

PRESTON LAWN TENNIS CLUB

PRESTON DROVE, BRIGHTON, BN1 6LA

www.prestontennisclub.co.uk



**Preston Lawn
Tennis Club**

EST. 1890

MEMBERS' GUIDE

2018

INTRODUCTION

Preston Lawn Tennis Club is a family-oriented club with twelve all-weather courts including two mini courts. There is a good choice of playing surfaces with four artificial clay, two astro and six tarmacadam surfaces. All ten of our full size courts are floodlit.

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 Lawn Tennis Association (LTA) and has been awarded Tennismark Status. Tennismark recognises our venue as safe, welcoming and inclusive and shows we provide a high quality tennis programme, alongside the right environment to ensure the welfare of its members.

There are six qualified coaches offering a comprehensive programme for all members.

As well as social tennis sessions, there are internal singles and doubles leagues. The singles leagues 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. We do request that members who join the leagues make reasonable efforts to play their matches and respond to requests to arrange matches. The relaunched doubles leagues run on a similar basis.

The clubhouse incorporates a high quality kitchen, shower , bathrooms and a disability toilet. The disability ramp and new club entrance door is scheduled to be in place by May 2018. Tea and coffee is provided free of charge on a self-service basis. The bar is open at quite limited times. The clubhouse also incorporates a table-tennis table and TV. The sports therapist room is currently vacant.

The Club raises funds for a variety of charities.

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1. IMPORTANT CONTACT INFORMATION

COMMITTEE MEMBERS

Chairman Simon Lindfield (simonlindfield@btinternet.com)
Membership Secretary Brady Wheadon (bradywheadon@hotmail.co.uk)
Administrative Secretary Colette Blackett (Colette.blackett7@gmail.com)
Treasurer Emma Jinks (ecjinks@hotmail.com)/ Simon Lindfield
Social Paul Wheeler (paul.wheeler@highways-uk.com)
Bar / Clubhouse Hire Brenda Tonkin (brenda.tonkin@talktalk.net)
House and Grounds Simon Lindfield (simonlindfield@btinternet.com)
Juniors Louise Woolnough (louise@scarletdavies.com)
Welfare Officer Sharon Tomlinson (tomlinson_sharon@yahoo.co.uk)
Coaching Paul Turner (ptctennis@me.com)

OTHER CONTACTS

Ladies first team captain Monique Hallett (monique.hallett@sky.com)
Ladies second team captain Monique Hallett (monique.hallett@sky.com)
Ladies third team captain Jenny Chambers (chambers.jenny@gmail.com)
Mens first team captain Josh Bottrell (jfbottrell@gmail.com)
Mens second team captain Lawrence Eke (lawrence.eke@pulse.aero)
Singles Leagues Peter Anderson (humpty2us@yahoo.com)
Doubles Leagues David Thompson (daveIgthompson@gmail.com)
Annual Club Tournament Emma Jinks (ecjinks@hotmail.com)

2. COMMUNICATION WITH MEMBERS

Communications with members are made via notices at the Club and by email.

To help us keep you informed, please make sure that your email address is kept up-to-date. You can manage your contact details by using your log on details. We recommend adding the club email to your contacts to avoid communications going into your spam file.

Members' contact details are available on the membership database. Members can opt not to have their contact details shown.

3. MEMBERSHIP FEES

Fees are payable annually on or before 31st March.

Membership categories and rates are shown on the website and on the application forms on the main noticeboard in the clubhouse. Existing members renewing before 31st March are entitled to a discount, currently set at £15.

4. COURT FACILITIES

We have 12 courts made up of the following:-

- 4 Artificial clay (courts 1, 2, 4 and 5)
- 2 Astro (courts 3 & 6)
- 4 Tarmacadam /Hard (courts 7, 8, 9 & 10)
- 2 Tarmacadam Mini Tennis courts (courts 11 and 12)

We have scheduled to convert court 3 to artificial clay by the end of 2018.

5. COURT BOOKING SYSTEM

All courts are subject to an online booking system. Once you have paid your membership fees, you will be sent an email containing your unique log-in details, with a username, password and pin number. For membership renewals log-in details will remain the same each year.

Courts can be booked from home or your mobile by using your username and password. There is also a touchscreen in the clubhouse and to book courts using this facility you will only need to use your pin number.

