



Policies and Procedures List

Policy and Procedures

This document records the formal policies and procedures that have been adopted by HORLEY LAWN TENNIS CLUB ('HLTC'). Guidance on the policies required has been taken from the Lawn Tennis Association requirements for Tennis Clubmark (now replaced by Tennismark) plus further policies that HLTC considers are required for good governance.

Policy	Current Version/Date
Volunteer recruitment and retention policy	V1.0 24 Jan 2012
Child protection policy	V1.0 24 Jan 2012
LTA Code of conduct for those working with children (entitled Code of Practice for Working with Young People)	V1.0 24 Jan 2012
Images of young people policy (entitled Photography and Filming of Children and Young People policy)	V1.0 24 Jan 2012
Equality and Diversity policy	V1.0 24 Jan 2012
Safety guidelines (dealing with an accident/incident) (entitled Accident and Emergency Guidance)	V2.0 23 Feb 2016
Maintenance policy	V1.0 24 Jan 2012
Complaints policy	V1.0 24 Jan 2012
Feedback policy	V1.0 24 Jan 2012
Sinking fund policy (embedded in the Maintenance policy)	V1.0 24 Jan 2012
Policy and Procedures Commitment	V2.0 01 Aug 2012
Health and Safety Maintenance Guidance	V1.0 24 Jan 2012
Smoking Policy	V3.0 01 Jul 2015
Anti-bullying policy	V1.0 24 Jan 2012
Code of Practice for Members and Users	V1.0 24 Jan 2012
Volunteer Commitment Form	V1.0 24 Jan 2012
Risk Assessment Policy	V1.0 24 Jan 2012
Environmental Policy	V1.0 01 Aug 2012
Financial Policy	V2.0 07 Apr 2015

Details of all policies can be found on the website and on the notice board and/or in a folder in the HLTC Clubhouse. For further clarification, please contact a member of the management committee.

Chairperson : Pam Akehurst

Signed

Date: 23 Feb 2016



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