



Wrecclesham Tennis Club



LTA Clubmark Accredited

Members Handbook

Issue 3

Welcome

This Handbook contains important information for members of Wrecclesham Tennis Club. Please read it and retain it for future reference.

We have always been known as a friendly club, welcoming players of all abilities.

Wrecclesham Tennis Club has 4 hard courts, 3 of which are floodlit, plus a clubhouse. We lease our land from Waverley Borough Council.

The Club is run by a committee of volunteers who are elected at the AGM. Many other club members help in a variety of ways to keep the club activities going. The committee is made up of Chairman, Secretary, Treasurer, Membership Secretary, Junior Co-ordinator, Fixture Secretary, Ladies Captain, Mens Captain, Tournament Organiser, Publicity Co-ordinator as well as additional committee members who take on extra tasks such as running the 5 American Tournaments, social events and any other required tasks. Maintenance is currently looked after by a sub group who report to the committee. Please see the noticeboard or web site for current committee. The main contacts are:

chairman@wreccleshamtennis.org.uk
secretary@wreccleshamtennis.org.uk
membership@wreccleshamtennis.org.uk
juniors@wreccleshamtennis.org.uk

We keep members informed through the notice boards in the Clubhouse, newsletters, e mails and the web site. We have an Annual Business and Action plan which can be accessed on the web site.

We achieved LTA Clubmark accreditation in June 2010, valid until 2014 with annual checks by our LTA Tennis Development Officer. This means the LTA recognises that Wrecclesham Tennis Club has achieved high standards in Club Planning, Tennis Programmes, Policies and Procedures and Club management.

Wrecclesham Tennis Club Ltd,
The Recreation Ground,
Riverdale,
Wrecclesham,
Farnham GU10 4PJ.
Web site: www.wreccleshamtennis.org.uk

We are a Company limited by Guarantee and not having share capital. We are registered as a Community Amateur Sports Club and are affiliated to the Lawn Tennis Association (LTA).

Membership Categories

- Senior:** Over 18 on 1 April in full time employment
- Student:** Over 16 in full time education or employment, or under 16 but at a playing standard to be in adult teams and/or play at adult club sessions.
- University student:** Over 18 in full time education, living and studying away from home.
- Junior:** Under 16 on 1 April.
- One Parent Family:** One Senior member who is Parent or Guardian with any number of Junior members. There is an additional charge per Student member included in a Family membership.
- Two Parent Family:** Two Senior members who are Parents or Guardians with any number of Junior members. There is an additional charge per Student member included in a Family membership.
- Senior Citizen:** Those eligible for SRP on 1 April.
- Non playing member:** Anyone who wishes to belong to the Club as a social member but not play tennis.
- Subscriptions:** Due on 1 April and should be sent to the Membership Secretary.

Court Availability and Booking

Courts are **not** available for general play at the following times:

Club Play Sessions : see page 4

Junior coaching: Thursday 4.30-6.30pm & Saturday 9am-1pm term time

League matches: generally 2 courts are used. In exceptional circumstances, such as rearranged matches, all 4 courts may be used.

Courts 2, 3 and 4 may be booked for general play up to 6 days in advance. Court 1 is not available for booking. The Bookings Diary in the clubhouse is used to make bookings.

Tournaments, matches and committee approved coaching programmes may be booked any time in advance. Tournament matches should not be booked during club sessions, except the last week before Finals Day, when Court 4 may be booked from 8pm. See diary for booking and web site for fixtures.

Visitors

If you bring a non-member to play social tennis then you must pay a visitor fee. Place £1 per visitor per hour for Juniors and £2 per visitor per hour for Seniors in an envelope. Write details of you and your visitor on it and put it through the letterbox at 80 Riverdale. See rule 6 for further information.

Floodlights

We have planning permission to use the floodlights up to 10pm every day. There is an automatic cut out switch but this can fail at times.

Please keep an eye on the time and switch off at 10pm. We could lose our planning permission if we do not do this.

Club Play

Seniors and Students: All year round. Tennis balls and floodlights provided.
Wednesday, 6.30pm to 10pm. A committee member is on duty.
Sunday, 2.30pm to 5pm.

