users of the relevant venue;

8.4. the relevant venue is located in Great Britain, the Channel Islands or the Isle of Man and, except with the prior written consent of the LTA, the relevant applicant organisation is established or incorporated in Great Britain, the Channel Islands or the Isle of Man; and

8.5. the Good Conduct and Integrity Requirement.

9. Each application for registration (or for renewal of registration) as a Registered Organisation and/or Registered Venue will be assessed by the LTA's Club and County Support Team (or relevant replacement team) for and on behalf of the LTA in accordance with these Venue Registration Regulations and, in particular, the response to the application will be determined in accordance with Regulations 17 and 18.

RENEWAL OF REGISTRATION

10. It is the responsibility of the Registered Organisation to apply for renewal of its registration (and the registration of a Registered Venue) in a timely manner.

11. Where a Registered Organisation applies to renew its registration as a Registered Organisation and/or the registration of the relevant venue as a Registered Venue before the end of the current Registration Year, the new registration will run from the end of the current Registration Year, provided that a registration may not be renewed more than one month prior to the end of the current Registration Year unless otherwise permitted by the LTA.
12. If a Registered Organisation does not renew their registration (or the registration of the relevant Registered Venue) before the end of the Grace Period, their registration will immediately expire. In such situation an organisation is free to re-apply for registration at any time thereafter.

FURTHER AND ONGOING CONDITIONS

13. In addition to the eligibility requirements set out above, a Registered Organisation is required to comply with certain ongoing conditions (on behalf of itself and any relevant Registered Venue(s)).
14. In particular, Registered Organisations must and must procure that any relevant Registered Venue(s) at all times, and including at the point of application for registration or renewal of registration as a Registered Organisation or Registered Venue:
 - 14.1. observe and comply with these Venue Registration Regulations, as varied, amended or replaced from time to time;
 - 14.2. observe and comply with:
 - a) the LTA Rules (including the Participation Condition);
 - b) the LTA Disciplinary Code (including for the avoidance of doubt the provisions of the LTA's disciplinary, safeguarding, anti-doping and anti-corruption regulations);
 - c) the LTA Code of Conduct and any directions or guidelines from time to time published by the LTA;
 - d) the LTA Regulatory Documents (to the extent that they are applicable to the particular Registered Organisation and/or Registered Venue);
 - 14.3. procure that the officers, committee members, employees, users and/or members of the Registered Organisation or Registered Venue (as appropriate) are bound by and observe and comply with:
 - a) the LTA Rules;
 - b) the LTA Disciplinary Code (including for the avoidance of doubt the provisions of the LTA's disciplinary, safeguarding, anti-doping and anti-corruption regulations);
 - c) the LTA Code of Conduct and any directions or guidelines from time to time published by the LTA;
 - d) the LTA Regulatory Documents (to the extent that they are applicable to the particular Registered Organisation or Registered Venue (as appropriate));

- 14.4. adhere to the LTA Safeguarding Policies and the Safeguarding Standards and follow any guidelines laid down from time to time by the LTA (including in relation to deployment of their coach workforce);
- 14.5. promptly notify the LTA of any event or circumstances that affects or may affect the ability of the Registered Organisation or Registered Venue to comply with any of the Safeguarding Standards;
- 14.6. promptly notify the LTA of any removal or change to the Welfare Officer of the Registered Organisation or Registered Venue (as appropriate) and, where an individual ceases to be a Welfare Officer, within 28 days of such individual ceasing to be the Welfare Officer appoint a suitable replacement and register such replacement with the LTA Safeguarding Team;
- 14.7. promptly notify the LTA of any removal or change to the Venue Main Contact of the Registered Organisation or Registered Venue (as appropriate) and, where an individual ceases to be a Venue Main Contact, within 28 days of such individual ceasing to be the Venue Main Contact appoint a suitable replacement and notify the LTA of the details of such individual;
- 14.8. promptly notify the LTA of any change to the Registered Organisation and/or Registered Venue's coach workforce;
- 14.9. promptly notify the LTA of any concerns or disclosures about (a) the welfare of a child or adult at risk in tennis, or (b) the behaviour of an adult towards a child or adult at risk in tennis;
- 14.10. permit the LTA (or its nominated auditors) to carry out a Safeguarding Support Visit in order to review/audit any matter relating to a Registered Organisation or Registered Venue's compliance with these Venue Registration Regulations (including the Safeguarding Standards) and provide any information and/or assistance required by the LTA in connection with such Safeguarding Support Visit including access to the relevant venue, its users and/or members (and/or the parents/legal guardians of such users and/or members where appropriate). This may include a requirement to undertake a survey of users and/or members (and/or the parents/legal guardians of such users and/or members where appropriate) prior to any Safeguarding Support Visit, company books, records, information and such other assistance as may be necessary in order that they may fully and promptly carry out each Safeguarding Support Visit. The LTA (or its nominated auditors) shall be entitled to make and retain copies of any such documents as it requires;
- 14.11. be, in the view of the LTA, an organisation that will uphold the standards in, integrity of and public confidence in the Game, and help to deliver a safe and enjoyable tennis experience, including:
 - a) in all dealings with the LTA acting with honesty and respect, and ensuring that all information and documentation provided to the LTA is complete, accurate and not misleading;
 - b) not doing anything which would damage the reputation and good standing of the LTA, Registered Organisations, Registered Venues and/or LTA's venue registration scheme;

