

# **PRESTON LAWN TENNIS CLUB**

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WEBSITE [www.prestonltc.co.uk](http://www.prestonltc.co.uk)

# **MEMBERS GUIDE**

# **INTRODUCTION**

**Preston Lawn Tennis Club is a family oriented club with 8 all weather courts, both artificial grass and tarmacadam, 2 Mini Tennis courts and 2 grass courts. The Club offers a vibrant social and playing environment for serious and fun players of all ages and abilities.**

**The Club is affiliated to the LTA and has been awarded Clubmark Status.**

**There are 3 full-time qualified coaches offering a comprehensive programme for all members.**

**There are internal singles and doubles leagues (The Anderson Leagues) which run for two months with promotion and relegation at the end of each two month period. These Leagues provide great opportunities to test, enhance or just enjoy your game and are a great way of getting to know other members.**

**The clubhouse incorporates a bar, a table-tennis table, a TV, Coach's shop and an on-site sports therapist.**

**The Club raises funds for The Martlets and other charities.**

## **WELCOME INFORMATION 2010–2011**

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## **1. IMPORTANT CONTACT INFORMATION**

### **COMMITTEE MEMBERS**

Chairman	Simon Lindfield (M 07915 043123)
Secretary (including Membership)	Jo Teasdale (M 07740 717795)
Treasurer	Emma Jinks (M 07986 286863) / Simon Lindfield
Social	Fiona McWilliam
Bar	Brenda Tonkin
House and Grounds	Simon Lindfield
Juniors	Jacqui Rice
Coaching	Paul Turner (M 07894 290325)
General	Mark Brocklehurst, Ann MacDonald, William Housego- Woolgar, Pat Dale

## **2. COMMUNICATION WITH MEMBERS**

Most communications with members will be via notices at the club and email.

To help us keep you informed please make sure that the Secretary has an up to date email address for you.

Members contact details are only given out with the permission of the member concerned although there is disclosure for those entering the Anderson Leagues and Annual Club Tournament.

## **3. MEMBERSHIP FEES – 2010**

Fees are payable annually on or before 31<sup>st</sup> March.

Membership Categories and Rates are shown on the website and on the application forms on the main notice-board in the clubhouse.

Once you have paid your membership fees you will be issued with a shoe tag which must be worn when on court.

## **4. COURT FACILITIES**

We have 12 courts made up of the following:

- 4 Astro (courts 3, 4, 5 & 6)
- 4 Tarmacadam /Hard ( courts 7, 8, 9 & 10)
- 2 Tarmacadam Mini Tennis courts ( courts 11 and 12 )
- 2 Grass (courts 1 & 2) open from 1<sup>st</sup> may to 30<sup>th</sup> September each year

## **5. COURT BOOKING SYSTEM**

All courts are subject to a paper booking system at the following times:

Monday to Friday 2pm – 9pm, Saturday and Sunday 8am to 6pm

The coaching team maintains the booking system which is a folder placed inside the door of the main room in the clubhouse. The Chairman and the Head Coach jointly determine any pre-booked courts which are shown on the booking sheets.

You cannot book courts more than 8 days in advance.

Each individual booking is limited to 90 minutes (you are more than welcome to stay on court if your game carries on and no-one has booked the court after you) and you must leave the court on time if requested to do so.

You must put your name and a contact number on the booking sheet so we can advise you if there is a problem with court availability (e.g. unplanned maintenance work) and so that members looking for a court can contact people who have not turned up as expected.

If a booking is made and at a later date you realize you don't need the court every effort must be made to cancel the booking in order to maximise court availability.

There is also a blackboard outside the clubhouse which can be used for booking courts outside the hours of operation of the paper booking system.

## **6. COURT MAINTENANCE**

The GRASS courts are open from May to September but the delicacy of the surface requires certain consideration. Don't play on the grass if it is wet from rain or dew. Don't use the grass courts to practice serving (the baselines wear very easily)

In order to help maintain all the courts in good condition and maximize their useful life the following rules apply:-

- no chewing gum on the courts
- no hot drinks to be taken onto the courts
- no dogs are permitted on the courts

Only Mini Tennis balls are permitted on the Mini Tennis courts and practice wall in order to protect the wall. There is a supply of these balls either by the gate to these courts or from one of the coaches.

Recently resurfaced tarmacadam courts (courts 9 and 10 ) should not be played on in very hot weather. If unsure please consult one of the coaches.

Court Maintenance Guidelines are displayed on the main notice-board.

## **7. COURT ETIQUETTE**

### **- RESPECT OTHERS**

Please show respect to all members and guests at all times.

Any matters that concern any member should be handled appropriately. Often the best way of raising a concern is to discuss the matter with a Committee Member.

### **- FOOTWEAR**

Non-marking footwear must be worn on the courts. General trainers are not acceptable. If in doubt ask a Committee Member or Coach.