Juniors: Priority on Saturday, 9am to 1pm. In winter 2 courts may be needed for matches. Junior coaching also takes place in term time.
Supervised playing sessions may be arranged—see current Junior Newsletter.

Tournaments

Seniors and Students:

Annual Club Championship: From July with Finals Day in mid September.
Winter Mixed Handicap Tournament: January to April
Five American tournaments: New Years Day, May, June, July and October.
Ladies Charity Tournament: August

Juniors:

Club Tournament: July
Terry Davies Cup: October
Our head coach, Jasper Allen, arranges inter club competitions throughout the summer season. Dates are in Newsletters.

Exact dates are in newsletters and on the web site.

Team Tennis

Adult and Junior Teams are entered in the Aldershot and District Leagues in summer and winter. Matches are played in the evenings in the summer and mainly at week ends in the winter.

There is a wide range of playing standard giving most members an opportunity for match play.

The fixture list is on the web site.

Coaching

Jasper Allen Tennis provides group junior coaching as well as organising the free junior fun sessions. Adult coaching is also available. Jasper Allen is a LTA licensed coach and he has a team of coaches. For more information see his web site www.jatennis.co.uk or contact Jasper Allen on 0333 5771570.

Brian Greig provides individual and group coaching for beginner adults or those returning to tennis. He is a member of tenniscoach UK with an Elementary Coach Award. He can be contacted on 01252 793762.

Social

We hold an Annual Dinner and Dance in November.

We have other social events as members wish to arrange them, eg quiz, skittles, barbeques.

Care of the Clubhouse and Courts

It is the responsibility of each member to take care of the Club's facilities and to take appropriate action if others are not doing so. A committee member should be informed of any concerns.

Senior members can check if juniors are members by checking they have a current membership card. If they do not have their membership card they can be asked to leave or pay a visitor fee if they are with a member. At minimum it is worth checking the Junior member list in the clubhouse.

Junior members are not allowed in the clubhouse without a Senior member present at any time.

For your own safety and that of the clubhouse and courts, please lock the outer gates when you are playing.

British Tennis Membership

We encourage all our members to join British Tennis LTA so they can keep in touch with what's happening in the world of Tennis. There is also the opportunity to enter the draw for the Club's allocated Wimbledon tickets if you are over 9 years on 1 April. British Tennis membership is currently free. (See web site for the link).

Tennis Surrey LTA is promoting Aegon Team tennis. Entrants must be British Tennis members.

Further details are available on www.lta.org.uk/AEGON-Team-Tennis.

Rules

Note:

The following rules are a consolidation of the existing rules of Wrecclesham Tennis Club Limited governing the conduct of members and the use of facilities and shall be cited as the "Club Rules". (Article 52 of the Company's Articles of Association).

General:

- 1. Subscriptions:** The Subscription year shall run from 1 April to 31 March. Subscriptions shall be as determined at the most recent general meeting and shall be due on 1 April.
- 2. Keys:** Keys to the courts and to the pavilion will be provided to all Senior and Student members on joining the Club. Junior members will be provided with court keys only. All keys must be returned to the Membership Secretary when a member leaves the Club.
- 3. Security:** Club members are responsible for the security of the Club's facilities. To prevent unauthorised access, the gates to the Courts should in general be locked, even while members are playing tennis. For Club matches, Tournaments and Social events the gates may remain unlocked, but participating members remain responsible for security.
- 4. Pavilion:** A set of rules governing the use of the pavilion will be posted on the Club notice board. Members must abide by these rules and by any other notices concerning the use of facilities and equipment.
- 5. Behaviour:** Members should abide by the Wrecclesham Tennis Club Code of Conduct and the Lawn Tennis Association Tennis Court Etiquette. Members should give due respect and consideration to other members, opposing players and visitors to the Club. They should not behave in any manner that would bring the club into disrepute. The various facilities of the Club - Courts, Pavilion, Equipment - are for the enjoyment of all members, and these should therefore be treated with care at all times. Inappropriate behaviour could result in a member being excluded from the Club.

