



**Aldbourne
Lawn Tennis
Club**

(Community Amateur Sports Club)

Member's Pack

April 2023

About Aldbourne Lawn Tennis Club (ALTC)

Everyone is welcome to join the club, whether a beginner or an aspiring professional. ALTC is run by members for members. We are a Community Amateur Sports Club (CASC reg no. 04296) which gives us charity status. The club is affiliated to the Lawn Tennis Association and pays fees to them each year.

The club is located in Castle St and has two floodlit hard courts and a clubhouse. The clubhouse has kitchen & toilet facilities. The courts can be accessed either via the Castle St gate (pedestrian access only) or the Hawkins Road (off Whitley Road) cul-de-sac gate.

To become a regular member you need to pay an annual subscription, renewable on 1st April each year. Subscription fees are reviewed annually and agreed at the AGM held each February.

We have our website at www.aldbournetennis.net where you'll find information about membership, policies (including Safeguarding, Diversity & Inclusion), club events, tournaments & coaching. If you are registered on the website it allows you to book a court. We also have our own Facebook page 'Aldbourne Tennis Club'.

A full copy of the club rules is displayed in the club house.

Details of the personal data we hold, how we use it, and who we share it with are contained in the ALTC Privacy Policy for Members on the website.

Car Parking

Please try to walk or cycle to the club. If you need to drive, please park in The Square and walk up Castle Street to the club. If you must park on Hawkins Rd please *do not park more than half way down* Hawkins road (off Whitley road). **DO NOT** park in the lay-by in front of the flats or on the garage forecourt areas. These areas are privately owned by Aster Communities, and we do not want to upset the residents in this street with our cars. Thank you.

Membership Categories

Category name:	Description:
Family	2 adults and children in full time education.
Couple	Partners living at the same address.
Single	Aged 18 years old and over, and not in full time education.
Student	Aged 18 – 25 in full time education.
Junior	Children aged up to 18.
Parent supervisor	Parent playing exclusively with a junior club member in their family

On Joining

When you join the club you will receive:

A code for Combination Code Padlocks on the court gates. Please remember it. **The code is for the exclusive use of club members. Never give the code to non-members.** Only Juniors aged 13 years & over will be issued with the combination code for the reasons given in **When can I use the Courts?** below. The code will be changed at the start of each season, or any time it is felt necessary by the committee.

Clubhouse Keys: If you are an Adult or Student member (that is aged 18 years or over) you are welcome to request a clubhouse key from the Membership Secretary. Clubhouse keys are expensive to cut, so a £10 deposit is payable in advance, but this will be reimbursed should you ever choose to leave the club. A charge is also made for replacement keys. Please abide by the *Club House Key Rules* attached. **Clubhouse keys should only be used by Adults or Students.**

Junior Members

Aldbourne Lawn Tennis Club welcomes Junior members. A Junior is anyone aged 18 years and under. Parents and Guardians should ensure that all Junior members are aware of the Club's Policies and Code of Conduct and of the role of the Welfare Officer. If Parents, Guardians and Juniors have any concerns they should contact the Welfare Officer. The Welfare Officer's details (Juliet Stedman, aldbournetenniswelfare@gmail.com) are on the Website, in the Club House and on the Court noticeboard.

For safety reasons, Juniors aged 12 years and under cannot use the courts unless they are accompanied by an adult member.

Juniors aged 13 years and over may use the courts unsupervised, but their parents / guardians must be aware that the children remain their responsibility while on court. Aldbourne Lawn Tennis Club can take no responsibility for unsupervised children playing on the courts.

Guests/Visitors –

You are welcome to invite guests to play with you on the courts at a charge of £2 per hour for Seniors and £1 per hour for Juniors.

It is the responsibility of the club member to collect the money from their guests and put it in the Visitor's Fees box, which can be found in the drawer of the kitchen unit inside the club house. If you do not have access to the clubhouse then please transfer the fee to the club's Natwest bank account (sort code: 52-21-30, a/c no: 31611451) or pay it to a Committee Member.

No one may be admitted as a guest on more than **four** occasions in any calendar year. Anyone wanting play more than four times, should be encouraged to join the club. **Note: Juniors may invite only one guest at a time** and only for a total of **three** visits – this is because we deliberately keep junior subscription fees very low to encourage young people to play tennis and join the club.

When can I use the Courts?

Adults may use the courts with other members at anytime during daylight hours, and up to 9.30pm on weekdays when floodlit, except when there is an organised activity taking place. Organised activities include club sessions, coaching, and league matches.

You will need to provide your own balls and **lock up** when you leave.

For safety reasons, Juniors aged 12 years and under cannot use the courts unless they are accompanied by an adult member.

You are requested to book courts in advance using the on-line booking system at www.aldbournetennis.net. You may book for up to two weeks in advance but only for two hours per day.

