**Coaching for All Tennis LLP**

 **Player Registration Document**

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| --- | --- |
| **Name of Player:** |  |
| **Age:** |  |
| **Date of Birth:** |  |
| **Parent/Guardian/Carer Name:** |  |
| **Emergency Contact Number:** |  |
| **Email Address:** |  |
| **Camp Course/ Individual Lesson/Squad Time and date:** |  |
| **Total Cost:** |  |
| **Medical Conditions** |  |

**Our terms and conditions are contained overleaf. By signing this form, you have read and accept the terms and conditions, you also understand and are agreeable to the process adopted by Coaching For All Tennis LLP (‘CFA’) of collecting, storing and handling your personal data.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**Parent/Guardian/Player**

**Contact: Warwick: 07969 175415 or** **coaching4alltennis@mail.com**

**Kath : 07921 612296 or coaching4alltennis@mail.com**

**TERMS AND CONDITIONS**

**Payment**

Individual Lessons

1. Except where otherwise expressly agreed in writing, payment for all individual lessons is to be made in advance.
2. A floodlight levy of £3 per one hour individual lesson is payable at Rudgwick Tennis Club and Alfold Tennis Club should the CFA coach deem it necessary due to the prevailing light conditions. Should the player be unable to provide the £3 as necessary, the CFA coach reserves the right to terminate the lesson forthwith with no refund being payable.
3. Should players be unable to attend an individual lesson for any reason whatsoever, including illness, no less than 24 hours’ advance notice to CFA is required by email or text. Failure to give the required notice will result in the full charge for the lesson being applied.
4. Players are only permitted to miss and not make payment for one of their individual lessons per month provided no less than 24 hours advance notice is given in accordance with clause 3.
5. CFA reserves the right to cancel individual lessons at its sole discretion and will endeavour to provide as much notice of any cancellations as reasonably practicable. Any refunds or credits in respect of lessons which may be cancelled for reasons beyond CFA’s reasonable control are at the sole discretion of CFA. In relation to any refunds/credits CFA reserves the right to charge a £25 administration fee.
6. Individual lessons and fees paid for such lessons are not transferable.

Squad Lessons – Adults and/or Children

1. Payment for squads is due no later than 7 days before commencement of the first squad of the term. If you wish to change your booking, please give CFA as much notice as possible. CFA will endeavour to accommodate any reasonable requests for changes to a booking, subject always to availability.
2. A floodlight levy of £10 per term is payable by each player per squad at Rudgwick Tennis Club and Alfold Tennis Club.
3. If you cancel your booking less than 7 days before the start of the term or at any time during a term, no refunds will be payable. A £10 administration charge will be made per email request following up overdue payments.
4. If CFA cancels any squad prior to the relevant term start date, a full refund will be made.
5. Any refunds or credits in respect of squads which may be cancelled for any reasons beyond CFA’s reasonable control are at the sole discretion of CFA. Any refunds/credits that are given will incur a £25 administration fee.
6. Squad lessons and the fees paid for such squad lessons are not transferable.
7. CFA does not offer refunds or credits for any squad sessions that are missed for whatever reason including illness, injury, demands of school work/business, holidays or changing of personal circumstances.

**Liability**

1. Subject to clause 15, the extent of our liability for individual or squad lessons shall not exceed the price paid for the respective individual or squad lesson as appropriate and we shall not be liable for any indirect or consequential loss, damage, expense, cost, or delay suffered or incurred whatsoever and howsoever arising from your, or your child’s, attendance at or participation in any lesson or squad session.
2. Nothing in these terms shall limit any liability for any death or personal injury caused by negligence or for fraud or fraudulent misrepresentation.