- c) immediately upon becoming aware, informing the LTA of any conviction and/or change to the status of the criminal record of any of its coaching workforce and/or if they are under investigation or charged by the police for any criminal offence; and
 - d) ensure that any officer or committee member is a fit and proper person to hold such position.
- 14.12. not be subject to any sanction or provisional sanction under the LTA Disciplinary Code which restricts or limits an applicant organisation or venue's ability to be, or prevents an applicant organisation from being, registered as a Registered Organisation or Registered Venue; and
- 14.13. not be subject to any sanction or provisional sanction by any other tennis or sporting national or international body, and of which they will inform the LTA within seven days of it being communicated in writing to the Registered Organisation.
- 15. It is the responsibility of each applicant organisation to ensure that all information provided to the LTA is up to date and accurate at the point of application so that the LTA may process their application to be registered (or renew their registration) as a Registered Organisation and/or to register (or renew the registration of) a Registered Venue. A failure to do so may delay the processing of the application and/or result in its refusal.
- 16. It is the responsibility of every Registered Organisation to ensure that the details held in its Venue Registration Portal are up to date at all times including ensuring that they update any changes to relevant contact details.
- 17. Where the application is for either registration or renewal of registration as a Registered Organisation or as a Registered Venue, the LTA will consider the application and the evidence provided to the LTA in support of the application in order to decide whether or not (a) all of the relevant eligibility criteria have been met in accordance with Regulation 8 above, (b) the relevant registration fee has been paid, and (c) registration as a Registered Organisation or Registered Venue will be granted. Having done so, the LTA may (at its sole discretion):
 - 17.1. register an applicant organisation as a Registered Organisation and/or a venue as a Registered Venue;
 - 17.2. refuse to register an applicant organisation as a Registered Organisation and/or a venue as a Registered Venue; or
 - 17.3. register an applicant organisation as a Registered Organisation and/or a venue as a Registered Venue but with restrictions on their registration (including by the imposition of conditions on their registration or restricting the duration of the Registration Year).

In each case, the decision will be communicated to the applicant organisation by the LTA's Club and County Support Team (or relevant replacement team) for and on behalf of the LTA.

- 18. If in the opinion of the LTA a Registered Organisation (on behalf of itself and/or its Registered Venue) at any time during the Registration Year does not satisfy and/or fails to comply with and/or breaches these Venue Registration Regulations (including any of the above ongoing conditions set out in Regulation 14) the LTA may:
 - 18.1. revoke the registration of a Registered Organisation and/or Registered Venue; or
 - 18.2. temporarily suspend the registration of a Registered Organisation and/or Registered Venue; or

- 18.3. restrict the registration of a Registered Organisation and/or Registered Venue (including by the imposition of conditions on their registration or restricting the duration of the Registration Year).

In such a case, the decision will be communicated to the Registered Organisation by the LTA's Club and County Support Team (or relevant replacement team) for and on behalf of the LTA.

19. An applicant organisation will provide such additional information as may be required by the LTA in connection with any application for registration or renewal of registration as a Registered Organisation or Registered Venue.
20. If a Registered Organisation or Registered Venue does not satisfy and/or fails to comply with and/or breaches these Venue Registration Regulations and, in particular any of the Safeguarding Standards, this may invalidate any insurance cover provided under any insurance policy effected by the LTA (or another member of the LTA Group).

DECISIONS AND APPEALS

21. The final decision of the LTA taken in relation to the registration, refusal, suspension, restriction (including by the imposition of conditions on the registration of an applicant organisation or venue or restricting the duration of the Registration Year), revocation or removal of the registration of an applicant organisation or venue under these Venue Registration Regulations may be appealed but only in accordance with the provisions of Part D (Registration Appeal Regulations) of the LTA Disciplinary Code.
22. The above right of appeal does not apply where any decision in relation to the registration of an applicant organisation or venue as a Registered Organisation or Registered Venue has been taken under the provisions of Part B (Disciplinary Regulations), Part C (Safeguarding Regulations), Part E (Anti-Doping Regulations) and/or Part F (Anti-Corruption Regulations) of the LTA Disciplinary Code.

