

New Members Induction Pack



Welcome to Albany Lawn Tennis Club

Thank you for joining Albany LTC and welcome to the club. We hope that you will enjoy the club's excellent facilities and get involved in the club's many activities.

To get you started this induction pack provides all you need to know about playing at Albany LTC, coaching and competition programmes, facilities, the rules of the Club and the importance we place on safeguarding and diversity.

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If you have any questions about any of these items, please do not hesitate to contact us by e-mailing: membershipalbany@gmail.com or visit our website at:

www.clubspark.lta.org.uk/AlbanyLTC

Membership and Club Information

Albany Lawn Tennis Club is located at the end of Ballaughton Meadows in Douglas (off the New Castletown Road). The club was established in the 1920s and with approximately 200 members is the biggest club on the Island.

The club's purpose is to provide a fun, friendly, safe and inclusive environment for our members to play and enjoy tennis and associated activities. Please visit the 'about us' section of our website to read the following important documents:

- Club Rules and Membership Terms
- General Code of Conduct
- Committee Details
- Safeguarding Policy
- Diversity Policy
- Use of Changing Rooms Policy
- Anti-Doping Policy

The club is a non-profit making members club with Trustees as set out in the Trust Deed dated 14th December 1966. The club is run entirely by its members and while we have arrangements with coaches and assistance to help with general maintenance, the club has no staff. We therefore ask all members to contribute to the smooth running of the club, whether through occasionally sweeping a court, keeping the clubhouse tidy or taking part or organising league matches and social events. There is no requirement for any member to do more than simply to be a good club member. Put a little more in than you take out, and the club can blossom.

Many Members enjoy taking a more active role in things, be it team captains or the Friday ladies morning, perhaps helping with mini tennis squads to organising a competition. If you would like to get more involved please do not hesitate to speak to any of the Committee. All help is greatly received no matter how large or small. Members who would like to become more involved in the management of the Club can put their names forward to join the Committee. The Committee meets roughly six times a year to manage the Club, with each Committee member taking on a different aspect of the club management. If there is any matter you wish to be raised at the next Committee meeting, or if you are interested in becoming a Committee member, please contact the Chairman or any member of the Committee.

The Club AGM is held toward the end of November each year, when members elect their Committee and can vote on resolutions that affect the running of the Club. The last AGM minutes can be found on our website. We encourage all members to attend the AGM, have your say and make your vote count.

The club caters for all abilities from beginners to social tennis through to high performance tennis with members regularly playing in the UK either individually or for the Isle of Man.

Membership normally runs from 1st June to 31st May each year; however, you may have opted for a membership package that runs over a shorter time-period or is part of a promotional package. You can check this by logging into your account on our website or by contacting the membership secretary.

There are a number of different types of membership ranging from minis and juniors through to Seniors and family membership. Please check you have the membership type that is best for you and if you need to upgrade or amend your membership please contact the membership secretary.

LTA Affiliation

Albany Lawn Tennis Club is an LTA registered venue and we meet and embrace the LTA's minimum standards for registered venues. More detail is available on the LTA website by following this link: [LTA Venue Safeguarding Standards](#)

In October 2012 Albany LTC was awarded the Lawn Tennis Associations 'ClubMark Award'. The award is based on national guidelines for 'delivering a quality tennis development programme and operating in line with best practice'.

All members are requested to register on line for LTA Membership at:
www.lta.org.uk/members/join

Basic LTA membership is free and brings numerous benefits including enabling you to enter the draw for Wimbledon tickets, get discounted tickets for other events and lots of advantages listed on the site. It is also required for entry into many competitions.

Club Programmes and Activities

Albany LTC aims to offer a busy programme of tennis activities and sessions at the club that are valued by the members and supports the development of players and the growth of the club. These include:

- Junior programme
- Senior programme and club sessions
- Tour squads
- League squads
- Club & LTA competitions and leagues

For more information contact the Club Coach: Sean Drewry on 302913 or email: seandrewry1997@hotmail.com

1) Junior Coaching Programme

Albany provides the Island's largest junior programme and has produced many of the Island's best tennis players including pros such as Billy Harris. The junior programme is proud to produce aspiring and talented juniors who compete regularly in UK and international competitions.

The junior programme is currently supported by the King's Spa for which we are very grateful.

Junior coaching groups are held weekly during school term time. Many sessions are included in the junior membership fees, and additional squad sessions and holiday camps are often available for a small per session charge.

