

Using the Tennis Clubmark resource file

This resource folder guides you through the entire process of securing Tennis Clubmark accreditation for your club.

How to navigate this resource folder

This folder provides you with:

- Full details of the Tennis Clubmark criteria.
- Resources to help you produce the necessary documentation.
- Space to store your supporting evidence.

And it is split into 4 sections:

- Section 1 - Club action planning
- Section 2 - Tennis programmes
- Section 3 - Policies and procedures
- Section 4 - Club management

Each section starts with a **checklist**, listing all the documents you will need to provide in order to secure Tennis Clubmark accreditation. Following the checklist there are **guidance notes**, **resources** and **templates** to help you through this process.

Where a template has been provided (a club constitution, for example) you may feel that your own *existing* documentation addresses all the relevant issues and that you should continue using it. However, if you do not have your own documentation, you can easily adapt these templates to meet the exact requirements of your club. If you do use any of these templates, you should **seek legal advice** and check **appropriateness** before wider dissemination to your members and users.

What your club needs to do

You need to **review** the resources already provided by your club, **identify** where additional resources need to be developed, and **decide** on the best methods for producing these resources.

You also need to build a portfolio of evidence for your club. For ease of reference, it is recommended that evidence is stored at the back of the corresponding section in your folder. Once all your evidence has been collated the folder can then be submitted to your county office for assessment.

Who keeps the folder?

When it is not being assessed, the Tennis Clubmark folder should be retained at your club. But it shouldn't just sit on a shelf gathering dust; it should be a document that you refer to time and time again.

Tennis Clubmark top tips

Are you thinking about applying for Tennis Clubmark?

If the answer is **yes**, then here are some tips to get you well on your way to success.

1. Identify one person to lead the process!
2. Contact your county office to access support and advice.
3. Nominate individuals to manage each section (and try to choose people who already have expertise in these areas):
 - Club action planning
 - Tennis programmes
 - Policies and procedures
 - Club management
4. Contact your county office and inform them of your training requirements.
5. Book your place on courses in plenty of time.
6. Ensure everyone reports back on a monthly basis to discuss progress and highlight issues.
7. Use the resources provided in your Tennis Clubmark manual.
8. Contact your county office regularly, to keep them informed of your progress.
9. Congratulate yourselves on achieving Tennis Clubmark – you deserve it.
10. Ensure you keep your club action plan up to date, ready for your annual health check.