

WTC

Westfields Tennis Club

Members' Guide 2019

Version 4



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Annual Membership Subscription Scale and Rates 2019

Key Cost per Application (Mandatory)	£4 per key
Adult (over 18yrs)	£80
Couples	£133
Family (2 Adults + up to 3 children)	£170
Student Adults (over 18 yrs)	£35
Juniors (under 18yrs at 01/04/17))	£30

LTA/BTM Membership

As Westfields Tennis Club is a member of the LTA (Lawn Tennis Association) our members are automatically LTA members and as such are entitled to sign up with BTM (British Tennis Membership). BTM membership benefits include:

- Entry into the BTM Wimbledon ballot
- Aegon British Tennis rating
- Discounts and special offers
- Monthly newsletter

Please register at www.lta.org.uk/member The on-line registration and membership is free to any member of an LTA affiliated UK club.

Wimbledon Ballot

To be eligible for the Wimbledon Ballot Club Draw, members must be BTM members and must also have actively opted-in for the draw before February 2019. Notification of opting-in dates and process was sent to all members when the dates were publicised. The more BTM members the club has, the larger the allocation of Wimbledon tickets to the club by the LTA.

Westfields Tennis Club was allocated 5 pairs of Wimbledon tickets for the 2019 championships. The draw took place at the club on Saturday 6th April 2019 at 3.00pm.

To find out more about the LTA Wimbledon Ballot, please see <https://www.lta.org.uk/major-events/grand-slams/wimbledon/ballots/>

Membership Details & Contacts Privacy

Under the terms of the Data Protection Act 1998, Westfields Tennis Club will use personal information fairly and lawfully, collect only the information necessary for a specific purpose(s), ensure it is relevant; accurate and up to date; only hold as much as is necessary; and only for as long as is necessary; allow the subject of the information to see it on request; and keep it secure.

Apart from The Management Committee members, the club will not generally publish personal details or divulge them to other individual members, unless they have express permission from the member to do so.

If a member wishes to allow their contact details to be known to other members, they can inform the Management Committee, and/or enter them on to the Member Contacts Register Sheet displayed in the clubhouse.

It is the responsibility of members to ensure their contact details are up to date and correct.

Visitors

For members who wish to bring their friends and family to play tennis at Westfields Tennis Club, the following applies:

- All visitors must be signed into the Visitor Book by a member and the associated fee paid before play commences.
 - Adult Visitors: £3.00 per visit
 - Junior Visitors: £1.00 per visit
- Each visitor can be signed in by a member up to a maximum of 6 times.
- If there is a circumstance where a member wishes to increase the maximum, they should contact the committee who will make a decision based on the reasons provided.

Court and Clubhouse Access – Locks & Codes

The Management Committee changes the courts padlock code each year in the first week of May, and will communicate this new code by email to all members who have paid the required subscription. In the interests of security, please do not divulge the court padlock code to any person who is not a fully paid member.

New members will be provided with a key. If you require a replacement key, please contact a committee member. There will be a charge of £4.00 for a replacement key.

The last key holder to leave the club at any time is responsible for ensuring that the doors and windows are both secured and locked.

Use of Tennis Courts

In order to maintain good relations with the club's neighbours, members are not permitted to play on the courts before 9.00 am Monday to Saturday and before 10.00 am on Sundays. Members are requested to keep noise levels to a minimum.

Members should not attempt to retrieve tennis balls from surrounding residential gardens unless they have the express permission of the resident.

After using a court, members should always unwind and slacken the net at the net post. Please ensure court padlocks are in place to secure both courts.

Court Booking

Courts can be booked on line at www.westfieldsrichmond.co.uk/book-a-court. Open this page and click the Image to go to the Online Booking System. Courts are booked in advance using the ClubSpark on-line court booking system. The ClubSpark app can be downloaded onto your computer, tablet or smartphone, and is very simple to use. Contact Joan Curran to set-up and enable your ClubSpark User ID and Login. Note that courts can only be booked for up to 2 hours a day, and up to 28 days in advance.

You will receive a booking confirmation by email.

For further information please see the website or email westfieldstennisclub@hotmail.com

Weekly Group Club Sessions

The table below shows the times allocated to Adult or Junior Group Club Sessions. The designated group has priority court use at these times, although other members can use the courts if not in use by the group.

We would encourage all new members to attend these club sessions and introduce themselves as a new member. New members will be warmly welcomed to Westfields Tennis Club, introduced to existing club members and informed of club session protocol.