HOW TO REGISTER AS REGISTERED ORGANISATION OR REGISTERED VENUE AND PAYMENT

23. All applications for registration (or renewal of registration) as a Registered Organisation or Registered Venue shall be made online via the LTA's website unless otherwise notified by the LTA.
24. Payment of the relevant registration fee(s) shall be made online via the LTA stripe payment gateway on the Venue Registration Portal unless otherwise notified by the LTA or, in the case of a local authority, payment may be made via BACS transfer and must include the reference given on any invoice provided by the LTA.
25. The fees payable for registration (or renewal of registration) as a Registered Organisation or as a Registered Venue are as set out on the Venue Registration Portal on the date that the application is submitted to LTA. All fees advertised are in Pounds Sterling.

BENEFITS

26. Any benefits that are made available to a Registered Organisation (in respect of a Registered Venue) are at the discretion of the LTA and subject to withdrawal or amendment at any time without notice. For the avoidance of any doubt, any such benefits will only be made available for so long as both an organisation remains a Registered Organisation and the relevant venue

remains a Registered Venue and, if a Registered Organisation does not have a corresponding Registered Venue, it will not be entitled to receive any benefits.

27. Full details of any relevant benefits package from time to time may be found on the LTA website.
28. Whilst efforts are made to ensure that any benefits provided by third parties (e.g. discounts) will be delivered and be of a suitable standard, the LTA is in no way responsible for such benefits, which will remain the sole responsibility of such third parties. The LTA makes no representation, warranty, recommendation or endorsement of the goods and services provided by such third parties and each Registered Organisation accepts that none is given or implied.
29. Only for so long as they are and remain registered by the LTA as a Registered Organisation, the LTA grants each Registered Organisation the right to use the following mark (the “LTA Mark”, as may be amended, supplemented or replaced by the LTA from time to time) only for the purposes of identifying a venue as a Registered Venue on their website, social media or any stationery or promotional literature and in accordance with any conditions of use notified to them by the LTA from time to time.



30. A Registered Organisation or Registered Venue may not use, display or publish the logo, name or initials of the LTA, save as explicitly provided in Regulation 29 above.
31. Registration as a Registered Organisation or Registered Venue does not entitle a Registered Organisation or Registered Venue to attend or vote at general meetings of the members of LTA.
32. Registration as a Registered Organisation or Registered Venue is non-transferable and any benefits may only be used by the relevant a Registered Organisation or Registered Venue.

DATA PROTECTION

33. The LTA confirms that it will process any personal data provided by an applicant organisation as part of an application to be registered as a Registered Organisation or to register a venue as a Registered Venue in accordance with the LTA Privacy Policy (a copy of which may be found on the LTA's website), the UK General Data Protection Regulation and the Data Protection Act 2018 (all as amended and superseded at any time).

GENERAL

34. All applications for registration (or renewal of registration) as a Registered Organisation or Registered Venue are subject to these Venue Registration Regulations whether or not such applications result in the registration of an organisation as a Registered Organisation or a venue as a Registered Venue and all registrations are issued subject to these Venue Registration Regulations which constitute a binding contract between each Registered Organisation and the LTA.

35. These Venue Registration Regulations, the LTA Code of Conduct, the LTA Disciplinary Code, any application form, and the LTA's current prices and contact details, set out the whole agreement relating to registration as a Registered Organisation or Registered Venue by the LTA. Nothing said by any LTA representative on the LTA's behalf should be understood as a variation of these Venue Registration Regulations or as an authorised representation about the nature or quality of any goods/services offered by the LTA. Except for fraud or fraudulent misrepresentation by an LTA employee, the LTA shall have no liability for any such representation being untrue or misleading.
36. These Venue Registration Regulations and each dispute or claim arising out of or in connection with them (including non-contractual disputes and claims) shall be governed by and construed in accordance with the laws of England and Wales. These Venue Registration Regulations require the LTA and Registered Organisations/Registered Venues to submit any such dispute or claim relating to registration, refusal to register, restriction, revocation or suspension of registration to the Registration Appeals Division of the Judicial Panel under and in terms of Part D of the LTA Disciplinary Code.

DEFINITIONS

37. The following definitions will apply in these Venue Registration Regulations:

“Accredited Coach” means an individual who is registered as such by the LTA or one of its group companies in accordance with the Coach Accreditation Regulations;

“Criminal Record Check” means an enhanced disclosure of the relevant person's criminal record history and a barred list check from the Disclosure and Barring Service and/or a Protecting Vulnerable Persons scheme check from Disclosure Scotland (or any successor organisations carrying out the same or a similar role) unless otherwise agreed by the LTA and/or any related or equivalent check which may lawfully be required by the LTA or which may from time to time be required by any applicable law;

“Game” has the meaning given to that term in the articles of association of LTA, which (as at the date of this issue of the Venue Registration Regulations) means tennis in Great Britain, the Channel Islands and the Isle of Man, including the games of lawn tennis (including wheelchair tennis) and padel tennis, and derivate forms of them, and any virtual version of a tennis competition (e-tennis) which virtual version is or may be owned, organised and/or managed by the LTA and/or any other member of the LTA group, but for the avoidance of doubt excluding the games of real tennis and rackets;

“Good Conduct and Integrity Requirement” means that the applicant organisation meets the requirements set out in Regulations 14.11, 14.12 and 14.13;

“Grace Period” means a period up to and including 31 December of the relevant Registration Year;

“LTA” means Lawn Tennis Association Limited, a company limited by guarantee and registered in England and Wales (company number 07459469);

“LTA Code of Conduct” means the code(s) of conduct issued by the LTA (or, where applicable, the LTA group) from time to time; including the code of conduct found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;



“LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time, incorporating (amongst other things) the LTA’s disciplinary regulations, safeguarding regulations, registration appeal regulations, anti-doping regulations and anti-corruption regulations, and found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Group” means LTA, any subsidiary or holding company from time to time of LTA, and any subsidiary from time to time of such a holding company of LTA;

“LTA Rules” means the governing document described as the “Rules” of the Company as in force from time to time, and found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Safeguarding Policies” means the policies and related documents published or issued by the LTA from time to time in relation to safeguarding or child protection matters, including the “LTA Safeguarding Children Policy” (<https://www.lta.org.uk/498128/siteassets/about-lta/file/lta-safeguarding-children-policy.pdf>) and the “LTA Safeguarding Adults at Risk Policy” (<https://www.lta.org.uk/498128/siteassets/about-lta/file/lta-safeguarding-adults-policy.pdf>) as updated from time to time;

“Participation Condition” has the meaning given to it in the LTA Rules (and, as at the date of this issue of the Venue Registration Regulations, is contained in clause 61 of the LTA Rules);

“Registered Organisation” means the owner or operator (as applicable) of a Registered Venue and registered as such by LTA (or another member of the LTA Group) under and in terms of these Venue Registration Regulations;

“Registered Venue” means a venue (or other place where the Game is played) registered as such by the Company (or another member of the LTA Group) under and in terms of the Venue Registration Regulations;

“Registration Year” means the period from 1 October up to and including the 30 September of the following year except in the following circumstances:

- a) where an organisation applies for registration as a Registered Organisation or Registered Venue for the first time after 1 October, the Registration Year means the period from the date on which the application is confirmed by the LTA up to and including the following 30 September; and
- b) where an organisation applies for renewal of registration as a Registered Organisation or Registered Venue after the Grace Period, the Registration Year means the period from the date on which the application is confirmed by the LTA up to and including the following 30 September.

“Safeguarding Standards” means the mandatory criteria relating to safeguarding for Registered Organisations and Registered Venues set out in paragraph 8.1 above;

“Safeguarding Support Visit” means a visit by the LTA or its nominated auditors to the Registered Organisation or Registered Venue as appropriate to review and/or audit their compliance with the Safeguarding Standards and any other requirement of these Venue Registration Regulations including:

- c) the accuracy of any information or materials provided to the LTA as part of any application to be registered as a Registered Organisation or Registered Venue; and

- d) any safeguarding concerns raised in relation to a Registered Organisation or Registered Venue; and
- e) any other matter otherwise relevant to the Safeguarding Standards or registration as a Registered Organisation or Registered Venue in accordance with these Venue Registration Regulations.

Any Safeguarding Support Visit may be carried out with or without notice at any time;

“Venue Main Contact” means an individual who acts as the main point of contact between the Registered Organisation or Registered Venue and the LTA as notified to the LTA by the Registered Organisation;

“Venue Registration Portal” means a Registered Organisation’s online LTA portal, containing details of its registration as Registered Organisation or the registration of the relevant Registered Venue; and

“Welfare Officer” means an individual appointed by a Registered Organisation with responsibility for safeguarding within a Registered Venue as notified to the LTA by the Registered Organisation.