

Joint Club-BTM form guidelines

The below guidelines will allow you to use one single form to sign up/renew members at your club and also sign them up as British Tennis Members at the same time.

What are the benefits of using a single form?

- This is much easier for the tennis person and means they have less to do in order to take advantage of the benefits of British Tennis Membership
- There will be less administration for your club to distribute, collect and send off a number of separate forms
- More people in your club will have a rating, assisting you in organizing competition and coaching programs at your club
- Increase your club's Wimbledon ticket allocation by increasing the number of BTM's at your club

LTA Requirements

In order to sign a person up to BTM the form must make it clear that the person will also be signed up as a BTM. Please feel free to add your own introduction outlining the benefits of BTM to your members to fit the space you have available on your form or use this standard introduction:

By filling in this form, you are also being automatically signed up as a British Tennis Member for free. This will enable you to take advantage of the many benefits offered to British Tennis Members including Wimbledon tickets, exclusive news and discounts and a player rating. For more information visit: www.LTA.org.uk/membership

To process a new BTM, the LTA require the following information to be captured on the form:

Title	House Name/number
First Name	Address Line 1
Last Name	Address Line 2
Gender	Town/City
Date of Birth	County
Email	Postcode
Home phone	Name of affiliated club
Mobile phone	Signature

The following text will need to be included verbatim:

By giving your consent to you/your child becoming a British Tennis Member, you agree that you/your child will abide by the Terms and Conditions of British Tennis Membership (at www.LTA.org.uk/BTMTTC) and that the LTA and its directly affiliated bodies (see www.LTA.org.uk/affiliatedbodies) can use the personal data of you/your child, including sensitive personal data that you provide, for the purposes of your involvement in British Tennis, and to send you/your child by post, e-mail or SMS information related to those purposes (for more information see www.LTA.org.uk/privacy).

Structure of the form

The way that this information is structured on your form is up to you and your club. As long as all the required information is captured and data protection and terms and conditions are included, we will be able to process the British Tennis Membership.

To double check that your form meets all the necessary requirements to sign your members up to BTM please send a draft to info@lta.org.uk for approval, to avoid unnecessary amendments down the line.

Submitting forms

Please send copies of all completed forms to:

British Tennis Services Team
National Tennis Centre
100 Priory Lane
Roehampton, London
SW15 5JQ

FAQ's

Q: What if there is information on our form that our members don't want us sending to the LTA, such as bank details or other sensitive information that the LTA don't need to process the British Tennis Membership?

A: We would recommend that you capture this information on the very bottom section of the form so that it can be torn off before the forms are copied and sent to the LTA.

Q: Our forms allow more than one person to sign up on the same form, can we still incorporate BTM sign up?

A: Yes. The statement preceding the data protection "By signing this form you agree (for all individuals included on the form)" covers the consents for all members on the same form.

Q: Can I fill in this form on behalf of someone else?

A: Yes, as long as they are aware that you are doing so, that you have their consent to do so, and that all of the details are correct. Once a BTM, a member can change their details through the Members' area online at www.LTA.org.uk/login/Profile