The basic junior programme is available across all age groups and includes:

- Weekly indoor training sessions per age group
- Regular match play and fun competitions at Albany
- Island competitions for more confident players
- County squads and competitions for experienced players

Please note that juniors under 13 years of age are not allowed to play at the Albany Club unsupervised. Parents are also encouraged to attend junior sessions whenever possible. Sessions are organised into the following groups:

a) Mini Tennis Red Ball:

This is the first step in a young player's development and is for beginners and typically players aged 4-8 years of age. It is played on small courts with short rackets and soft balls. It's just like the real game and gives players opportunities to have long rallies and play different types of shots. It gives children a scaled-down experience very like the real thing.

b) Mini Tennis Orange Ball:

For players aged 8 and 9, Mini Tennis Orange Ball is played with an orange tennis ball with a softer bounce on courts that are bigger and wider than the red ball game but still smaller than full-size tennis courts allowing players to develop a rounded game whilst learning a range of techniques and tactics.

It is the next stage before playing on a full-sized court and helps players develop different shots and tactics.

c) Mini Tennis Green Ball:

The next step up is played on a full sized tennis court but using a green tennis ball that is a little easier to play with than the standard yellow ball. It's the final stage before moving on to full compression yellow balls on a full sized court and helps players develop and improve all aspects of their game.

d) Yellow Ball, from 10 – 18 years of age:

Beginners in this age group "may" still wish to start with Mini Tennis Orange or Green to learn the basics but they should soon be able to move onto the real thing on a full sized court. Owing to the wide range of skill levels achieved, activities are pursued at a variety of levels.

e) Tour Squads

Juniors that have attained the appropriate standard will be invited to join the tour squad sessions. These are for more advanced players. Tour squad players are expected to represent the club in the leagues, island competitions and inter-club events. They may be invited to join county squads and to represent the Isle of Man in county cups and other county competitions.

2) Senior Programmes

Tennis sessions, squads and competitions are available for adults and those juniors who have come up through the development programme, including:

- Club Sessions (incl. free use of indoor court)
 - Tuesday from 7.00pm - 9.30pm
 - Wednesday 10.30am - 12.30pm
 - Sundays 2.00pm - 4.00pm
- Ladies Morning – Friday 9am - 12pm
- Tuesday Tennis Surgery 6pm - 7pm
- American Open Tournaments – last Tuesday every month from 7pm
- Periodic coaching courses
- Summer and Winter League competitions
- Club and Open tournaments

3) Private Coaching

The Club Coach is Sean Drewry and members should contact Sean either in the club office or by email to organise private coaching at the club. Contact Sean Drewry on 302913 or email: seandrewry1997@hotmail.com

4) Competition

The Club organizes several senior and junior tournaments and club competitions during the year. These can be entered on-line or by contacting the club coach.

Albany LTC enters a number of men's, ladies' and mixed teams in the Isle of Man LTA leagues. Despite this competitive element, the emphasis is also on fun and social tennis with Club play throughout the year. Members are encouraged to put their names forward to make sure the Club can enter as many teams as possible.

Facilities:

1) Clubhouse

Albany LTC offers a modern two-storey clubhouse, with lounge (which comfortably seats 50 people), fully equipped kitchens and changing rooms with showers and lockers. The lounge and upstairs kitchen may be hired for special events including birthday parties, corporate hospitality and meetings. Please contact the Club Secretary for room hire. There is also a table tennis table and pool table for members' use.

The clubhouse is usually open during the week and on Saturdays or whenever the club coach is on site; however, members can obtain keys from the membership secretary (see later). All areas of the club are smoke free zones and the club holds a 'Smoke Free Platinum Award'.

2) Indoor Tennis Court

Albany LTC is the only club with an indoor court on the Island. It has modern LED lighting and is an acrylic court surface.

The indoor court is available for any adult member to use. It must be booked in advance using the online booking system on the Albany website. This is a separate booking system to the main website and outdoor courts. We will normally setup your login to the indoor court booking system within a week or two of your membership application; however, please email the membership secretary if you have not received an email with login details.

The cost to book the indoor court is £12 per hour (including lights).

During the winter months the indoor court gets busy and you are advised to book early. To allow all members to make best use of the court you must not leave 30 minute gaps between bookings unless unavoidable nor book leaving 30 minute gaps either side of your booking. ALTC reserves the right to amend booking to make best use of the times available. You must leave promptly at the end of your booking to enable the next members' full access during the time of their booking.

Providing the court is not pre-booked, members can also use the indoor court and pay for the time using the honesty box which is placed near the indoor light switch.

Please **always switch off the lights** after use. The new LED lights do not need to be left to cool before being switched back on, so always switch off the lights after your session unless another member is arriving at the same time.

Junior members may hire the indoor court at off-peak times for half price if they are having organised coaching with an Albany coach. Unless fully supervised by a responsible adult member, juniors are not permitted to hire the indoor court for their sole use at any time.

3) Outdoor Tennis Courts

The club has 3 floodlit outdoor courts which have a modern, advanced cushioned acrylic surface which makes them very enjoyable to play on. The outdoor courts may be booked on the club website; however, they are free to use by all members whenever they are not in use.

Bookings take priority; however, if other courts are available and the court you have booked is in use, you should not interrupt the game in play, but should use the other available courts for your session. If all courts are in use at the time you have booked, then please politely inform the members playing on the court you have booked but allow them sufficient time to finish the game they are in the middle of.