What and when are Club Sessions?

Club Sessions are very informal and provide an opportunity for student and adult members to meet and play with other members. Junior members may be invited to play by a member of the Committee. A Committee member or delegated player is responsible for opening the courts and club house and putting out tennis balls. Play is agreed between the players present and short sets which end at 6-5 will be played if there are members waiting to play. The Committee member will close the courts after 15-30 minutes if no one arrives – so get there earlier if you want to be guaranteed a set. It is the responsibility of the last person leaving to ensure the Clubhouse is closed and the gates are locked.

Club Sessions are held all year round on:

Tuesday evenings: 7.15 pm to 9.30 pm

Wednesdays mornings: 9.00 am to 10.30 am

It is hoped that a weekend club session will be possible to arrange in the future.

All those wishing to play at club sessions are strongly encouraged to sign up via our Doodle link, this helps to ensure that a minimum of four players attend each session. It is not mandatory to use Doodle, but it is very useful to know who intends to play at each session.

To use Doodle:

1. Click the relevant Doodle link on the 'Booking' page of the ALTC website (www.aldbournetennis.net).
2. Add your name to the bottom of the player list.
3. Tick the date(s) you want to play.

The first time you use Doodle, you will be asked if you want to receive Notifications. Notifications are emails Doodle sends each time someone ticks/unticks a date or adds a comment. Enter your email address if you want to receive Notifications.

If you are not a member but would like to try us out, you can just turn up at one of these sessions and have a go.

Floodlights

The club has floodlights which may be used on **week nights only**. During the winter months Tuesday night club sessions are lit until 9.30pm. Other than Club Session evenings, you can use the lights on any week night providing there is no match fixture or coaching.

Two switches (one for each court) are in the club house. **NB: The floodlights are very expensive to run. Please remember to switch them off when you have finished playing; otherwise they will switch themselves on again the next day when the light levels fall.**

The lights will switch off automatically at 9.30pm in line with our planning permission but unless they have been manually switched off in the clubhouse they will come on again the following evening.

League Matches – Swindon & District League Teams

Throughout the year the club is represented in the Swindon & District Tennis League. The League has five divisions for Ladies/Men/Mixed Doubles. Matches are played once a week from 6.15pm until approximately 9pm (or later) either at home and at clubs around the district. The season lasts for 14 weeks. The Club aim to field a team of two pairs for each League. If you wish to play in League matches, please make yourself known to the Match Secretary, Gordon Walker. A schedule of matches is displayed in the club house window and on the website.

Coaching

Coaching is provided by our LTA registered coach, Matt Rutland. At present Junior and Adult coaching sessions are held on Wednesday afternoons and evenings. To enquire about or register for coaching follow the links on the website. Matt is also available for private coaching to club members. His number is 07715453088.

Club Tournaments

We have a Season 'Kick Off' Tournament held at the end of April each year. It's a one-day tournament for everyone who attends and gets the season off to a good start.

The club's Summer Tournament is run throughout the summer months with a finals weekend in late September or early October. The Summer Tournament usually encompasses the following competitions: Mixed Doubles, Ladies' Doubles, Men's Doubles, Men's Singles, Ladies' Singles and they are open to anyone in the Club who is eligible and wishes to enter. There are no age limits. Please enter as 'the more the merrier'.

A 'President v Chairman's tournament is played in early autumn, another enjoyable relaxed day with opportunity to play and meet with club members.

We have a Presentation Evening (incorporating a short AGM) and dinner in February each year, where we present trophies to all the winners.

Wimbledon tickets and the LTA –

All Aldbourne Tennis Club members that have registered with the Aldbourne Lawn Tennis Club through Clubspark using an LTA login automatically become LTA Advantage members. In February each year LTA Advantage members are invited to register their interest in going into the ballot for the opportunity to purchase Wimbledon tickets for that year. Names are randomly selected by the LTA and the successful members are notified.

ALTC Committee

The committee meet once every 4 – 6 weeks. The following members have all volunteered for the committee:

John Jarvis	Chair		aldbournetennis@gmail.com
Joanna Hobart	Club Secretary	01672 540418	aldbournetennis@gmail.com
John Adey	President	01672 540629	
Juliet Stedman	Welfare Officer		aldbournetenniswelfare@gmail.com
Hugh Powell	Treasurer		aldbournetennis@gmail.com
Gavin Davies	Tournament Organiser, Club Maintenance		aldbournetennis@gmail.com
Tony Spath	School Co-ordinator, Website Manager	01672 540937	aldbournetennis@gmail.com
Jenny Quadrat	Membership Secretary	01672 540675	aldbournetennis@gmail.com
James Harrison	Junior members co-ordinator		aldbournetennis@gmail.com

If you'd like to join the committee, please contact a committee member - we always need help running your club. Alternatively if you'd just like to help from time to time let us know.