6. Visitors: A member may introduce not more than three playing visitors to the Club on any one occasion. An individual may be a visitor at most five times in a year. All visitors' names shall be entered in the visitors' book in the pavilion, and the appropriate fee paid to a Committee member as soon as possible. The fees for visitors shall be as determined at the most recent general meeting.

7. Car Parking: Whenever possible, cars should be parked in the recreation ground car park and not along the road.

Play:

8. General: Play shall be in accordance with the laws of the game of lawn tennis as laid down by the Lawn Tennis Association.

9. Clothing: Recognised sports clothing should be worn at all times (no jeans). Tennis shoes only must be worn which will not mark or damage the Courts or lead to accidents.

10. Court Booking: A set of rules governing the booking of courts will be posted on the Club notice board.

A diary shall be provided in the Pavilion for the booking of courts with instructions as appropriate from the Committee.

No court may be booked by a member for a time when a league match is to take place on the court, the dates and times of which shall be posted in the Pavilion.

Wednesday evenings from 6.30 pm and Sunday afternoons from 2.30pm shall be set aside for Club play and no courts may be booked by a member at these times. Recognised junior coaching sessions on Saturdays, the dates and times of which shall be posted in the Pavilion, also have priority over bookings by members.

Subject to the above, a court may be booked by a member involved in an official competition, under the aegis of the LTA or another body affiliated to the LTA, provided that the booking is made at least 7 days prior to the proposed day of play.

Subject to the above, a member may book a court up to 6 days prior to the proposed day of play.

11. Club Play: The order of play shall be decided by a rota of the available players, taking due consideration of playing strength.

Singles may be played only when the number of players present is such that a set of singles will not prevent other members using the courts.

When others are waiting to play, doubles play shall be limited to one set, with a tie-break if required.

12. Junior Play: Juniors shall not occupy a court on a week day after 6.30 pm if senior members are waiting to play.

Saturday morning is designated a Junior Club period, and Senior members may not occupy a court until after 1.00 pm if Juniors are waiting to play.

From 1.00 pm on Saturday, subject to any arrangements approved by the Committee and posted in the pavilion, the weekend shall be free for Senior play and Junior members must vacate the courts if Senior members are waiting to play.

13. League Play: The Club shall be affiliated to the Aldershot and District LTA and shall abide by its rules, which shall be displayed in the Pavilion.

Participation in League matches shall be determined by the Committee.

Teams shall be selected by a Selection Committee appointed by the Committee.

A match fee as determined at the most recent General Meeting shall be payable by each player in a League match.

14. Tournaments: The Committee shall organise a Club Championship each year and make rules as appropriate.

The Committee shall organise at least 4 American Tournaments, the dates being determined at the beginning of the season and advised to all members.

Dated AGM 6 November 2008

Codes of Practice

Wrecclesham Tennis Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to be open at all times and to share any concerns they may have about any aspect of the club with the Club Secretary (Contact details on clubhouse noticeboard). See page 12 for Complaint Procedure.

Code of Conduct

To be read with the Rules of the Club

To maintain the friendly and informal atmosphere please follow this code of conduct. Also please read the LTA Tennis Court Etiquette factsheet displayed in the clubhouse.

1. Treat all other members with respect. There should be no foul language or abuse of rackets, tennis balls or court equipment.
2. Be considerate when needing to cross a court.
3. If you need to go behind or beside a court please wait until there is a suitable break in play.
4. Be considerate when returning balls to your opponent.
5. Be considerate about the volume of chatter during play as this can distract and disturb neighbouring courts.
6. Line calls: Please use the honour system as in the Etiquette factsheet. Main points are, call only the lines on your side of the net and if there is any doubt the ball is in.
7. Encourage your partner and remain calm and relaxed.
8. Remember you are representing the club when you are playing a match and conduct yourself accordingly.
9. Leave the clubhouse and the courts as you would expect to find them i.e litter free and clean and tidy. Please do not leave glasses and mugs around the clubhouse but wash them up and put them away.
10. Treat the equipment in the clubhouse as if you would be paying for the replacement. We are lucky to have a table tennis table, please look after it.