### **- CLOTHING**

All players should wear appropriate tennis clothing. Jeans are not permitted on court.

Tops must be worn at all times, whether on or off court.

### **- LANGUAGE/NOISE**

We ask that members are considerate to those on courts around them and especially aware of children on the site. Therefore please keep noise to a reasonable minimum and don't use bad language on court, however frustrating your game is.

Parents and coaches must ensure that their children do not disturb playing members through excessive noise and running around.

### **- MOVEMENT AROUND COURTS**

When moving around the club be aware that players on court are concentrating on their game. Therefore wait until a point has ended before walking behind courts. Every court (apart from court 2 & 3) is accessible by it's own gate so please don't use other courts as a route to the court you are heading for. If you are energetic and fit enough to play tennis then using the pathways and individual court gates should not be too challenging!

**Never walk onto a court or interrupt a game except to call time.**

## **8. FLOODLIGHTS**

Currently 6 of our courts have floodlights (courts 4,5,7,8,9 & 10) which are operated by meters located on the shed nearest to court 7 just beyond the clubhouse. During 2010 floodlights will be installed on court 6.

Each token costs £1 and will give you 20 minutes of light. Once the lights have gone off you must wait 10 minutes for the bulbs to cool before you put them on again.

A small bulk-light at the side of the courts 4 and 5 lights up 5 minutes before your token time runs-out. On courts 7-10 you have to keep an eye on the time. You can top up the meters before they turn off.

We are allowed to use the floodlights up to 10pm each evening.

Tokens can be obtained from behind the bar via the bar rota team.

## **9. GUESTS**

Anyone who is not a member can play provided they are signed in by a member. Individual guests are limited to a maximum of 6 visits per year.

Envelopes for payment of the guest fee and the registration book for visitors are on the table inside the clubhouse door.

The member who has brought the guest to the club must ensure that the guest fee is paid BEFORE going on court. There are no exceptions to this. If for any reason the clubhouse is locked the member must make sure that as soon as the clubhouse is opened the guest fee is paid. If any member has not paid before playing then the guest fee will be charged at double the usual rate.

Guest Fees are shown in the Clubhouse and on the website.

## **10. OPPORTUNITIES TO PLAY**

As well as arranging matches on an informal basis members have various other ways of getting to play tennis, both social and competitive.

### **- SOCIAL TENNIS SESSIONS (DOUBLES)**

The club operates several sessions for people to turn up and play with other members.

The Sunday afternoon session is the most popular with a good range of players. The winter session starts at 1pm and continues until 4pm, the summer session is 2pm to 5pm. There is an alphabetised peg rack to the right of the bar and to take part you take your named peg and place it in the single rack to the left of the peg rack. The person at the bottom of the rack chooses 3 players from the next 7 to play with and provides the balls for the game. The game (a short set) will be played on any available court.

Tuesday evenings Social Tennis runs from 7 – 9pm in the winter and from 6 – 9pm in the summer. Less people attend than the Sunday session. There is a separate session on Tuesday evenings for beginners/ less confident members and this runs from 6–8pm We use the same peg system to play in the Tuesday rota. There is a charge of £2 per person for the floodlights in the winter.

The club hosts friendly doubles tournaments on each Bank Holiday Monday afternoon and these are open to all members. An entry fee is payable.

On Saturday afternoons there is a general ‘mix-in’ session which starts at 2pm.

A teenage tennis session runs on Friday evenings from 6.00pm to 8.30pm.

Many members organise other informal social tennis sessions and you will get to hear about these from other members.

#### **– THE ANDERSON LEAGUES**

There are singles and doubles leagues organised by member Peter Anderson. The number of divisions varies depending on the number of players during any given season.

The league lists are on the wall behind the door of the main room in the club house. You join a league by putting your name on the list. Each league season is 2 months and they carry on throughout the year.

Once in the league it is up to each player to make contact with the others in their division and play their games before the end of the season. If you don't play any games during a season you may be dropped out of the league.

Please see the board for the rules of the leagues.

#### **– CLUB TEAMS**

The club has teams in the Sussex Mens, Sussex Ladies, Sussex Veterans and Junior National leagues. Games are generally played on Saturday or Sunday mornings (the Vets play on weekday evenings) and can be played Home or Away.

Please contact the Team Captains if you are interested in playing.

#### **– ANNUAL CLUB TOURNAMENT**

The annual club tournament is played throughout May, June, July and August with the finals occurring on the first Saturday in September.

All members are eligible to enter the Annual Club Tournament the draw for which is made in May.

## **11. THE COACHING TEAM**

The coaching team provides coaching for all ages and abilities. All coaches are licensed and LTA qualified. Please see website for up to date information on prices and courses for adults and juniors

### **- HOLIDAY CAMPS**

The coaches run tennis camps for various ages during the Easter, Summer half term and Summer holidays. Please see the notice board, ask a coach for details, or see the website for up to date details

## **12. CLUBHOUSE**

### **- ACCESS**

Generally the clubhouse is open when coaches or Committee Members are on site.