The floodlights are available to use free of charge and will turn off automatically after a time. The floodlights operate on a timer system using coins available inside the door of the Clubhouse.

4) Albany LTC Website:

The Albany website is: www.clubspark.lta.org.uk/AlbanyLTC

You will find all the club rules, policies and documents in the about us section of the website, together with details of the Committee. The website also gives news and information regarding all events, tournaments and senior and junior programmes. You can also access both the indoor and outdoor court booking systems through the website, as well as join coaching courses and other sessions that may be available.

We are also on Facebook www.facebook.com/AlbanyLawnTennisClub We normally use Facebook or WhatsApp messages to inform members of squad sessions and other activities.

5) Keys and Security:

For obvious security reasons, members are asked to be careful to lock up the courts, clubhouse and indoor court should they be the last person to leave. All members (except Minis) are entitled to a gate key on request from the Membership Secretary. Clubhouse keys (£15) and Indoor Court keys (£10) are also available from the Membership Secretary on receipt of the relevant deposit.

Club Rules & Code of Conduct

1) Important Club Rules:

The Albany courts are only available to currently paid-up members. A guest can play free of charge, up to 3 times a year. If a non-member wishes to play more often, then they are expected to join the Club.

Guests must be accompanied by an Albany member, who (for insurance purposes) will be responsible for signing the guest in on a Guest List maintained on the notice board in the clubhouse or indoor court.

When the outdoor courts are available for social play and there are people waiting for an available court, then those playing should restrict themselves to playing one set or 30 minutes, whichever is less.

Please always wear tennis shoes with non-marking soles when you are on court. Remember that the court surface is a specialized material and has been laid at significant expense.

Official Club Rules are on display on the Information Board in the clubhouse and on the website.

2) General Code of Conduct

Always:

- Be a positive role model and act with integrity
- Be a good sport. Play fairly and honestly
- Be positive, supportive, respectful and inclusive
- Prioritise the wellbeing of children and the vulnerable at all times
- Be good ambassadors for the Club both on and off premises as well as online
- Calmly and respectfully call out bad behaviour when you see it
- Report bad behaviour that is a concern or is not corrected
- Give constructive feedback on how the Club can improve, and where possible try and help
- Abide by the Club rules and policies
- Be considerate towards our neighbours
- Look after club property and think 'security'
- Be respectful of the committee, coaches, officials and volunteers

Never:

- Use inappropriate language or behaviour
- Lose your temper
- Undermine, embarrass or humiliate
- Intimidate or make others feel uncomfortable
- Make excessive noise at unsocial hours
- Make inappropriate physical contact

Safeguarding & Inclusion Overview

1) Safeguarding

Albany 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.

Full details of our Safeguarding policy can be found on club noticeboards or on the club website and we encourage all members, coaches and volunteers to review these regularly.

Safeguarding is everyone's responsibility. If you have any concern for any reason please contact our Welfare Officer, Anne Meyler at anneameyler@hotmail.com or Tel: 07624 379502.

Anyone who is concerned about the well-being of a child/ adult at risk, or has a disclosure of abuse or neglect made to them should follow the concern reporting procedure below.

RESPOND

You have a concern about a child/adult at risk, or have a disclosure of abuse or neglect made to you (see appendix B for guidance)

REFER

If someone IS
in immediate danger

If someone is NOT
in immediate danger

Call the police (999)

Speak to your Welfare Officer. If they are unavailable, you can call the LTA Safe and Inclusive Tennis Team or NSPCC for advice.

Inform the parent/ carer of the concern, unless you believe it will put the child, adult at risk or yourself at risk.

RECORD

Write an objective account of the concerns immediately using the Reporting a Concern Form. Send it to the Welfare Officer within 48 hours of the concern/disclosure. If appropriate to do so the Welfare Officer will also forward it to the LTA Safe and Inclusive Tennis team.

2) Use of Changing Rooms

To safeguard the welfare of children and members at risk the Club operates a policy for the safe use of the changing room facilities. This can be found on the safeguarding page of our website. In summary the policy requires that adults and children must not use the changing rooms at the same time and/or parents must accompany their children when using the changing facilities. Separate male and female changing rooms are provided and separate toilet facilities are also available. Additional individual changing facilities are available if preferred.

Mobile phones and other electronic devices must not be used in changing rooms.

3) Diversity and Inclusion Policy

Albany Lawn Tennis Club is committed to the LTA's aims for diversity and inclusion that include:

- 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.

Full details of our Diversity and Inclusion policy can be found on our website; however, if you have any concerns please contact the club Chairman or Welfare Officer.

Time to play

Thank you for reading this induction pack. Please do take time to study the club website and documents online.

If you have any questions or concerns please do not hesitate to contact any of the Committee or the Club Coach.

We hope you enjoy playing tennis at Albany for many years to come!

The Committee