



Junior Tennis Course
Programme
Outdoor Courses
September - December 2019



Our Tennis Programme

The Bank of England Sports Centre offers a comprehensive range of fun and exciting courses for children aged 3 - 16 years. Our tennis coaches provide group and private lessons in a fun, friendly environment for our younger members to enjoy and progress.

We hope that your children will enjoy taking part in the tennis programme. Please complete the Tennis Course application form and return it to Reception as soon as possible.

Important information regarding the re-booking of termly courses for September - December.

N.B. National Tennis Centre access: please note that the LTA has made the decision to no longer lease out their indoor courts to external operators and consequently, the Bank of England Sports Centre and all other commercial operators are no longer able to book the indoor courts at the National Tennis Centre for our junior and adult coaching courses. Should the LTA review this decision in due course, we will advise members accordingly.

As a result of this change, all of our tennis courses will take place outside on our all-weather floodlit tennis courts.

We will continue to offer a priority booking period for existing pupils. Existing pupils will be given direction from their coach as to which course to re-apply for. If parents have any questions once the coach has recommended a course to book onto, please contact Mark Magrath (tennis@bankofengland.co.uk) or call 07988 579 858.

This priority booking window will open on Wednesday 3rd July and existing applicants wishing to rebook like for like courses should arrange payment via reception between Wednesday 3rd and Wednesday 10th July. All payments should be received during this window and by Wednesday 10th July. No exceptions will be accepted.

Existing applicants wishing to apply for a course on a different day/time should submit an application form during the priority booking window.

We have introduced an administration period to allow existing applicants requiring a different day/time to be processed before new applications are considered.

New applicants will then be considered for any remaining RALLY spaces from Friday 12th July.



Tennis Information

The tennis coaching programme at the Bank of England Sports Centre follows the LTA tennis structure using the Mini Tennis Stages for 11 year olds and under, and a differentiation in standards for players aged 12 years and above.

Outdoor tennis courses will run for 12 weeks. Courses will commence on Saturday 7th September and end on Saturday 7th December.

Courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS from Saturday 26th October to Saturday 2nd November.

Courses will restart on Monday 4th November.

WHAT IS MINI TENNIS?

Mini Tennis is real tennis using softer balls, smaller courts and shorter rackets.

This enhances the player's enjoyment and makes the technique easier to learn and enables them to start playing "real tennis" quickly.

STAGES

There are 5 stages of mini tennis based on the player's age. Each stage is then split into levels based on player's ability:

- Tots - for children aged 3 and 4 years
- Red - for children aged 5 to 7 years
- Orange - for children aged 8 and 9 years
- Green - for children aged 10 and 11 years
- Yellow - for children aged 11 to 16 years

LEVELS

Rally level - this group is for children who are new to tennis; the first step on their tennis journey.

Match level - this group is for children who have played for at least 2/3 consecutive terms or have a good experience playing tennis elsewhere or with other sports.

Squad level - this group is for children who are keen to take tennis to the next stage and want to get involved in playing competitions outside the Sports Centre programme. This level also enables children to improve their LTA rating if they wish to.

For further information on stages and levels, please contact Mark Magrath, our Head Tennis Coach, by emailing tennis@bankofengland.co.uk



Tots Tennis - 3 To 5 Years

For more information about the Tots Tennis Programme, please visit the LTA's website (<http://www3.lta.org.uk/LTA-Mini-Tennis/Tots/What-is-Tots/>) or click [here](#).

TOTS 3 - 5 year olds

Our Tots course is open to 3 - 5 year old members. The aim of the course is to provide basic tennis skills focussing on hand and eye co-ordination, movement and balance, listening skills, team work and social skills as well as the ability to follow instructions

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
TOTSSAT1	Saturday	All weather courts	9.00 - 9.45am	07/09/19 - 07/12/19	£94.80
TOTSSAT2	Saturday	All weather courts	10.00 - 10.45am	07/09/19 - 07/12/19	£94.80
TOTSSAT3	Saturday	All weather courts	11.00 - 11.45am	07/09/19 - 07/12/19	£94.80

N.B. The course will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS on Saturday 26th October and Saturday 2nd November.

Sessions will resume on Saturday 9th November.



Red Tennis - 5 To 8 Years

For more information about the LTA's Mini Red Programme, please visit the LTA's website (www.lta.org.uk/LTA-mini-tennis/red) or click [here](#).

The Red groups play with slower balls (75% slower than a yellow ball), on smaller courts with shorter rackets.

Red Tennis is split into 2 categories according to age and ability.

RED RALLY 5 & 6 year olds

This Red Rally group is designed for all 5 and 6 year olds. The purpose of the course is to teach the correct technique around forehands and backhands and serve enabling the players to rally with a coach and eventually with each other.