Members over the age of 24 can acquire a set of keys of their own by contacting the Bar Secretary who will consider the request and discuss with another Committee Member before making a decision. A fee of £10 currently applies. The clubhouse is alarmed. You will be given the alarm code together with instructions when you are issued with keys. If you do not know or are unsure what the code is do not unlock the door to the clubhouse.

If you open the clubhouse you must alarm and lock it when leaving the club unless:-

- there is one of the full-time coaches or sports therapist on-site
- you have handed over responsibility for this to another key-holder.

Any possessions or valuables left in the Clubhouse are at the members own risk.

### **- BAR**

The bar is run by the bar rota team on a voluntary basis and is opened during the social rota sessions on Tuesday evenings and Sunday afternoons but at other ad hoc times as well.

#### **- KITCHEN**

The kitchen is available for use by all members. On Sunday afternoons refreshments are provided by a volunteer (put your name on the list on the kitchen door to volunteer). On Saturday mornings Tina's Café is usually open.

Members should provide their own milk, tea and coffee.

You must clean up after yourself and wash your crockery up after you've used it.

#### **- TOILETS/SHOWERS**

The Mens toilets are to the left of the entrance door and the Ladies to the right, through the main clubhouse lounge.

A Sports Therapist uses the outer area of the Ladies toilets making them inaccessible when he is on site (see the VACANT sign on the door). The female members should use the Mens facilities in that case.

#### **- SPORTS THERAPIST**

There is an independent Sports Therapist who has a studio in the clubhouse and is available for bookings for general fitness, injury rehabilitation and specialist sports fitness.

#### **-CLUBHOUSE HIRE**

The clubhouse (and bar) is available for hire by members for private functions. Please contact the Bar Secretary for further details.

#### **- TABLE TENNIS**

There is a full-size table tennis table in the clubhouse for use by members. Bats and balls are provided.

#### **- BUSINESS NETWORK**

There is a dedicated noticeboard in the clubhouse next to the kitchen hatch, for members to advertise their own businesses. Please feel free to add your business details.

## **13. GATES**

It is essential that we all help protect our Club from unwelcome visitors.

Both sets of gates must be locked by the last adult to leave the club at night. The codes for the padlocks will be issued to you with your tag.

Any member passing the Club at night can help by checking that the gates are locked but do be careful not to lock people in...it has happened before!

## **14. DOGS**

Dogs will continue to be permitted in the grounds provided the following rules are followed:-

- dogs are not allowed on the courts or in the clubhouse
- dogs must be kept on a lead at all times
- any mess must be cleared up immediately

A water bowl is located by the water fountain /outside tap

## **15. CAR PARKING**

Our Car Park is quite small but if everybody parks sensibly then there is space for lots of cars.

Car Park rules:-

- if you want to park in the car park then you must accept that you are likely to be temporarily blocked in if parking on the side to the right of the gates as you enter the car park.
- parking so as to avoid being blocked in by not making full use of the available space is not acceptable. Don't be selfish and please think of others who want to use the car park. Park as far forward as possible or don't use the car park

- do not hoot your horn in the car park. It disturbs players and neighbors of the club

The white line outside the car park entrance all the way across to the cricket gates is there for one simple reason....to make exiting the car park safer. Any member or visitor parking on the white line is putting the lives of other members at risk. If you see anyone parking on the white line please ask them to move and explain why it is there

## **16. SOCIAL EVENTS**

The club holds various social events for members to attend including quiz nights, bank holiday tournaments, parties and bar-b-ques. Please contact the Social Secretary if you want to organize a social event.

## **17. WIMBLEDON DRAW**

The club is awarded tickets for show courts at Wimbledon based on the number of members that are also British Tennis Members. Please ensure that you are registered as a British Tennis Member. It is free!

During April / May we hold a draw for the tickets. You must be a fully paid member of the club, be registered for British Tennis Membership (see the LTA website) and attend the draw in person or by proxy to be eligible.

## **18. CONSTITUTION AND LTA RULES**

A copy of the club constitution and the LTA rules for playing tennis are displayed on the main notice-board to the right of the bar.

## **19. COMMITTEE/GETTING INVOLVED**

The club's day-to-day administration is run by a Committee made up of members with an elected Chairman, Secretary and various other roles. Committee members are elected each year at the AGM and any member can present themselves for a role on the Committee if seconded by another member. All Committee members work on a voluntary basis without remuneration and do not receive honorary membership of the Club.

Running the club takes a great deal of (mostly enjoyable) work and if you would like to get involved please don't hesitate to contact the Chairman.

## **20. LIFETIME GIFTS AND BEQUESTS**

If any member wishes to make a donation to the Club, either during their lifetime or as a bequest, please contact the Treasurer.

As a Community Amateur Sports Club we can claim additional funds from the Tax Authorities on Lifetime Gifts.