November 2008

Additional Code of Conduct for Junior Members

As a junior member of Wrecclesham Tennis Club you are expected to abide by the following code of practice when representing the Club:

1. All members must play within the rules and respect officials and their decisions.
2. All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
3. Members should keep to agreed timings for training and competitions, or inform their coach or team manager if they are going to be late.
4. Members must wear suitable kit for training and match sessions, as agreed with the coach.
5. Members must pay any fees for training or events promptly.
6. Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
7. Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Code of Practice for Parents and Guardians

1. Encourage your child to learn the rules of tennis and play within them.
2. Discourage unfair play and arguing with officials.
3. Help your child to recognise good performance, not just results.
4. Never force your child to take part in sport.
5. Set a good example by recognising fair play and applauding the good performances of all.
6. Never punish or belittle a child for losing or making mistakes.
7. Publicly accept judgements made by officials.
8. Support your child's involvement and help them to enjoy their sport.
 - Use correct and proper language at all times.
 - Allow your child to play in the Mini Tennis colour stage that is appropriate to them. This will ensure they enjoy playing the game, develop their skills and gain confidence.

- Purchase balls and rackets that match the stage your child is in.
- Be patient. Steady progression is unusual in children; peaks and plateaus are common.
- Your first question following any match should be: “Did you enjoy it?” not “Did you win?”

9. At no stage should you communicate with your child or interfere with the on-court helpers and referees during a match – just enjoy the game and let officials take care of the rules!

Child Protection Policy

Wrecclesham Tennis Club aims to create an enjoyable and safe environment for all Juniors.

The club has two Senior members who are specifically responsible for children, young people and child protection:

Carol Austin	Tel: 01252 794701	Mobile: 07800 622033
Diane Pettitt	Tel: 01252 687945	Mobile: 07708 131584

You can talk to them about any concerns or worries you may have.

Further information or help is available from LTA Child Protection

Tel: 0208 487 7008/7116 Mobile (24 hr): 07971 141024

E-mail: childprotection@lta.org.uk

www.LTA.org.uk/childprotection

Further information about our safeguarding policies for children can be found on the web site and in the file in the Clubhouse and on the noticeboard.

Equality and Diversity

WTC has adopted the LTA policy on Equality and Diversity. See noticeboard, web site or file in clubhouse for further information.

Incidents or Accidents

The welfare of the injured person is paramount. If you are a Junior member, please contact a responsible adult as soon as possible.

Check if there is a first aider on site. There is a list of first aiders in the file in the clubhouse.

When the person is safe, complete an incident/accident report form which is in the file in the clubhouse and give it to the Club Secretary or other committee member.

The full address of the club in case of an emergency is on page 2 of the handbook.

As the Club has no telephone it is advised that you have a mobile phone with you when at the Tennis Club.

See file in clubhouse for full guidelines.

Hardship Fund

This is a small fund to give assistance to existing members who are experiencing sudden and unexpected financial difficulty. It may be for help with the subscription or essential sports equipment. It will be managed by three committee members and all personal information will be kept confidential to those three. Any enquiries in confidence to chairman@wreccleshamtennis.org.uk

Concerns, Complaints and Comments

In the event that any member or visitor feels that he or she has experienced discrimination or harassment in any way or that the club policies, rules or code of conduct have been broken please follow the procedure below. If you are a Junior member please speak to your parent or guardian or another responsible adult who can help you.

The Complainant should report the matter in writing to the Club Secretary . Please include:

- details of what occurred
- details of when and where the occurrence took place
- any witness details and copies of any witness statements
- names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed)
- details of any former complaints made about the incident, including the date and to whom such complaint was made
- and an indication as to the desired outcome.

Contact details are on the web site or clubhouse noticeboard.

We welcome any comments or suggestions you wish to make to improve the activities of the club. Please contact the Club Secretary or any other Committee Member. A feedback form is available on the noticeboards and the web site.

Help us build and maintain a strong Club for your community and enjoy your tennis.