The Club Session Timetable is as follows:

Tuesday	Adults	9.00am– 12.30pm	Both courts	All Year	
Wednesday	Adults	9.00am– 12.30pm	Both courts	All Year	
Wednesday	Adults	4.00pm – 7.00pm	Both courts	April to Sept Inclusive	Oct to March 10.00pm – 4.00pm
Friday	Juniors	4.00pm – 7.00pm	One court	April to Sept Inclusive	
Saturday	Adults	1.00pm – 5.00pm	Both courts	April to Sept Inclusive	Oct to March 12.00pm – 4.00pm

Ladies Group (not a Club session)

This group currently meets once a week on a Thursday morning at 10.00am but this time may change. If you wish to join in, please contact Sue Broadhurst, the group organiser.

Club Tennis Balls

The tennis balls purchased by the club are used solely for club sessions, matches and tournaments. The balls are stored in the locker in the clubhouse. Nominated padlock holders who can access the balls in the locker are Anne Brenkley, Anne Flecchia, Phil Leahy, Rob Hutchison, Sue Lussey and all Committee members.

Members requiring balls for matches or tournaments should contact a Committee member well in advance of these events to avoid disappointment.

Maintenance of Clubhouse and Courts

Member support is an important part of cleaning and maintaining the clubhouse and courts. Volunteer Rota notices are posted on the notice board in the clubhouse. All help is welcomed and we would particularly appreciate help with cleaning and clubhouse painting and decorating.

Members should report any concerns or issues to a member of the committee.

Court sweeping is also vital to the maintenance and safety of the courts. The courts should be swept weekly preferably before club play on a Tuesday morning. If the courts cannot be swept on a Tuesday morning due to inclement weather, then they should be swept before the following club session. 4 brushes are stored in the lean-to shed for this purpose and it is advised that 4 members participate in the sweeping. A notice detailing dates of sweeping is on the clubhouse notice board.

The tennis courts will be re-surfaced, re-painted and deep cleaned as required at the discretion of the Management Committee for the benefit and safety of its members. Deep cleaning is kept to a minimum to prolong the life of the surface, which will also minimise running costs.

Members should respect club property at all times, including switching off lights and electrical appliances when not in use.

Coaching

Courts for coaching should always be booked in advance. See Court booking above.

The club currently offers professional coaching provision to all members.

Individual or small group coaching is provided by Phil Wylie (a LTA qualified level 4 performance coach). Phil can be contacted directly on 07912 645 071 and individual coaching arrangements can be made to suit, on the strict proviso that they fit in with any court pre-booking arrangements as stated in this Guide.

Phil is predominantly available to coach at various times around weekends from April to September 2019 inclusive, and daytimes during the main summer holidays.

Phil's coaching is available to non-members who will be treated as day visitors. He may coach members or visitors up to no more than 3 hours on any 1 day. Visitors may only attend 6 coaching sessions per year. Coaching cannot take place during weekly group club sessions unless the Management Committee has agreed to this. Only one court at a time can be used for coaching.

Larger group coaching is provided from time to time by Geoff Thomas (Level 3 Performance Coach) and will be advertised in advance to all members. Any member interested in attending this should contact Rose Hayes.

We are currently trying to increase our coaching provision with a view to offering group coaching for junior members.

Beginners to Tennis

Any members who are new to the game, in the first instance should contact the Club Secretary or other Committee Members who will arrange for education session to be put in place with them that will cover:

- Rules
- Strokes
- Scoring
- Positioning

Tournaments and Competitions

We invite members to put their names forward to participate in matches during the year, which are both fun and challenging. In 2019 we are entering the Value of Mowbray and Darlington & District leagues. We do offer competition play within the club, and in friendly matches with other local clubs.

Members wishing to play in these Leagues/competitions should contact Phil Leahy or Graham Berry to register their interest.

Friendly Matches with Local clubs

To be arranged.

This information will be notified on the Club Notice Board and on the Club Website by the organizer Graham Berry.

Ladder Competition

This year we will be running a mixed singles and mixed doubles ladder competitions, which will commence in April and run until September.

Members should register and give a contact number and email on the sheet on the clubhouse notice board.

Please see our website for further information or contact John and Jo Lloyd on speak2johnlloyd@gmail.com

Pre-Wimbledon Mixed Doubles Tournament

This will take place on Saturday 29th June at 1.00pm at the club. There will be a mixed draw to encourage and integrate players of all abilities. This is a fun occasion where members can get to know one another and enjoy the day.

