



Guidelines for Junior Coaches and Junior Tennis Assistants

1. Any person helping with juniors in an official capacity on behalf of the club must have completed a self-declaration form and /or have submitted an application form for an enhanced DBS disclosure if over the age of 16.
2. All HLTC adults working with children on court must be conversant with the LTA Safeguarding procedures. These and other policies can be found on the HLTC website – www.hltc.uk - under 'Policies'.
3. Junior coaching sessions will comply with the LTA coach/player ratios.
4. Newly appointed coaches will be required to provide a CV and references. Normally new coaches will be contacted following a good recommendation. 2 or 3 members of the committee will interview the proposed coach. This will normally be the President, Hon Secretary and Welfare Officer.
5. The Welfare Officer will ensure that the proposed coach is accredited, has completed a safeguarding course and has a DBS check. The Welfare Officer will keep a record of dates of DBS checks and courses.
6. New coaches will be given an induction by members of the committee (President, Hon Secretary or Welfare Officer)
7. Junior helpers are chosen by the Junior coach and are required to have a good rapport with children, be caring, have good interpersonal skills and a particular interest in tennis. Once they reach the age of 16 they are required to have a DBS check, details of which must be provided to the Welfare Officer and a self-declaration while waiting for the DBS check.
8. Junior helpers are trained by the Junior coach to ensure a safe and enjoyable session for children. Before the start of each coaching session the Junior coach will ensure that the helpers are conversant with the content of the coaching session.
9. Any concerns which a helper may have will be reported to the Junior Coach.
10. All children under the age of 18 must complete an HLTC health registration form which includes a contact number for use in emergencies and disclaimer signed by the parent.
11. Junior health forms will be kept securely by the Welfare Officer. Copies of forms with health conditions will be provided to the Junior coach who will keep them securely.

12. The Junior coach will require all parents/carers to complete a registration form which provides personal and contact details. Information on the registration forms / contact numbers must be kept confidential. The registration forms / contact numbers must be available courtside for reference during junior play and for use in an emergency but kept securely. The form will be destroyed when the child discontinues coaching.
13. Children must all register in and out with the coach for each session that they attend. HLTC is not responsible for children outside of court boundaries during session times but will ensure that all children under the age of 12 stay at the courts unless accompanied on a toilet break.
14. In the case of non-members and Easter and Summer camp attendees it is the Junior Coach's responsibility to arrange for completion of the junior health form.
15. Juniors have priority on up to 3 non-porous courts at specific times.
16. Junior Coaches should encourage children to wear correct (non-marking) footwear when on court and ensure that they do not take sticky drinks / food onto the courts.
17. Junior tournaments, i.e. the Lack Cup which is for members only, will be arranged in a format that best suits the Junior section at the time, and so that every child wanting to enter is given a fair chance of success and enjoyment.
18. Both Junior Coach, & Junior Tennis Assistants should have the means of contacting parents or others (i.e.. a mobile phone) if they are on court with children.

'The Club's policy based on a risk assessment of our courts and the surrounding areas is that a junior (under the age of 18) must be accompanied by a parent/carer or coach while playing tennis at HLTC. However, during coaching sessions and camps a junior over the age of 12 + may visit the toilets in the Sports Centre unaccompanied but on approval of the Junior Coach and must return immediately to the courts on leaving the sports centre.'

19. if children under 12 are left at a camp session without parents our policy is that those children will be supervised by the Junior Coach and Tennis Assistant and will only be permitted to leave the court area (e.g. to visit the toilet which is located in the Sports Centre) with the Junior Coach or a Tennis Assistant. Those children left at courtside will be supervised by the remaining coach or helper. No child will be left unsupervised at any time.
20. The club's location within the grounds of Harrow school, means that it is imperative that children remain courtside at times when they are not actually playing tennis, and do not wander off, where surrounding slip roads and the lake can be a danger.

21. Children must therefore not be allowed to play in the school grounds, over which the club has no jurisdiction.
22. Children are expected to respect the coach / Junior Tennis Assistant and behave in a manner such that all juniors get full enjoyment of the game.
23. HLTC cannot be responsible for any child who does not arrive at the courts or who strays outside of the tennis court area. NB The school grounds include a large lake, up by the golf course, which cannot be seen from the courts.
24. Sometimes issues /difficulties may arise – these must first be discussed with the parent, in order that an agreement can be reached regarding the child's behaviour management and their ongoing involvement with the sessions.
25. If a concern cannot be resolved by the coach it should be referred to the Welfare Officer or a member of the HLTC committee who may arrange a 3-way meeting with the parents.
26. In the event of a medical situation or accident, coaches / assistants must contact the parents, having first called for an ambulance if necessary – a junior accident / incident form must be completed as soon as possible afterwards and copy given to the HLTC Welfare Officer and the Harrow School Sports Centre.
27. In the event of any concerns regarding a child's safety, these must be discussed with the Club's Welfare Officer (Nitin Munglani – 07949 824353), welfareofficer@hltc.uk or if not available, a committee member so that it can be reported to the appropriate authorities as soon as possible, if applicable. Contact details are available on the Welfare Officer poster in the courtside notice board and HLTC's website – www.hltc.uk.

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