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
REDRALLYMON	Monday	All weather courts	4.00 - 5.00pm	09/09/19 - 02/12/19	£126.00
REDRALLYWED	Wednesday	All weather courts	4.00 - 5.00pm	11/09/19 - 04/12/19	£126.00
REDRALLYTHU	Thursday	All weather courts	4.00 - 5.00pm	12/09/19 - 05/12/19	£126.00
REDRALLYSAT1	Saturday	All weather courts	9.00 - 10.00am	07/09/19 - 07/12/19	£126.00
REDRALLYSAT2	Saturday	All weather courts	10.00 - 11.00am	07/09/19 - 07/12/19	£126.00
REDRALLYSAT3	Saturday	All weather courts	11.00 - 12.00pm	07/09/19 - 07/12/19	£126.00

RED MATCH 7 & 8 year olds

This Red Match group is for all 7 and 8 year olds. The objective of the class is to encourage correct technique for all shots enabling the player to implement simple match tactics and encourage understanding of the rules, scoring and fair play.

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
REDMATMON	Monday	All weather courts	4.00 - 5.00pm	09/09/19 - 02/12/19	£126.00
REDMATWED	Wednesday	All weather courts	4.00 - 5.00pm	11/09/19 - 04/12/19	£126.00
REDMATTHU	Thursday	All weather courts	4.00 - 5.00pm	12/09/19 - 05/12/19	£126.00
REDMATSAT1	Saturday	All weather courts	9.00 - 10.00am	07/09/19 - 07/12/19	£126.00
REDMATSAT2	Saturday	All weather courts	10.00 - 11.00am	07/09/19 - 07/12/19	£126.00
REDMATSAT3	Saturday	All weather courts	11.00 - 12.00pm	07/09/19 - 07/12/19	£126.00

SQUAD & ACADEMY GROUPS by invitation only

All courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS from Saturday 26th October to Saturday 2nd November inclusive.

Sessions will resume from Monday 3rd November onwards.



Orange Tennis - 8 & 9 Years

For more information about the LTA's Mini Orange Programme, please visit the LTA's website (www.lta.org.uk/LTA-mini-tennis/orange) or click [here](#).

The Orange groups play on a larger court using tennis balls that are slightly faster than those used in the Red groups (50% slower than a yellow ball).

Orange Tennis has been split into 2 different categories according to ability.

ORANGE RALLY 8 & 9 year olds

This Orange Rally group is for all 8 and 9 year olds either moving up from the Red group or new to the game. The purpose is to teach the correct technique for all shots and trying to link them into a rally / point situation. Players will also begin to enjoy individual and team matches, using tie-break scoring.

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
ORGRALMON	Monday	All weather courts	5.00 - 6.00pm	09/09/19 - 02/12/19	£126.00
ORGRALWED	Wednesday	All weather courts	5.00 - 6.00pm	11/09/19 - 04/12/19	£126.00
ORGRALSAT1	Saturday	All weather courts	9.00 - 10.00am	07/09/19 - 07/12/19	£126.00
ORGRALSAT2	Saturday	All weather courts	10.00 - 11.00am	07/09/19 - 07/12/19	£126.00
ORGRALSAT3	Saturday	All weather courts	11.00 - 12.00pm	07/09/19 - 07/12/19	£126.00

ORANGE MATCH 8 & 9 year olds

The Orange Match group is for all 8 and 9 year olds that have a good experience of playing on the orange court. This course will develop techniques and encourage pupils to use varied shots and tactics. Players will continue to enjoy individual and team competitions.

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
ORGMATMON	Monday	All weather courts	5.00 - 6.00pm	09/09/19 - 02/12/19	£126.00
ORGMATWED	Wednesday	All weather courts	5.00 - 6.00pm	11/09/19 - 04/12/19	£126.00
ORGMATSAT1	Saturday	All weather courts	9.00 - 10.00am	07/09/19 - 07/12/19	£126.00
ORGMATSAT2	Saturday	All weather courts	10.00 - 11.00am	07/09/19 - 07/12/19	£126.00
ORGMATSAT3	Saturday	All weather courts	11.00 - 12.00pm	07/09/19 - 07/12/19	£126.00

SQUAD & ACADEMY GROUPS by invitation only

All courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS from Saturday 26th October to Saturday 2nd November inclusive.

Sessions will resume from Monday 3rd November onwards.



Green Tennis - 10 Years

For more information about the LTA's Mini Green Programme, please visit the LTA's website (www.lta.org.uk/LTA-mini-tennis/green) or click [here](#).

The Green group play on full size courts but with a slightly slower ball than a yellow ball (25% slower).

GREEN RALLY/MATCH 10 & 11 year olds

This group is designed for all 10 and 11 year olds moving up from the orange groups and players that are aiming to rally consistently from the baseline. Players will continue to develop and improve all aspects of their game, playing on full size courts.