Pimms and Strawberries & Cream will be provided.

Club Championships

Dates for the following competitions are still to be decided, and info posted on the clubhouse notice board as well as the club website and Facebook page.

- Ladies' Singles
- Men's Singles
- Ladies' Doubles
- Men's Doubles
- Mixed Doubles
- Finals Day.

Any Members wishing to take part in club tournaments should enter their names onto the tournament lists in the clubhouse at least one week before the relevant tournament date.

The club will provide tennis balls.

Graham Berry will organise playing times for any matches on the relevant days and put these up on the Notice Board. This will allow some flexibility for those not able to play at 10.00 a.m. but all who sign up will need to be available to play at some point on the relevant day(s).

On each relevant day, matches will take place to determine the finalists. In some cases, therefore, players may need to play more than one match on one day.

There must be at least 4 entrants for any competition; otherwise that competition will not proceed.

Finals should be played on the Finals Day wherever possible.

Rules for the conduct of the Club Tournaments and Competitions are decided by the Management Committee and will be posted on the club website and notice board. The 2019 competitions and events are organised by Graham Berry. Rules for competition matches, including entry fee, will be posted with the entry sheets.

Events

Westfields Tennis Club is a friendly, sociable club and various fun events and get togethers are organised throughout the year. Information on these events will be posted on the club website, the club notice board, and also emailed to members.

Events so far include:

- | | | | |
|---|-------------|---|---------------|
| • Wimbledon Draw/Tennis Afternoon & Refreshments | Club | Saturday 6th April | 3.00pm |
| • Tea & Chocolate Tennis Afternoon | Club | Saturday 1st nd June | 1.00pm |
| • Pre-Wimbledon Mixed Doubles Tournament
with Pimms & Strawberries | Club | Saturday 29 th June | 1.00pm |
| • Evening Soiree hosted by Peter Seaden-Jones | Peter's | Saturday 10 th August | 6.00pm |
| • Club Competition Finals Day | Club | Sunday 22 nd September | 10.00am |
| • Dinner and Presentation Evening | The Station | Saturday 23 rd November | 7.00pm |
| • Mince Pies & Mulled Wine | Club | Wed 11 th & Sat 14 th Dec | Club Sessions |

Health and Safety

All club members, visitors and temporary day members have responsibility for their own safety and that of others when using the courts. Please report any area of concern to a committee member.

Members and guests are expected to wear suitable, safe clothing and to wear appropriate tennis shoes when using the courts.

If a member injures themselves whilst on club premises, the first aid bag can be found on the notice board in the clubhouse. All injuries should be noted immediately and properly recorded as laid out in the injuries and accidents book located on the table in the clubhouse. Please note that this procedure is a requirement of the Club's Insurers.

In the event of injury, please inform a member of the Committee by telephone or at westfieldstennisclub@hotmail.com so that the Committee can follow up on the welfare of the member and also replenish the first aid box.

Common sense should be applied regarding on-going risk assessment and the following Do's and Don't's Notice will be displayed on the Club Notice Board.

DO

- Report to the Management Committee anything which you feel may pose a health and safety risk
- Report any maintenance issue which you are aware of to the management committee
- Pay attention to any notices
- Always use the rake to retrieve balls from the embankment on the lower court (stored in the lean-to shed)
- Be considerate of the neighbours ie keep noise levels down
- Always clean and clear after using clubhouse facilities
- Take your personal possessions home

DON'T

- Play if the courts are slippery
- Climb onto the embankment to retrieve balls
- Leave litter around the premises

Any Management Committee member is empowered to control, restrict or stop play on any court or courts, because of weather conditions or other causes, and their decision is final.

Safeguarding & Welfare of Children and Vulnerable Adults

We take the safeguarding and welfare of our members seriously and operate in accord with LTA guidelines. As such, several members of the Committee complete regular Safeguarding training as required by the LTA. The Club Safeguarding and Welfare officer is Sue Broadhurst. The Club's Safeguarding policy is available on the Club Notice Board and website. The key elements of the policy are:

WTC Policy

1. Safeguarding and welfare of child members (under 18) and vulnerable adult members (a member over 18yrs who may be unable to protect themselves by reason of disability, age or illness) is the joint responsibility of all members of WTC, in particular the Management Committee as well as the parents/guardians/carers of said children and vulnerable adult members.
2. Any safeguarding or welfare concern issue should be reported in the first instance to a member of the Management Committee who will confidentially raise the concern with the full Management Committee. All Management Committee members' contact details are on the clubhouse notice board and also in this guide on page 5.

The Management Committee will investigate and take action as required under current LTA Safeguarding Venue/Club Guidance. www.lta.org.uk/about-the-lta/policies-and-rules/safeguarding-protection/

All matters will be dealt with confidentially and in a timely manner.

If someone is in immediate danger then call the police or call the LTA Safe and Inclusive Tennis Team on 0208 487 7000 (Mon to Fri 9am to 5pm). Report this to the committee and also inform the parent/guardian/carer unless you believe it will put the child, vulnerable adult or yourself at risk.

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3. The Management Committee will ensure that all coaches appointed at the Club to coach children will have an up to date tennis accreditation and a valid DBS certificate.
 4. Any volunteer at the club who assists with under-18s will have a valid DBS certificate.
 5. It is the responsibility of parents/guardians/carers that any children 12yrs and under should be accompanied by a responsible adult when playing at the club, including during coaching sessions with a club appointed coach.
 6. The Management Committee is aware of the health and safety of our members and will conduct an Annual Risk Assessment for the health and safety of all.

Diversity and Inclusivity

As a club, we value and celebrate diversity and make reasonable efforts to encourage inclusivity and to meet individual needs and we do not discriminate.

We wish to enable people to play tennis in a manner that is safe, inclusive and fair. This applies regardless of a person's age, race, sex, disability, gender reassignment status, marital or civil partnership status, pregnancy or maternity, sexual orientation, religion, socio-economic status or any other background.

The Club's Diversity and Inclusion Policy is published on the Club Notice Board and website.

Code of Conduct

All Members of Westfields Tennis Club should always do the following:

1. Help to create a safe and inclusive environment both on and off the court and promote the value of fair play.
2. Value and celebrate diversity and make reasonable efforts to encourage inclusivity and to meet individual needs.
3. Do not discriminate.
4. Check that you have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
5. Wherever possible, do not be alone with a child (under 18yrs) or a vulnerable adult (a member over 18yrs who may be unable to protect themselves by reason of disability, age or illness).
6. Do not offer coaching to members or visitors who are under 18yrs or members who may be considered to be a vulnerable adult (other than your own family) unless you have a current DBS certificate.
7. If you have concerns of any kind, then do report them to the Safeguarding Officer or a member of the Management Committee as soon as possible. The matter will be discussed by the full Management Committee who will be receptive and will consider all points, acting in a confidential, timely manner. If you feel anyone is in immediate danger then call the police (999).

Purpose of the Members' Guide

The Management Committee of Westfields Tennis Club, (as required per Club Rule 15), has prepared this Guide.

"The Members' Guide shall be made, and periodically revised by the Management Committee as it sees fit. The purpose of the Guide is to set a framework for:

- Members Entrance fee and annual subscription charges to be levied
- Day-to-day use of the Club's courts and premises by members
- Upkeep and maintenance of the tennis courts and clubhouse."

Key Principles of the Guide

- To enable member subscription costs to be kept as low as possible, and to keep the club running costs to a minimum, the club will be run on a self-help basis by the Management Committee and members. All members are requested to support this aim on a voluntary basis.
- Members should at all times be familiar with, and follow this Guide.
- The Management Committee welcomes any constructive suggestions to improve this Guide from all members.

Amendment of the Guide

Any Full Adult Member proposing to amend the Guide should submit their proposal to the Secretary in writing. It will be considered and decided upon by the Management Committee.

Publications and Website www.westfieldsrichmond.co.uk

This Member's Guide will be reviewed by the Management Committee and published at a minimum every May and a link to the guide will be provided to all Adult Members via email. A copy will be placed on the Club Notice Board and on the Club Website.

Any amendments to the Member's Guide and Club Rules will be made available on the club website and will also be posted on the notice board in the clubhouse.

Management Committee 2019

Chairman	Graham Berry	01748 826541
Treasurer	Paul Kipling	07802 741089
Membership Secretary	Fiona Raymond	01748 850835
Maintenance	Bill Cross	01748 825331
Maintenance	Dave Ryder	07956 513320
Events & ClubSpark Admin	Joan Curran	07867 847538
Inter-Club Competitions	Phil Leahy	0795 163 2637
Safeguarding	Sue Broadhurst	01748 825665
Minutes	Peter Seaden-Jones	07958 398561
Clubhouse Maintenance	Rose Hayes	01748 818210