Courts cannot be booked more than 7 days in advance.

Bookings are in blocks of half an hour, with a maximum daily limit of 1.5 hours of court bookings per person. You are more than welcome to stay on court if your game carries on and nobody has booked the court after you, however, if there is a booking after you, please ensure you leave the court on time, allowing enough time to sweep the courts if you are playing on an artificial clay surface.

When you make an online booking, you will receive a confirmation email. It is expected that bookings show the names of **ALL** opponents at the earliest opportunity but no later than 48 hours before you are due to play. Court bookings that do not show the names of opponents within this timeframe will be cancelled by the Court Administrator. All players receive an automated reminder email on the morning of the court booking and the person booking the court receives notification of cancellations.

If a booking is made and at a later date you realise you don't need the court, you are expected to cancel your online booking. A list is kept of "no shows" and bookings cancelled by the Court Administrator. Repeat offenders will have their access to court bookings temporarily suspended. "No shows" include situations when the court is booked in your name but you do not use the court. Court bookings should not be transferred to others nor should they be made to expand rota sessions.

Please note that only coaches are allowed to book coaching sessions and members must not book a court in their own name which is intended for coaching.

Whilst courts are usually very busy at certain times there is still plenty of court time available at other times.

6. COURT MAINTENANCE

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

- no cigarettes on court
- no chewing gum on court
- no glass on court
- no dogs on court

- appropriate footwear must be worn and if tennis shoes are not used you must check the footwear is appropriate with one of the coaches

Only mini tennis balls are permitted on the mini tennis courts practice wall.

The artificial clay needs sweeping in a circular motion with the sweepers provided on the courts after you have finished playing on them and this must be done regardless of weather conditions **without exception**. During rota, the courts should be dragged as and when required, but always by the last people on court. The sweepers should be left flat on the ground after use without any kinks. Line brushes are also available to clear the lines as and when required. The line brushes must be left hanging over the railing alongside courts 1/5 or on the fencing in order to avoid the brushes becoming squashed.

When exiting the clay courts shoes should be cleaned by banging shoes with your tennis racquet ensuring clay granules remain on court and shoes should then be cleaned using the shoe cleaning brushes provided at the exits from the clay courts. This helps avoid loss of granules and reduces the accumulation of granules in the clubhouse, your car and home!

In extremely hot weather, the tarmac courts may become slightly soft and it is important not to play or walk on the courts in these conditions.

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 to be aware of children on the site. **It is easy to forget that conversations near the courts can be very distracting to players** so please try to talk quietly or away from the courts. Please also try to avoid using 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, please be aware that players on court are concentrating on their game. Therefore wait until a point has ended before walking behind courts.

When accessing courts via another court **all players in your party should walk on and off together to minimize disruption to those already playing.**

Never walk onto a court or interrupt a game except to call time or in very exceptional circumstances. Please try to avoid disturbing Committee Members when they are on court.

8. FLOODLIGHTS

All courts have floodlights which are operated by token meters located on the shed nearest to court 7 just beyond the clubhouse.

Each token costs £1 and will give you twenty minutes of light. Once the lights have gone off you will need to wait for five minutes for the bulbs to cool before they will come on again.

A small flashing light on one of the floodlight posts comes on 5 minutes before your token time runs-out. It is advisable to put in tokens for the duration of your match.

We are allowed to use the floodlights between 4pm and 10.30pm each evening.

Tokens can be obtained from behind the bar via the bar rota team. In exceptional circumstances coaches can provide tokens.

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 six visits per season.

Envelopes for payment of the guest fee and the registration book for visitors are located next to the touchscreen near the bar.

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 may 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. All players should make sure they have a decent set of balls of their own to use when attending these sessions. Tennis balls can be purchased from the bar. These sessions involve playing with a range of players. It is not considered acceptable for players to deliberately avoid playing some people, For those who want guaranteed doubles of a high standard then separate matches should be arranged for that purpose.

The Sunday afternoon session is the most popular with a good range of players. The winter session starts at 13.00 and continues until 17.00, the summer session is 14.00 to 18.00. There is a peg board 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 three players from the next seven to play with and provides the balls for the game. The game (a short set, first to six games) will be played on any available court.

There is a “hosted” Rota session (Winter – 13.00-14.30 & Summer 14.00 to 15.30) for new members and beginner/improver players on the first Sunday of the month.

Tuesday evening Social Tennis runs from 19.00 to 21.00 in the winter (best of seven games) and from 18.00 to 21.00 in the summer (short sets, first to six games). There is a separate coached session on Tuesday evenings for less confident members and beginners and this runs from 18.00- 19.00. The peg system is also used for Tuesday rota. There is a charge of £2 per person for the floodlights in the winter.

The Club hosts friendly doubles tournaments on some Bank Holiday afternoons and these are open to all members. An entry fee is payable.

On Saturday afternoons there is a general ‘mix-in’ session which runs from 13.00-16.30 in the winter and 14.00- 17.00 in the summer. Again, the peg system is used for this session.

Please note that winter is defined as the period from when the clocks go back in late October and go forward in late March.

There are also social tennis sessions on Monday and Wednesday mornings 10.30 -12.30 and Friday evenings from 7pm. The Friday evening session is run by Clare Stanfield-Owers (clairestanfield1@aol.co.uk). New sessions are sometimes arranged so watch for communications on this.

Many members organise other informal social tennis sessions and you will get to hear about these from other members. Feel free to talk to a Committee member or Coach about setting up more social sessions.

- **INTERNAL LEAGUES**

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

The league lists are on the main noticeboard near the bar. You join a league by putting your name on the list or by contacting Peter or David. Singles and doubles league seasons usually run over two and three months respectively and continue 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. Members playing in the leagues are expected to make reasonable efforts to play their matches and respond to other members requests to play matches. We recommend arranging matches more than 7 days in advance and then booking the court. Experience shows that booking a court and then trying to find someone who can play can be a frustrating experience

- **CLUB TEAMS**

The Club has teams in the Sussex Mens, Sussex Ladies, and Junior Aegon Leagues. 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 Vets finals taking place mid July and the main finals in early September.

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

11. THE COACHING TEAM

The coaching team is led by Head Coach, Paul Turner. The coaching team provides coaching for all ages and abilities. All of our coaches are required to be licensed and LTA qualified, which includes DBS checks and both Safeguarding / First Aid training. Please see website and noticeboard for up to date information on prices and courses for adults and juniors.

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. JUNIORS

There is a free, supervised Mini Match Play session for 5 – 10 year olds on Saturday from 13:30 – 15.00. (please check in advance with one of the coaches to ensure session is taking place and to register your interest)

The coaching team also runs an annual closed tournament for Junior members in September/October

The coaching team organise team practice session throughout the year for all potential team players. From March to June there is an Aegon Sussex Junior league in which Preston has a number of teams competing. Teams are selected from the coaching squads and practice sessions.

There is an annual Junior Christmas Party in December and various awards are made by the coaches including Most Improved Player of the Year, Coaches Player of the Year and The Sportsmanship Award.

13. SAFEGUARDING POLICY FOR YOUNG PEOPLE AND CHILDREN

The club has adopted the Lawn Tennis Association's Safeguarding Young People and Children policy.

The Club accepts the recommendations of the NSPCC, namely that all children under 13 years old must be supervised by their parent/guardian or another nominated adult, as they may not be mature enough to deal with certain situations or an emergency.

Whilst 13 is the age considered appropriate for leaving someone alone at home (i.e. within a domestic environment), the same principle of maturity will be considered by the PLTC Committee when a parent allows their child to attend the Club unsupervised. For this reason, the Club places the onus on each parent/ guardian to determine what age their child is mature enough to be left unsupervised at the Club. Each parent should be confident that their child can respond to emergencies that may arise at the Club when left unsupervised. The same approach is applied to children who are left unsupervised in the clubhouse and who participate in internal Club competitions and/ or league matches.

When a child is deemed to be of an age that requires adult supervision, the Club expects the child to be closely supervised by the parent/ guardian or nominated adult at all times when they are on Club premises. Close supervision means that a child should be kept within sight of the responsible adult and under no circumstances should the child be left alone in the clubhouse whilst the responsible adult is playing on court out of sight of the clubhouse.

If children are attending coaching sessions, they are considered to be under the supervision of the coaching team for the duration of that scheduled session only.

When young people and children under the age of 16 years old are competing in internal Club competitions/ league matches, the parents/ guardians should take responsibility for overseeing the arrangement of any matches with adult players. The Club places the onus on each parent/ guardian to determine what age their child is mature enough to be left unsupervised during a match at the Club. If the child is deemed to require supervision, the Club expects the parent/ guardian to closely supervise the entire match. Whilst the Club has responsibility for the well-being of all players on its premises, the PLTC Committee expects the parent/ guardian to be responsible for the welfare and well-being of their child during the matches.

14. CLUBHOUSE

- ACCESS

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

Members over the age of eighteen 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 £15 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 sometimes provided by a volunteer.

Free milk, tea and coffee is provided for members in the kitchen. **Tea bags should not be dumped outside the clubhouse.**

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

The outside water fountains should be used to fill water bottles.

- TOILETS/SHOWERS

Please help keep these rooms clean and tidy.

Any items left in these rooms at end of day will be placed in the lost property box.

- SPORTS THERAPIST ROOM

The room is being altered and refurbished. A new tenant is currently being sought.

- 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 may be provided but we recommend carrying a bat and ball in your tennis bag to make sure you aren't disappointed when trying to play.

- WI-FI

Wi-fi is available in the clubhouse. Details are displayed on the main noticeboard.

15. GATES

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

The inner gate must be padlocked by the last adult to leave the club at night. The codes for the padlock will be issued to you when you join. If you have forgotten the code please ask a Coach or Committee Member.

The outer (car park) gates must be pulled shut and the chain wrapped around the gates.

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!

16. DOGS

Dogs are permitted in the grounds provided the following rules are followed:-

- dogs are not allowed on the courts or in the clubhouse under any circumstances
- 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

17. CAR PARKING AND BIKES

Our Car Park is quite small but if everybody parks sensibly then there is space for lots of cars. 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. Alternatively take a photo on your mobile and show a Committee Member. Please be aware that the police will arrange for cars parked on the white line to be towed away if they believe it creates a danger to members / road users.

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. Please think of others who want to use the car park. Park as far forward as possible or don't use the car park. Persistent offenders may have their court booking rights suspended
- park so as to maximize spaces for others
- selfish parking is not acceptable and is unfair on other members

Members with Zone J parking permits can park in the restricted bays in Preston Drove / Preston Park Avenue for free and are not expected to use the car park.

Members are encouraged to walk or cycle to the club wherever possible. A good way of warming up and down!

Free street parking is often available nearby although can be busy until late afternoon.

Metered parking is available for up to 2 hours in Preston Drove for £2 and in Preston Park just a short walk up Preston Drove for £1.

A bike rack is situated inbetween the floodlight and storage sheds, safely out of view. Bikes should be left here and not elsewhere. Bikes should not be taken on court or in the clubhouse.

18. SOCIAL EVENTS

The Club holds various social events for members to attend including quiz nights, bank holiday tournaments, junior socials, parties and BBQ's. Please contact the Social Secretary if you want to organise a social event.

19. WIMBLEDON BALLOT

As an LTA registered club we are allocated tickets for show courts at Wimbledon based on the number of members that are also British Tennis Members who have opted-in to the ballot. Please ensure that you are registered as a British Tennis Member ,that your membership is linked to our Club and you have opted in to the ballot. Becoming a BTM is free.

We hold a draw for the tickets in early May each year. You must be a fully paid member of the Club, be over ten years old, registered for British Tennis Membership , opted in (see the LTA website) and attend the draw in person or by proxy to be eligible.

20. CONSTITUTION , CLUB INSURANCE AND LTA RULES

The Club's Constitution is on the website.

A copy of our LTA Insurance Policy is displayed on the main notice-board.

21. COMMITTEE/GETTING INVOLVED

The Club's day-to-day administration is run by a Committee made up of elected members: 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. 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. Currently, all roles are voluntary.

22. 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.

23. SPONSORSHIP

Any member who is interested in advertising their business in the club grounds or sponsoring the Club on a more general basis should contact the Chairman.

24. DATE PROTECTION

This section will be completed as soon as possible to ensure we are compliant with the new General Data Protection Regulation (GDPR) from 25th May 2018.

25. COMPLAINTS

Any member who has a complaint, which cannot reasonably be resolved on an informal basis, should refer to the Chairman or Secretary for the correct procedure, which is ratified by the LTA.