



TERMS & CONDITIONS



Last update: 31st August 2021

Behaviour

- 1) Players must behave in a professional manner at all times.
- 2) Players are expected to work very hard throughout the trip and be 100% committed to improving their game on and off the court.
- 3) Players must adhere to all of the instructions given by the travelling coach at all times.
- 4) Players must be punctual throughout the trip.
- 5) No player is allowed in another player's room for any reason.
- 6) No smoking, drinking alcohol or taking any drugs at anytime on the trip.
- 7) No sexual activity at anytime on the trip.
- 8) Curfews must be adhered to.
- 9) Players must inform the travelling coach of their whereabouts at all times.
- 10) When on the trip we are a team and players are expected to support other team members when not competing or training.
- 11) Players will make every effort to get along with other team members and enjoy each other's company.
- 12) Players will not bully or make fun of any other player during the trip.
- 13) If any personal or public issues arise, players are expected to inform the travelling coach so he can help to resolve the issue.
- 14) Players are expected to complete pre & post match analysis sheets and be debriefed at the end of each match by the travelling coach.

Coaching

- 15) The travelling coach will aim to watch every player's match and training session throughout the trip. However, if two players are competing at the same time the travelling coach will aim to split his time equally between the matches.
- 16) If two team members have to play each other, the travelling coach will remain impartial, not give any advice or encouragement to either player and will make match analysis notes for both players.

17) If any member(s) of the team are in the later stages of a tournament (e.g. semi's / final) and other members of the team need to travel to the next event to sign in for qualifying, the coach will stay with the member who is in the later stages of the tournament. However, the travelling coach will make all the arrangements for the other team members to get to the next event (this will often be with another coach or player). NB: This will not be the case if there are any potential safety issues e.g. girl having to travel on her own etc.

18) The travelling coach is DBS checked, has public liability insurance, is LTA licensed, First Aid qualified and adheres to the LTA Child Protection Policy.

19) The travelling coach will write a full post trip report for the player, parent and individual coach.

Medical

20) All players and parents need to sign the consent form and return it to the travelling coach at least 14 days prior to travel.

21) All players need to have appropriate travel and medical insurance before leaving for the trip.

Travel

22) Two weeks before the event (once the trip fees, the flights and the pre-trip deposit have been paid), each player will receive a tournament factsheet with all the details they need for the trip.

23) A copy of all important documents (passports / travel insurance / visas etc.) must be given to the travelling coach at least 14 days prior to travel in case documents are lost or stolen.

24) Players are responsible for their own possessions including travel documents throughout the trip.

25) All players are expected to stay for the duration of the trip to train until all players have been eliminated. If a player wants to return home early for any reason, they or their parents will need to make alternative arrangements at their own cost. The travelling coach will do his best to help in this case.

Tennis Code of Conduct

26) Players must follow the ITF Code of Conduct on and off the court.

27) Players must show other players, parents, coaches, tournament staff and members of the public respect at all times.

28) Players must adhere to the ITF Rules of Tennis during matches and training.

29) Players are expected to bring all necessary equipment and clothing with them (see Equipment Guidelines) for the duration of the trip. On longer trips we will find a laundry service to wash clothes.

Training

30) Players are expected to work as hard in training as they do in matches.

31) If necessary players will be expected to train after matches both on and off the court.

32) Players are expected to train with all members of the team.

33) Players are expected to have their own physical conditioning and injury prevention programme and are expected to adhere to this programme as directed by their individual coach / fitness trainer.

Communication

34) Players are expected to have a mobile phone in case they need to be contacted by the travelling coach or parent.

35) Parents may phone the travelling coach for updates and feedback during the trip but to try and keep costs down please only call the mobile number via Whatsapp or another internet telephone service unless it is an emergency. The coach's hotel room telephone number will be given to each player to pass onto their parent when it is known.

Finance

36) The Trip Fee will vary depending on when the player commits to the trip as follows:

- The player commits before the tournament entry deadline - £375
- The player commits between the tournament entry and withdrawal deadline - £425
- The player commits after the tournament withdrawal deadline - £475

These trips fees can be reduced by becoming an International Travelling Squad member.

37) In addition to the Trip Fees, the parent / guardian is also responsible for their proportion of the coach's expenses and the player's own expenses, for more details see Trip Costs. All players will split the coach's expenses irrespective of leaving date to or from the trip.

38) A non refundable deposit of £250 must be paid a minimum of four weeks before the trip to secure a place.

39) All trip fees and flight costs are to be paid in full 14 days before the trip. Payments can be made via cheque or bank transfer and details will be sent directly to the parent / guardian.

40) A pre-trip deposit of £1,000 will need to be paid before we travel to cover any larger expenses the player will incur on the trip (e.g. hotel bill, flight changes etc.). The final player costs will be taken from this deposit and any difference will be returned.

41) Players are responsible for their own money throughout the trip. They will need enough money to cover their meals, entry fees, stringing, transfer costs and other incidentals for the duration of the trip. Hotel bills and any flight changes will be paid for by the travelling coach.

42) On returning home from the trip, an invoice will be issued to each player / parent for the player's and the coach's hotel bill and any flight changes. This invoice is to be paid within 7 days.

43) All efforts will be made to keep the costs of the trip down. The travelling coach will explore the cheapest flight / hotel / transfer costs but players are advised to only spend their money on essential items during the trip.

Nutrition

44) Players are expected to eat like a professional athlete and no sweets, crisps, chocolate or junk food is allowed to be consumed at any time. If in doubt ask the travelling coach.

45) Players are expected to bring their own water bottle with them as well as any sports drink powder that they require.

Study / School Work

46) Players will have time to study or complete school work during the trip. It is important that the players complete any work set and it is the player's responsibility for undertaking the work not the travelling coach's.

Discipline

47) Players are expected to have the highest levels of discipline and respect throughout the trip.

48) If a player breaks any of the Terms and Conditions or behaves in a rude or unprofessional manner, they will be dealt with by the travelling coach as follows:

1st Offence – A warning will be issued to the player and the parents of the player will be contacted

2nd Offence – The player will be sent home at their own cost

Parents Accompanying Players

49) A parent / guardian must accompany their son / daughter on every trip until the player reaches 13 years old.

50) Parents are welcome to accompany older players on any trip however they must not interfere with the day to day running of the trip.

51) Any parent coming on a trip must adhere to these Terms and Conditions and are expected to be on time for any meeting (e.g. training, dinner etc.).

52) Parents are chaperones for their son / daughter and must not get involved with the day to day running of the trip. They are not coaches and are not allowed to get involved with any training session or pre / post-match analysis.

53) Accompanying parents / guardians are responsible for all of their own expenses on the trip and will also need to pay for their hotel room before they leave the hotel.

54) If a parent pays for any taxis, transfers, car hire etc. and shares these costs with another parent then they are expected to split the costs equally. They are also responsible for settling these costs between them.

If you have any questions about any of the Terms and Conditions please email Rob@itc-tennis.com.