

ST ALBANS AND HARPENDEN PICKLEBALLERS

Policy Update Checklist and Publishing Instructions

Version	2.0
Date published / reviewed	18/06/2026
Policy owner	Club Committee
Approved by	[INSERT APPROVING BODY OR COMMITTEE DATE]
Next review due	18/06/2027
Revisions made	Rewritten to reflect current safeguarding, data protection, equality, health and safety and sports club governance guidance.

Purpose of this pack

This pack contains replacement version 2.0 policies for publication after committee review and approval. The documents have been drafted as professional club policy templates using current UK sports club, safeguarding, equality, data protection and health and safety guidance. They still need the club to insert final names, contacts, systems and approval details before publication.

Documents included

- Code of Conduct v2.0
- Complaints and Grievance Procedure v2.0
- Equality, Diversity and Inclusion Policy v2.0
- Guidance for Players v2.0
- Safeguarding Policy v2.0
- Terms and Conditions v2.0
- Privacy Policy v2.0
- Health and Safety Policy v2.0

Details to insert before approval

Detail needed	Where used	Club answer
Main club contact email	Privacy Policy, general contact sections	[INSERT]
Chair name and email	Safeguarding Policy, Complaints Procedure	[INSERT]
Welfare Officer name, phone and email	Safeguarding Policy, Complaints Procedure	[INSERT]
Deputy Welfare Officer name, phone and email	Safeguarding Policy	[INSERT]
Health and Safety Lead name	Health and Safety Policy	[INSERT]

and email		
Complaints contact name and email	Complaints Procedure	[INSERT]
Booking or membership system	Privacy Policy, Terms and Conditions	[INSERT]
Current Pickleball England safeguarding contact or reporting link	Safeguarding Policy	[INSERT]
Whether guest and trial access is open or closed	Terms and Conditions	[INSERT]
Website cookie position	Privacy Policy	[INSERT]
Approval body and date	Document control table in every policy	[INSERT]

Website publishing steps

1. Read each Word document and replace every [INSERT ...] placeholder.
2. Ask the committee to approve the final wording and approval date.
3. Export the final Word documents to PDF.
4. Upload the new PDF files to the website.
5. Replace every old policy link with the matching version 2.0 PDF.
6. Keep the old January 2024 PDFs offline in an archive folder marked superseded.
7. Add a website line saying: Policies last reviewed 18/06/2026.
8. Set a calendar reminder to review the policies before 18/06/2027.

Suggested website wording

Our club policies were reviewed and updated in June 2026. Members, guests, visitors and volunteers should read the relevant policies before taking part in club activity. The policies cover conduct, safeguarding, equality, privacy, health and safety, complaints, terms and player guidance.

Important approval note

These documents are professional policy drafts, not a solicitor's legal opinion. The committee should approve the final versions before publication. The club should seek legal advice if there is a serious complaint, safeguarding concern, data breach, injury claim, discrimination complaint or uncertainty about legal duties.

External guidance used

- Pickleball England safeguarding policy and safeguarding resources.
- Information Commissioner's Office guidance on privacy notices and UK GDPR rights.
- Equality and Human Rights Commission guidance on Equality Act protected characteristics.

- Health and Safety Executive guidance on amateur sports clubs, risk assessment and RIDDOR reporting.
- Consumer Rights Act 2015 liability principles.
- CPSU and NSPCC safeguarding policy guidance for sports organisations.