**Coaching**

1. You acknowledge and agree that: -
	1. you and/or your child will be taking part in strenuous physical activity;
	2. there is a risk of injuries and you and/or your child participate voluntarily and entirely at your own risk;
	3. you and/or your child will be receiving instruction as deemed appropriate by the CFA coach; and
	4. tennis coaching may also take place alongside cricket and hockey fields where games of cricket and hockey or other sports and activities that may be played with a hard ball are being played. Furthermore, you specifically acknowledge and accept the risk that a hard ball could enter the tennis court where you and/or your child is being coached by the CFA coach.
2. For all one hour squad sessions, should there only be two attendees at any squad session, (due to others being absent), the respective session will only run for 45 minutes. If there is only one attendee, the respective session will only run for 30 minutes. For red ball squads the session will be reduced to 30 minutes if there are only either two or one attendees.
3. All personal property is your own responsibility and is brought to the lesson venue at your own risk. Please ensure all items are named as appropriate. CFA does not accept any responsibility for any lost or damaged items. We suggest that expensive items such as mobile telephone, electronic games device, personal music players and jewellery are not brought to the lessons and squads.
4. Parents/Guardians are welcome to watch lessons and squad sessions but are not permitted to be on the tennis courts, unless requested to do so by a CFA coach.
5. CFA reserves the right to decline any booking or to exclude any player from a lesson or squad if, at any time, we determine, in our absolute discretion, that the players or players Parent/Guardian’s behaviour is aggressive, bullying, inappropriate, disruptive or otherwise impacts in any manner on the enjoyment of the lesson or squad or on CFA’s or any CFA coach’s ability to do their job. If a Parent/Guardian and or player is excluded, no refund will be made.
6. Lessons and squads are held in all weather conditions and all players participate at their own risk. However, the CFA coach reserves the right to cancel lessons or squads in their absolute discretion if they consider it would be appropriate to do so. Please ensure that you and/or your child has the appropriate clothing for the weather conditions.
7. You understand that a CFA coach may come into physical contact with a player during a coaching lesson, for instruction purposes.
8. Players are to adhere to the specific club rulings regarding membership governing the venue where CFA coaching takes place, it is the responsibility of players to ensure that if applicable their membership or child’s membership of the respective venue is paid and up to date. Please note coaching fees paid directly to CFA do not cover membership of the respective club.
9. CFA reserve the right to change the individual lesson/squad time, day, or coach in attendance by providing you with 7 days’ notice in writing of our intention to do so.

**Health and Welfare**

General

1. Once you have been allocated an individual training lesson time or have been accepted into a squad, please inform CFA promptly if any medical conditions, allergies of you or your child or any other similar information which we should be made aware of.
2. You should ensure we have up to date contact information for next of kin should we need to contact them in the event of an emergency.
3. If you or your child has any specific needs, please contact us prior to the commencement of individual coaching lessons or squads to discuss any requirements and how they can be best accommodated, including whether any special arrangements may be required.
4. You agree that CFA may administer first aid to you and/or your child, if required.

Children

1. Parents/Guardians are reminded that they must be present courtside at the coaching venue/private home court where the lesson/squad is delivered while their children completes their coaching activity. This is very important for safety.
2. Children should be collected from the court at the end of each lesson or squad. Please notify us in advance if someone other than you will be collecting your child. It is recommended that you arrive at least 5 minutes before the lesson or squad is due to end. You agree and acknowledge that CFA and the CFA coaches are not and cannot be responsible for children’s safety before or after the lesson or squad.
3. You are fully responsible for the supervision of children before and after the lesson or squad and any children who may be with you at a lesson venue but who are not participating in the lesson.

Photographs/Film Footage

1. We reserve the right to take photographs or film footage of you or your child whilst attending a lesson. Any such photographs and film may be used for coaching instruction purposes and/or for use on our website and in any brochures or other publicity material which we may produce from time to time. Any photographs or films will not be used for any other commercial purpose.  Please let us know if you do not want you or your child to be photographed or filmed.
2. We shall only use the personal information provided to us to administer your booking and as may be necessary in connection with lessons and you or your child’s attendance. We may also use your details to keep you informed about other services CFA provides, unless you tell us that you do not want to receive such information. We will not pass your details to any third parties.

**General Data Protection Regulation (GDPR) March 2018**

GDPR – This privacy policy sets out how Coaching for All Tennis LLP (CFA) uses and protects any information that you give CFA when you sign up for or partake in any tennis related activities, including coaching, purchase of tennis equipment, tennis camps, tennis tournaments and tennis training.

CFA is committed to ensuring that your privacy is protected. Any information provided by which you can be identified will only be used in accordance with this privacy statement.

**GDPR – What we collect**

We may collect the following information:

* name and date of birth
* contact information including home address, email address, home, and mobile telephone numbers
* email correspondence between you and CFA
* any medical conditions
* attendance and participation records in coaching, holiday camps, tournaments and tennis equipment purchases

**GDPR – What we do with the information we gather**

We need this information to organise CFA tennis activities, and in particular for the following reasons:

* Internal record keeping of essential contact details
* To arrange tennis tournaments, tennis training, coaching schedules and attendees
* To notify you of the requirement to become a member of the local tennis club where you attend coaching (if applicable)
* To perform occasional statistical analysis of coaching data
* We will periodically send emails concerning tennis which we think you may find interesting using the email address which you have provided.
* We may contact you by email, phone, or mail.

**GDPR – What we will never do**

* We do not share any information with any other individuals outside the club or companies or other organisations for any reason.
* We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

**GDPR – Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect online.

**GDPR – Controlling your personal information**

We will be setting up consents so that you are in control of your personal information. You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please message Kath Pistorius.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at coaching4alltennis@gmail.com. We will promptly correct any information found to be incorrect.