

Dear Parent,

Many thanks for signing your child up to our Junior Coaching Programme at The Northumberland Club. We are very much look forward to seeing your child, and helping them to improve their tennis skills whilst having fun and making new friends.

### **General**

Please note that all children should be dropped and collected from the courts that the session will take place on. We cannot release children unless the responsible adult collects them from the court and designated coach leading the session. You will be notified in advance of which courts these will be, and they shouldn't change throughout the term of coaching. If a change is necessary, we will give you prior warning.

The bar and café will be open from 0900 - 21.30 daily serving brunch, lunch, coffee, drinks, snacks and hot meals. Parents and children are welcome to use the lounge and bar at all times.

Please ensure your child brings a water bottle with them. If the weather is hot, please send your child with sun cream already applied and a hat.

Walkie-talkies are used by staff and coaches to communicate between the reception/office; senior leaders; courts, sports halls and lunch spaces to ensure we operate as safely as possible and provide support to children when needed. All tennis coaches are trained First Aiders and we have several first aid kits on site. Other first aiders are on call around the site at all times if an accident requires more attention in each building/area.

All adults are expected to apply the safeguarding policy and code of conduct consistently and children should respect all adults equally.

### **Changing and medical information**

It should be recognised that the Northumberland Club is a multi-user facility and there is not a separate changing/toilet facility for juniors. This policy encourages children to come to coaching and holiday camp sessions already changed and to use any showering facilities in their own homes.

We understand that sometimes changing rooms are needed to attend after school sessions and we would ask that children aged 11 and under are accompanied/supervised by their parent or responsible adult in the changing room. Children aged 12 and above may use the changing room unaccompanied but please be mindful the changing rooms are accessible by other adults. If your child has any medical conditions that we need to be aware of or special requirements please ensure this is recorded on your booking information or email [reception@northumberlandclub.org](mailto:reception@northumberlandclub.org).

### **SAFEGUARDING information for parents**

#### **Welfare Officer**

Our club promotes a safe and inclusive venue and culture at all times. Our Welfare officer is Mandy Tulip and she can be contacted at the club on 0191 281 5858 for any advice or discussion. You will notice around the club our Safeguarding posters and Policies are available to read at the top of the stairs, landings and bar areas and a photograph of our welfare officers with direct contact details so you know who they are. All of our Safeguarding policies are available on our website. [SAFEGUARDING \(northumberlandclub.org\)](http://northumberlandclub.org) so you know where to find them on line.

If you require any further information, please don't hesitate to contact the club or John Henderson Head Tennis Coach