



BARTON LAWN TENNIS CLUB

Court Booking Procedures

1. Booking System

The Club uses ClubSpark for courts booking. ClubSpark is a software platform designed for sports clubs. The ClubSpark system provides visibility of all bookings.

The Club also uses ClubSpark to manage membership. New members can join the Club (and existing members renew annual subscriptions) via ClubSpark. Although members can join the club without going through ClubSpark, you have to be registered as a ClubSpark user to use the court booking system.

The Club also employs ClubSpark as a general-purpose website providing useful information for members and prospective members, and also for hosting current versions of the Club's rules and policies.

2. Registering for ClubSpark

If you have not already registered for a ClubSpark account, you can do so via the following link.

<https://clubspark.lta.org.uk/BartonLawnTennisClub>

The link takes you to the Barton Lawn Tennis Club homepage on ClubSpark. You can register (or log in if already registered) from the *Register* button on the right of the black header bar.

You can register with your email address or your LTA account (free to have and useful for all sorts of reasons).

If you have a problem, the ClubSpark 'Helpline' is available at <https://clubspark.com/contact>.

3. Booking Methods

You can only book courts by logging in to your ClubSpark account or by installing the ClubSpark *Booker* app on your phone.

If you log in to your ClubSpark account, you will find the *Booking* tab on the menu bar.

The booking process itself is intuitive. Check that you select the correct day and time that you want to play. You will receive a confirmatory email once your booking is complete.

Courts 1 & 2 on the system represent the club courts. Courts 3, 4 & 5 are the MUGA courts. In principle these are available to tennis club members to book provided there is no other booking in place.

ClubSpark allocates a unique four-digit PIN code to each user. Remember this code because you will use on the keypad to access to the courts for each of your bookings. If you forget your PIN, you will find it on the confirmation email that ClubSpark issues for each booking (unless you have switched off this option).

You can see a list of all your bookings via the *View my bookings* button on the *Booking* tab.

4. Booking Rules

The rules below are enforced by the ClubSpark system (i.e. the system won't permit bookings that breach these rules).

Priority in booking is given to social tennis sessions (Wednesday evenings and Sunday mornings), to coaches and team captains (for league matches) and to regular use for other sports on the MUGA (on ClubSpark as courts 3, 4 & 5). In general, all priority bookings will be set up in advance of slots opening up for members but, unfortunately, league matches may have to be rearranged at short notice and take precedence.

Booking is also available to the general public (at a cost) but hours available for public booking are restricted to the daytime and such bookings have no priority over bookings by tennis club members.

Because there is no charge to members to book a court there must be some restrictions to ensure fair use of the courts by all members. The specific booking rules and restrictions are as follows:

- Courts are available to book from 07:00 until 22:00;
- Each booking slot is 30 mins duration;
- Minimum slots per booking is 2 (1 hour), maximum is 4 (2 hours);
- Bookings cannot be made more than 14 days in advance (except for priority bookings, above);
- For *Family* memberships (which cover more than one player) the maximum number of bookings in any 7 day period is 8. For other categories of (single) membership, the maximum number of bookings in any 7 day period is 4.

5. Code Flexibility

In many cases, the courts may already be in use when you arrive to take up a booking. There is no need to input the gate code if other members are able to give you access – the lack of keypad entry will not affect any other part of the system. It is also perfectly acceptable to enter the MUGA from the connecting gate to the club courts if it's more convenient to do so.

However, when necessary, the keypad code can be used up to ten minutes before your booked slot, giving time to prepare for the match and set up nets if playing on the MUGA.

You can also use the access code up to ten minutes after the end on the booked slot if you need to retrieve something left on the courts.

6. Court Security

Please ensure that all the gates are properly secured if you leave the courts vacant at the end of play.

Also, please check that the club chalet is locked and secure if you leave the courts vacant even if you have not used the chalet yourself. Such a check ensures the chalet is secure if an earlier user has forgotten to lock it up.

If you come across any breaches of security, please report them to the club chairman or any other of the club officers.

7. Court Lighting

The court lights are controlled according to a schedule that automatically switches on the lights for bookings after 'light up' time (which varies through the course of the year).

The lights need time to warm up and thus come on approximately 15 minutes before each booking. Lights also remain on for 5-10 minutes after each booking. Although there is no practical implication for bookings, it is worth noting that there is 'cool down' period for the lights of 15 minutes which prevents the lights coming back on during this period.

The lights come on for all bookings regardless of whether the keypad code is input. The bulbs have a limited life and are expensive so it is important to avoid lighting up the courts if they are empty. So, if you are unable to play at a time you have booked, please make sure you cancel your booking via ClubSpark so as to avoid the lights coming on needlessly.

Holland Sports Club bar staff have the ability to switch on the court lights if they fail to come on automatically.