



Junior Tennis Camps

February 2020



Our Tennis Camps

The Bank of England Sports Centre aims to offer a range of tennis camps for a variety of ages and abilities. During the summer, all Tennis Camps will take place outside on our hard courts.

Our tennis coaches are focused on participation over achievement, so our younger members are progressing with their sport in a positive environment.

All Tennis Camps during February half term will take place indoors in the Sports Hall.

Tennis Camps will run for 5 consecutive days as follows:

1 week Tennis Camp from Monday 17th to Friday 21st February 2020

As all groups will take place indoors, the 5-8yrs group will take place in the morning (9.30am - 12.00pm) and the 9-13yrs group will take place in the afternoon (1.00pm - 3.30pm).

Non-member Attendance

To ensure these camps have sufficient participants to allow the courses to proceed, we will be allowing members to sign up one non-member friend to join their child in any of the tennis camps.

Any non-member friend introduced by a member must attend the same tennis camp age group as the member child is attending.

Non-member participants of tennis camps should leave the site at the end of the tennis camp. If the non-member wishes to remain on site, they must be signed in as guest at reception and the appropriate guest fee paid.

FOR MORE INFORMATION ON ANY OF THE FOLLOWING TENNIS CAMPS, PLEASE CONTACT TENNIS@BANKOFENGLAND.CO.UK CLEARLY STATING IN THE SUBJECT FIELD WHICH CAMP YOU ARE ENQUIRING ABOUT.



Tennis Camps

The Bank of England Sports Centre offers tennis camps for children aged 5 - 13 years.

5 - 8 year olds - INDOORS MORNING

For children aged approximately 5 - 8 years, this group serves as a gentle introduction to the game for younger children, introducing them to basic skills and shots. The emphasis is very much on fun and will focus on the A, B and C's - agility, balance and coordination.

Course Code	Day	Time	Dates	Member Cost	Non-member Cost
5-8yrs	Monday - Friday	9.30 - 12.00pm	17/02/20 - 21/02/20	£141.75	£169.25

9 - 13 year olds - INDOORS AFTERNOON

This group caters for children aged 9 - 13 year olds, many of whom will already have attended the Red group course. It equally serves children at the beginner stage. Attendees will concentrate on movement skills, basic rules, technique and tactics of the game. As attendees progress, sessions will include developing stroke correction and more advanced techniques and strengthen all areas of their game with the main aim of being able to play and enjoy a game of tennis.

Course Code	Day	Time	Dates	Member Cost	Non-member Cost
9-13yrs	Monday - Friday	1.00 - 3.30pm	17/02/20 - 21/02/20	£141.75	£169.25

FOR MORE INFORMATION ON ANY OF THE TENNIS CAMPS PLEASE CONTACT TENNIS@BANKOFENGLAND.CO.UK CLEARLY STATING IN THE SUBJECT FIELD WHICH TENNIS CAMP YOU ARE ENQUIRING ABOUT.



Tennis Camp Enrolment Procedures & Conditions

1. **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 Tennis Camp participant requires:

 - i) Emergency medical aid
 - ii) Attention for whatever reason in the absence of the parent/guardian.
2. **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.
3. The tennis camp application form can only be accepted from a current member of the Sports Centre at the time of application and when the tennis camp takes place. Priority will be given to current member applicants; however a current member may apply for one place for a non-member to accompany a member to a tennis camp, provided that the appropriate non-member fee is paid. We reserve the right to withdraw non-member access for future terms if groups become oversubscribed.
4. 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.
5. The Bank of England Sports Centre reserves the right to cancel a tennis camp if the number of applications is lower than is needed to make the camp viable.
6. The Bank of England Sports Centre reserves the rights to alter the camp date/time if necessary. A full refund will be given if you are unable to attend the new date/time.
7. Parents and other spectators are politely requested to use the viewing areas. Spectators will not be permitted on courtside.
8. Payment for all tennis camps can be made by cheque /credit /debit card at reception. Acceptance onto any camp will be subject to handing in a duly completed application form together with the relevant camp fees.
9. All camps are offered for the full duration of the tennis camp and not available on an ad hoc basis.
10. Any non-member joining the tennis camp is NOT permitted to use any other facilities once the camp has ended. If the non-member remains on site after the camp, they MUST be signed in as a guest in the usual way and the appropriate guest fee paid at reception.



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 camps and courses.

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 camp 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, 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 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.



FEBRUARY TENNIS CAMPS APPLICATION FORM 2020

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: _____

PARTICIPANT DETAILS

IF YOU ARE APPLYING FOR MORE THAN ONE TENNIS CAMP, PLEASE LIST CLEARLY (BLOCK CAPITALS) ALL OF THE TENNIS CAMPS, WHICH YOU WISH TO APPLY FOR USING THE INFORMATION PROVIDED.

Name	Age	Course (circle as appropriate)	Member/ non-member	Cost
		5-8 yrs 9-13yrs		
		5-8 yrs 9-13yrs		
		5-8 yrs 9-13yrs		
		5-8 yrs 9-13yrs		

Explicit Consent - Medical 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:

Initials: