

PRESTON LAWN TENNIS CLUB

PRESTON DROVE, BRIGHTON, BN1 6LA

www.prestontennisclub.co.uk



**Preston Lawn
Tennis Club**

EST. 1890

MEMBERS' GUIDE

March 2021

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 eight artificial clay and four 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), meeting all LTA governance and safeguarding requirements. We provide a welcoming and inclusive environment.

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

As well as social tennis sessions facilitated by member organised Whatsapp groups or club run rota, there are internal singles and doubles leagues. The singles leagues generally run for three months with promotion and relegation at the end of each three 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 doubles leagues run on a similar basis.

The clubhouse incorporates a high quality kitchen, shower, bathrooms, a disability toilet and access ramp. Tea and coffee is provided free of charge usually on a self-service basis. The bar is open at quite limited times. The clubhouse also incorporates a table-tennis table and TV. We are working on a plan to upgrade the main room and bar in the clubhouse.

However, in the current Covid climate, the clubhouse is open only for access to the toilets and the token machine. Face masks should be worn at all times in the clubhouse.

The sports therapist room is currently vacant and available for hire.

The Club raises funds for a variety of charities.

INDEX

- 1. Important contact information**
- 2. Communication with members**
- 3. Membership fees**
- 4. Court facilities**
- 5. Court booking system**
- 6. Court Booking Rules**
- 7. Court maintenance**
- 8. Court etiquette**
- 9. Floodlighting**
- 10. Guests**
- 11. Opportunities to play**
- 12. The coaching team**
- 13. Juniors**
- 14. Clubhouse**
- 15. Gates**
- 16. Dogs**
- 17. Car parking and bikes**
- 18. Social events**
- 19. Wimbledon draw**
- 20. Safeguarding Policy**
- 21. Supervision of Children**
- 22. Diversity and Inclusion**
- 23. Anti-social behaviour**
- 24. Cricket balls**
- 25. Club Constitution & LTA rules**
- 26. The Committee/getting involved**
- 27. Lifetime donations and bequests**
- 28. Sponsorship**
- 29. Data Protection**
- 30. Complaints**

1. IMPORTANT CONTACT INFORMATION

COMMITTEE MEMBERS

Chairman Simon Lindfield (simonlindfield@btinternet.com)
Membership Secretary Brady Wheadon (pltc.membership@outlook.com)
Administrative Secretary Clare Wylie (clarewylie@hotmail.com)
Treasurer Mandy Tyler (tylermandy7@googlemail.com)
Social Paul Wheeler (paul.wheeler@highways-uk.com)
Bar / Clubhouse Hire Chris Brooker (chris@lionmarketing.uk)
Juniors Craig Bell (craigbell993@me.com)
Welfare Officer Sharon Tomlinson (tomlinson_sharon@yahoo.co.uk)
Coaching Paul Turner (ptctennis@me.com)

OTHER CONTACTS

House and Grounds Col Scarratt (col.scarratt@ntlworld.com) and Cathy Putman
Capital Projects and Floodlights Simon Lindfield (simonlindfield@btinternet.com)
Diversity and Inclusivity Alex Garner (alexg1978@hotmail.co.uk)
Ladies first team captain Vicky Brown (victorialouisebrown@hotmail.com)
Ladies second team captain Sharon Tomlinson (tomlinson_sharon@yahoo.co.uk)
Mens first team captain Mark Treffel (mark@roundthecorner.co.uk)
Mens second team captain Lawrence Eke (lawrence.eke@pulse.aero)
Mens Over 45s Team Paul Dent (paul@pauldent.co.uk)
Singles Leagues David Thompson (davelgthompson@gmail.com)
Doubles Leagues David Thompson (davelgthompson@gmail.com)
Wimbledon Ballot Simon Lindfield (simonlindfield@btinternet.com)
Annual Club Tournament Jacqui Rice (jacquirice61@gmail.com)
Sports Therapist Vacant
Lost Property James Simister (james.simister@gmail.com) and
Clare Wylie (clarewylie@hotmail.com)
Environmental Officer James Simister (james.simister@gmail.com)
Cleaning Cathy Putman (cathyiles@yahoo.co.uk)
Kitchen Monitor Sue Middleton (sue.middleton@tinyworld.co.uk)
Gardens Team of garden volunteers lead by Joanna Fellingham
(joanna_fellingham@yahoo.co.uk)
First Aid Alison Taylor (alison.taylor@hotmail.co.uk)

2. COMMUNICATION WITH MEMBERS

Communications with members are by email using the club's broadcasting system.

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

The Members Directory contains members contact details. It is made available to all members for the purposes of arranging tennis matches and social activities. Members can opt not to have their contact details shown or to unsubscribe from non-contractual emails. It, or historical extracts thereof, is not intended to be used by any members or group of members for seeking the views of members, lobbying of members, personal campaigns or marketing. Any member abusing the purpose of the Members Directory is likely to face disciplinary action in accordance with the Club Constitution.

3. MEMBERSHIP FEES

Fees are payable annually on or before 31st March. Instalment payment options are available.

Membership categories and rates are shown on the website and on the application forms on the main noticeboard in the clubhouse. Existing members renewing and paying in full before 31st March pay a lower fee.

Membership Fees are not non-refundable. If instalment payments are cancelled a joining fee is payable should the member decide to re-join at a later date as a new member.

The club offering may at times be restricted in some ways due to national lockdowns, government instruction or significant capital projects. Refunds will not be made in these circumstances although the following year's fees will take into account any significant disruption to what the club can offer to members.

4. COURT FACILITIES

We have 12 courts made up of the following:-

8 Artificial clay (courts 1, 2, 3, 4, 5, 6, 9 and 10)

4 Tarmacadam /Hard (courts 7 and 8)

2 Tarmacadam Mini Tennis courts (courts 11 and 12)

Court 11 also includes the rebound wall

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 your home PC or Tablet 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. Currently due to covid the touchscreen in the clubhouse has been disabled. However, you are still able to book a court from your PC, tablet or mobile.

Clay courts cannot be booked more than 7 days in advance. The two hardcourts, 7 and 8, can only be booked 2 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.

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

6. COURT BOOKING RULES

Booking Courts

Members are limited to playing for a maximum of 1.5 hours a day on the clay courts including when named as an opponent but excluding time with a Coach. However, members can play again on the same day provided this is on a hard court. Members who wish to practice are able to use the rebound wall on court 11 or courts 7 to 9 if they wish to practice their serve. For access to the ball machine members should contact Col Scarratt.

The booking system is available 24/7. Clay court bookings may be made up to 7 days in advance, hardcourts 7 and 8 are released for member bookings 2 days in advance. New booking sheets are added daily at 7 a.m.

All players receive an automated reminder email on the morning of the booking and the person booking the court receives notification of cancellations.

If players are not on court within 5 minutes of each half hour slot then that half hour is lost.

Matches with other clubs may be completed even if the match over-runs into another booking.

Bookings should not be made to expand rota sessions.

If a clay court is vacant players can switch from a hardcourt to clay but without booking the clay court.

Only coaches are allowed to book coaching sessions. Members must not book a court in their own name which is intended for coaching.

Clay courts must be swept at the end of each session within your allocated court time.

Names of players

Bookings should show the names of ALL opponents at the earliest opportunity but no later than 48 hours before you are due to play. All bookings that do not show the names of opponents within these timeframes will be cancelled. When booking courts within 48 hours of when the match is due to be played all opponents should be named when booking the court or no later than 24 hours before you are due to play.

The membership list includes names for "Guest" and "Practice". Currently no guests are allowed so this option is not available on the booking system at present.

The names of the persons shown on bookings, including opponents, must be the persons who are intended to use the court. Changes to names should be input at the earliest opportunity.

Naming of false opponents to retain a court booking or using a members name to book a court for a different person, including another family member, is unacceptable. Where such actions are identified the member concerned may have their court booking access temporarily suspended.

Cancelling Courts

Bookings no longer needed should be cancelled at the earliest opportunity.

Court bookings are not transferable. If they cannot be used they should be cancelled so others can then re-book.

A list is kept of reported “no shows”. Repeat offenders may have their access to court bookings temporarily suspended. “No shows” include situations where the court is booked in your name but you do not use the court.

Late cancellations are when courts are cancelled within 48 hours of when the match is due to be played. It is accepted that there will always be late cancellations but it should not be a regular occurrence for individual members. The members with the highest percentage of late cancellations compared to number of court bookings each month will be written to so as to highlight the issue and understand why they have a high late cancellation percentage. If the same members appear on the list each month then this will be discussed at Committee.

When members notice No Shows they should post a brief note of the details through the bar letterbox for the attention of the Court Administrator who will then be able to take appropriate action where considered appropriate. No Shows include situations where the court is booked in your name but you do not use the court.

7. 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

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 tarmacadam courts may become slightly soft and it is important not to play or walk on the courts in these conditions.

8. 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.

9. 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 the token machine located inside the clubhouse, payment is contactless only. In exceptional circumstances coaches can provide tokens.

10. GUESTS

Due to COVID -19 and high demand for clay courts we are currently not allowing any guests at the club.

11. 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. Please note that it is each members own responsibility to ensure they are fit and healthy enough to participate in tennis sessions before going on court.

- **SOCIAL TENNIS SESSIONS (DOUBLES)**

There is a “hosted” session for new members and those who have not played regularly. Details including times are communicated to the relevant members prior to each session.

There are a number of Whatsapp groups which facilitate playing of friendly, social tennis. Details of these can be obtained from a member of the Coaching Team or Membership Secretary,

Due to COVID-19 the sessions detailed below are currently suspended and when such sessions can resume the timings and frequency may change.

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. 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.

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, Thursdays 1-3pm and Friday evenings from 7pm. The Friday Friendlies 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 joining the various sessions once Covid restrictions allow.

• INTERNAL LEAGUES

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

The singles and doubles leagues can be found on the club website. You can join a league by contacting David. Singles and doubles league seasons usually run over two or three months 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 especially for doubles league matches.

- **CLUB TEAMS**

The Club has teams in the Sussex Men's, Sussex Ladies, Men's over 45s 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 late April/ early May. We encourage everybody to enter.

We did not run the Annual Club Tournament in 2020 due to Covid-19 restrictions but hope to be able to restart in 2021 and beyond.

12. THE COACHING TEAM

The coaching team is led by Head Coach, Paul Turner. The club has a contract with the Head Coach who is required to manage a team of coaches in order to meet the needs of the club and its members. All coaches are self-employed.

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 download the PT Tennis APP and create account to view and book junior coaching and holiday camps

13. JUNIORS

During the Spring/Summer term there is a free, supervised Mini Match Play session for 5 – 10 year olds on Saturday from 13:00 – 14.30. (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 a Junior Team Tennis competition, a 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.

14. CLUBHOUSE

- ACCESS

Generally the clubhouse is open from 8am to 8pm weekdays but closes earlier in the day at weekends.

Face masks should be worn at all times in the clubhouse.

The clubhouse is alarmed when locked.

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

A lost property box is kept in the store room and contents are disposed of at appropriate intervals.

- **BAR** (currently not available due to COVID-19)

The bar is run by the bar rota team on a voluntary basis and in normal circumstances is opened during the social rota sessions on Tuesday evenings and Sunday afternoons, but at other ad-hoc times as well. Bar purchases are now contactless only.

- **KITCHEN** (currently not available due to COVID-19)

The kitchen is available for use by all members.

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 or place it in dishwasher after you've used it. Please don't put dirty cups in the dishwasher if it is full of clean cups!

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

Downs Link College café that was run in the clubhouse is currently not operating due to Covid-19.

- **TOILETS**

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.

-**SHOWER ROOM** (currently not available due to COVID-19)

The shower room is available for use by members and guests.

- **SPORTS THERAPIST ROOM**

The room is available to suitable tenants to provide treatment services to club members. The room is currently vacant.

- **CLUBHOUSE HIRE** (currently not available due to COVID-19)

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

- **TABLE TENNIS** (currently not available due to COVID-19)

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 and if you are parked so that other cars are blocked in please make a note in your car of your name so you can be found. We recommend that all car park users keep a suitable and re-usable notice with their name on it in their car
- 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 light touch Monday to Friday parking scheme in the nearby roads is due to be implemented in Summer 2021. This scheme should make parking easier.

A bike rack is situated alongside court 4. Bikes should be left here and not elsewhere. Bikes should not be taken on court or in the clubhouse.

18. SOCIAL EVENTS (currently suspended due to COVID-19)

The Club holds various social events for members to attend including quiz nights, comedy evenings, film 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

To enter the annual Wimbledon Ballot run by the LTA you need to be registered as a British Tennis Member via the LTA website <https://www2.lta.org.uk/register/> or by calling the LTA, link your British Tennis Membership to Preston Lawn Tennis Club and opt-in to the ballot. British Tennis Advantage Play+ membership is free to club members.

From 2021 the LTA will arrange the draw themselves and members will be notified directly from the LTA if they have been successful.

20. SAFEGUARDING

The club has adopted the Lawn Tennis Association's Safeguarding Policy which is displayed on the club noticeboard.

Preston Lawn Tennis Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run. This Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.

This Policy is applicable to everyone at the club and is in line with national legislation.

21. SUPERVISION OF CHILDREN

The Club accepts the guidelines of the NSPCC, namely that all children must be supervised by their parent/guardian or another nominated adult, until they are deemed mature enough to deal with certain situations or an emergency.

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 so that their child can respond maturely 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. If a child needs to use the toilet during these sessions they should be supervised by a member of the team. Coaches, staff and volunteers should not go into the toilet with the children.

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.

22. DIVERSITY AND INCLUSION

Our Diversity and Inclusion Policy is displayed on the club noticeboard.

This Policy supports our aims for diversity and inclusion that are to ensure that:

- Tennis is diverse and inclusive
- Diversity and inclusion are embedded in our club's culture and our behaviours
- We create a culture where inclusive leadership thrives
- We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

To achieve these aims we believe that everyone involved at our club has a role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Tennis Champions – proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.

Together we can make a positive difference to people from different backgrounds to participate in Tennis at our club.

23. ANTI-SOCIAL BEHAVIOUR

On occasions gatherings in the Velodrome Stand can give rise to members experiencing anti-social behaviour. This can escalate and result in some danger to those playing or sitting alongside court 7. The club continues to take firm action and report every known instance to the police, either by calling 999 for on-going or 101 if the issue is not on-going. CCTV cameras have been installed to minimise the impact on members.

As a members club we encourage members to report any anti-social issues to the police at the earliest opportunity. It is much more impactful if individual members report issues rather than delegate to a Committee Member.

24. CRICKET BALLS

There is a long history of cricket balls coming over the fencing from St Peters Cricket club matches.

We have a good relationship with the cricket club and have an understanding of which teams should play on the wickets nearest to us. It is still possible for occasional balls to come over and we ask members to advise the Administrative Secretary by email when such instances occur so that we can monitor matters.

25. CONSTITUTION, CLUB INSURANCE AND LTA RULES

The Club's Constitution and Members Guide are on the website.

A copy of our LTA Insurance Policy is displayed on the main noticeboard along with details of Committee Members / Key Contacts, the Club's Constitution, Members Guide and other key policies.

26. COMMITTEE/GETTING INVOLVED

The Club's day-to-day administration is run by a Committee made up of club members. Committee members are elected each year at the AGM and any member can present themselves for an existing 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.

The Committee welcomes constructive proposals from members... but to avoid excessive emails please direct these to the Administrative Secretary. You'll find details of the committee and their roles on the club noticeboard as well as in the Members Guide.

27. 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.

28. 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.

29. DATA PROTECTION

The club complies with the Data Protection Principles of the General Data Protection Regulation (GDPR).

The Data Protection Principles require that personal data is:

- processed lawfully, fairly and transparently;
- adequate, relevant and no more than is necessary;
- accurate and kept up-to-date;
- processed securely

Any person who has concerns about their personal data should contact the Administrative Secretary.

30. COMPLAINTS

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