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
GREENMON	Monday	All weather courts	5.00 - 6.00pm	09/09/19 - 02/12/19	£126.00
GREENSAT	Saturday	All weather courts	11.00am - 12.00pm	07/09/19 - 07/12/19	£126.00

SQUAD & ACADEMY GROUPS by invitation only

All courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS from Saturday 26th October to Saturday 2nd November inclusive.

Sessions will resume from Monday 3rd November onwards.



Yellow Tennis - 11 To 13 Years and 14 To 16 Years

Once children reach 11 years of age, they are usually ready to play on full size courts with standard yellow tennis balls.

These classes are designed for players that are moving from the green groups to full ball tennis. These classes will cover technique of all shots with the main aim of being able to play and enjoy a game of tennis.

Coaches will split children into groups based on their age and ability.

YELLOW 11 - 13 year olds

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
YELMON11-13	Monday	All weather courts	6.00 - 7.30pm	09/09/19 - 02/12/19	£189.00
YELSAT11-13	Saturday	All weather courts	12.00 - 1.30pm	07/09/19 - 07/12/19	£189.00

YELLOW 14 - 16 year olds

COURSE CODE	DAY	LOCATION	TIME	DATES	COST
YELMON14-16	Monday	All weather courts	6.00 - 7.30pm	09/09/19 - 02/12/19	£189.00
YELSAT14-16	Saturday	All weather courts	12.00 - 1.30pm	07/09/19 - 07/12/19	£189.00

SQUAD & ACADEMY GROUPS by invitation only

All courses will begin on a Saturday to allow for BOTH weekends to be included in the half term break, so please note the early start date and that there will be NO SESSIONS from Saturday 26th October to Saturday 2nd November inclusive.

Sessions will resume from Monday 3rd November onwards.



Course Enrolment Procedures & Conditions

1. Applicants for all courses must be current family members of the Sports Centre at the time of application and when the course takes place.
2. Indemnity Clause
The indemnity clause on the application form must be signed by the parent/guardian. We are unable to accept applications where this clause has been altered or ruled out. This is in case a participant requires:
 - i) Emergency medical aid
 - ii) Attention for whatever reason in the absence of the parent/guardian.
3. Explicit Consent - Medical Information
Any medical information that you choose to provide us with will be used by the Bank of England Sports Centre in the event of an accident or first aid having to be provided.
4. We will automatically allocate like for like places to members who are currently attending the April - July tennis courses. No application form is required if you are retaining a space in the same group at the same time/day. If we do not receive your payment by close of business on Wednesday 10th July, your space on your chosen course will be allocated to someone on the waiting list or a new applicant. No exceptions will be made to this request. Please note that payment for like-for-like courses can be made over the phone on 020 8392 4360.
5. For those members who are currently attending a course BUT have been recommended to/would like to attend on a different day or class during the following term, please complete the attached application form and return it to us. As existing participants, your application form will be prioritised over new applications. Applications will be processed by the course organiser who will confirm available options.
6. Any available spaces will be offered to new applicants on a first-come-first-served basis from Friday 12th July.
7. If your first choice is unavailable and we cannot re-arrange a mutually convenient time/day with you, you will be placed on a waiting list, if desired.
8. Once a booking has been confirmed, credits will only be issued for medical reasons on sight of a doctor's certificate. If this is prior to commencement of the course a full credit will be possible, if the course has already started a proportion of the fees paid may be credited.
9. The Bank of England Sports Centre reserves the right to cancel or combine a course if the number of applications on any specific course is lower than is needed to make the course viable.
10. The Bank of England Sports Centre reserves the right to alter the course date/time if necessary. A credit will be given if you are unable to attend the new date/time.
11. Parents and other spectators are politely requested to use the viewing areas. Spectators will not be permitted on courtside.
12. Payment for all sports courses can be made by cheque /credit /debit card at reception. Acceptance onto any course will be subject to handing in a duly completed application form together with the relevant course fees.
13. When handing in your completed application form with payment, please provide us with your email address to enable us to confirm receipt of your request.
14. All courses are offered for the full duration of the course and not available on an ad hoc basis.
15. For outdoor tennis courses, please contact reception in the event of inclement weather.



Privacy Notice & Processing Health Information

Information we collect

The Bank of England Sports Centre collects personal data about you and your child/children via this form. This data includes full name, date of birth, contact details and, where appropriate, medical information.

Providing Health Data

We will use any information that you choose to provide us with to ensure that we can properly care for your child/children whilst in our care, for example in the event of first aid being required.

Use of Health Data

By providing this information, you are consenting to us using your data and you have read and understood our privacy notice.