If you notice any problems at the club or have any issues or concerns with the way the club is run, please contact a member of the committee. Thank you!

Court Booking

We ask everyone to book courts on-line at www.aldbournetennis.net via the Booking page.

To ensure everyone gets a fair chance to play, especially as we only have two courts, please observe the following rules:-

1. You may book for a **maximum of two hours**.
2. Do not use your playing partner or opponents name to book a second period.
3. **Please cancel your booking if you are unable to play**. This will enable others to play.
4. Please **write your names clearly**, using the surname and initials of all players playing. This will avoid confusion when several members of one family play, and will also prevent members being wrongly accused of breaking these regulations.
5. If the court is empty **after 15 minutes of the booked time**, then the court is considered free for others to play
6. If you have already played for 2 hours that day, then please give way if there are no courts available and other members want to play.

Junior Members (aged 13 and over)

Juniors aged 13 and over may book and play on the courts unsupervised but may **not** book courts after 7pm. Juniors may turn up "on spec" after 7pm and if the courts are not in use they may play. However, should Senior members arrive to play, Juniors must give way.

Aldbourne Lawn Tennis Club

Simplified Club Rules

1. **The Club** - shall be known as the Aldbourne Lawn Tennis Club (ALTC) – we are a charity (i.e. a Community Amateur Sports Club).
2. **The Season** – from 1st April to 31st March.
3. **Subscriptions** - due by 1st April. Any member who has not renewed by 1st May shall be deemed to have resigned their membership from the club. Members with subscriptions outstanding must not play until these are paid.
4. **Court hours** – the courts are open between 7am and 9.30pm.
5. **Visitors** – must be accompanied by a Club Member who is responsible for collecting a Visitors fee - £2 per hour for adults, £1 per hour for children. Please put fees in the Honesty box located either inside or outside the clubhouse. Alternatively, give/send the Visitor's fee to a Committee member. A list of committee members is displayed in the clubhouse. **No one may be admitted as a guest on more than 4 occasions in a calendar year. Juniors may invite only one guest at a time and only for a total of 3 visits.**
6. **Short sets will be played when members are waiting to play.**
7. **Juniors Members** - 12 years and under may not play at any time on the courts unless accompanied by an adult. Junior Members aged 13 years and over must give way to Senior Members (15 years and over) on the courts after 7 pm on any day. Also, at Club Sessions, Adult members only are allowed, with the exception of invited Junior members.
8. **Tennis Clothes and Tennis Shoes** must be worn on the courts. **HARD SOLED TRAINING SHOES ARE FORBIDDEN!**
9. The Club shall be managed by a Committee elected at the Annual General Meeting each year and shall consist of Club Chairman, Secretary, Treasurer, Match Secretary and a minimum of four Adult Club Members. The Club President and Vice-Presidents shall be elected at the Annual General Meeting. Members only, aged 15 or over shall be allowed to vote at the Annual General Meeting or similar meetings of the Club. The Committee quorum shall be four members. The Committee shall meet once per month. If, for any reason, the date fixed at the previous meeting has been cancelled, it shall be the responsibility of the Secretary in consultation with the Chairman to arrange an alternative date. The Committee shall be responsible for court behaviour. Club Accounts shall be audited annually.
10. For the complete set of club rules, please see "RULES FOR ALDBOURNE LAWN TENNIS CLUB' on the club website.

Aldbourne Lawn Tennis Club

Club House and Key Rules

- The key holder **MUST NOT** allow the Club House key to be used by Non-Members or members who are under 18.
- Your key will open the side door. To lock it, the key must be used.
- When you leave please ensure the front doors are bolted on the inside.
- Please remember to lock the Club House on leaving. Never leave the Club House unlocked unless there is another adult Club Member staying with a key.
- Please leave the Club House as you would hope to find it, i.e. in a clean and tidy state! All Tennis balls should be put away, and crockery, glasses etc. must be washed, dried and put away. It must not be left on the draining board.
- Please be considerate to our neighbours.
- Please report any Club House problems to a committee member (a list of committee members is displayed in the Club House).
- Please remember to switch off any heaters or lights you've switched on.
- A Clubhouse key will be provided on receipt of £10 deposit

Aldbourne LTC Club House and Key Rules

(Please sign and post to the address below, or paste the table below into this [link](#))

Name(s) _____

Address _____

Postcode _____

Telephone _____

E-mail address: _____

I agree to abide by the Aldbourne LTC Club House Key Rules and understand I must return the key if I do not remain a member and my deposit will be refunded.

Signed and Dated

Please return to: Jenny Quadrat, 14 The Green, Aldbourne, Wilts SN8 2BW

Payments by cheque / bank transfer to: Aldbourne Lawn Tennis Club, 52-21-30 (NatWest), 31611451