Why we need your personal data

We collect your personal data to provide ongoing administration of your membership account, to offer a range of activities and courses for you and your children and to properly care for your child/children whilst participating in courses and camps.

What we do with your personal data

We use the information to contact you in relation to your activity/course booking at the Bank of England Sports Centre. We will use your personal data to contact you in an emergency should the need arise, whilst junior members are in our care for the duration of an activity.

How long will we retain your personal data

We will hold your data for the duration of the activity that you are signing your child/children up for and for up to 6 months after the course has ended. Thereafter it will be securely disposed of.

Your rights

You have a number of rights under data protection laws. You have the right to ask us for a copy of the personal data that the Bank of England Sports Centre holds about you. You can ask us to change how we process or deal with your personal data and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint about any data protection matter, please write to us at:

The Privacy Team
Bank of England
Threadneedle Street
London EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office.

More information

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website (www.bankofengland.co.uk).



Safeguarding, Diversity and Inclusion Information

The Bank of England Sports Centre is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run. All tennis coaching, matches and events arranged by the Sports Centre run in accordance with the LTA's Safeguarding policy and Diversity & Inclusion policy. These policies strive to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding, diversity & inclusion concerns/disclosures.

TENNIS COACHES

All of our tennis coaching team are DBS checked, are LTA accredited and have experience of working with children.

FIRST AID

In the event of an accident, first aid will be administered and the emergency services called if necessary. We will also call you on the emergency number you provided on the booking form.

EQUAL OPPORTUNITIES AND CHILD PROTECTION

The Bank of England Sports Centre is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents and children is essential for the protection of children

If you wish to read our full Tennis Safeguarding Policy, please ask to access this at reception. Alternatively, you can read it online and download it from our website. Please visit "The Club" area of the website and then click on "Tennis & Coaching". See www.bankofenglandsportscentre.co.uk

If you have any concerns or wish to discuss the Tennis Safeguarding Policy and/or Tennis Diversity and Inclusion Policy, please contact the Sports Centre Management Team (sportscentremanagement@bankofengland.co.uk) or the Tennis Welfare Officer, Debbie McIntyre (Debbie.mcintyre@bankofengland.co.uk)

ACCEPTABLE BEHAVIOUR

We always reserve the right to exclude any person from the termly activity if his/her behaviour is incompatible with the general enjoyment and well-being of others or is outside of our acceptable behaviour policy.

MEMBER FEEDBACK

We would love to hear your comments and feedback so that we know what we did well and what we need to change or improve on for next time. Comments forms are available from reception. Alternatively, please email sportscentremanagement@bankofengland.co.uk



Junior Tennis Application Form September - December page 1

PARENT'S DETAILS

ADULT NAME: _____ MEMBERSHIP NO: _____

TELEPHONE: _____ (mobile) _____ (other)

E-MAIL ADDRESS: _____

ALTERNATIVE EMERGENCY CONTACT NAME: _____

ALTERNATIVE EMERGENCY CONTACT NUMBER: _____

COLLECTION DETAILS (please write below details of anyone else who may be collecting your child)

PERSON COLLECTING NAME: _____

PERSON COLLECTING CONTACT NUMBER: _____

Indemnity Clause

I hereby appoint the instructor in charge at any one time as guardian for the purpose of giving consents which may be necessary for my son/daughter to obtain medical treatment arising from any injury sustained whilst participating in lessons at the Bank of England Sports Centre.

SIGNATURE: _____ DATE: _____

IF YOU ARE APPLYING FOR MORE THAN ONE COURSE, PLEASE LIST CLEARLY (BLOCK CAPITALS) ALL OF THE COURSES WHICH YOU WISH TO APPLY FOR USING THE INFORMATION PROVIDED WITHIN THIS BOOKLET.

- IF YOU ARE A NEW APPLICANT FOR JUNIOR TENNIS, YOU SHOULD ONLY APPLY FOR THE RALLY COURSE WITHIN THE RELEVANT COLOUR/AGE GROUP
- EXISTING PUPILS - PLEASE APPLY FOR THE COURSE THAT YOUR COACH HAS RECOMMENDED

Child's Name	Existing pupil	Age on 1 st April 2019	Course Code	Cost
	YES / NO			
	YES / NO			
	YES / NO			
	YES / NO			
	YES / NO			

Please turn over to complete the application form



Junior Tennis Application Form September - December page 2

Explicit Consent - Health Information

I confirm that I have read the Privacy Notice & Processing Health Information statement and understand why I am being asked to provide health information (if appropriate) relating to my child/children.

I give permission for the Bank of England Sports Centre to use the data that I have provided below to properly care for my child/children for the duration of the activity I am signing them up for.

Please advise us of any relevant medical information for any of the above listed participants: _____

Name of parent (IN CAPITALS)

Signature

Date

For Office use only

Date Received: