



We hope this document will be useful for both **new** and **current members**. You may wish to print it off to keep as a reminder of the various rules and information but it is also available on our website.

## Courts and clubhouse

We have 6 all weather, **artificial grass courts**, 3 of which currently have **floodlights**, but hopefully we will have 6 – so play is possible all year round, weather permitting. The courts are available for members to play at any time - except at designated, protected times. We have 2 mini courts for our youngest members.

Our **clubhouse** has a lounge area with a modern **kitchen**, and large **changing rooms** with **showers**. The kitchen is available for use by all members, with tea, coffee, milk, etc., being provided free of charge. A table tennis table and mini snooker table are available for use.

## Access and security

All members have access to the courts and clubhouse via a keypad. The same code is used on the main gate, the clubhouse door and the ladies changing room. Entry to the back courts is with a key held in a keysafe, opened with a different code. The codes are sent to members by email when they join or renew their membership. We have **CCTV cameras** to assist with any security issues.

## Policies

We have a number of policies which are available on the website. They include Diversity and Inclusion, Safeguarding, Use of Changing Rooms, LTA Code of Conduct, Health and Safety and Bribery and Corruption. Members are encouraged to familiarise themselves with these policies.

## Safeguarding

The club takes very seriously its responsibility to ensure that all who take part in tennis at the club, including being coached, are safe at all times. The LTA also takes safeguarding very seriously and requires, as part of our annual registration, that our coaches have PVG certification and that the club has a designated Welfare Officer. The club's Welfare Officer is Neil Russell who can be contacted at [NeilRussell126@gmail.com](mailto:NeilRussell126@gmail.com) in case of any concerns.

## Health and Safety

### Members' responsibilities

Members who join the club for the first time or renew their memberships should ensure that they are aware of their **own Health & Safety responsibilities** in the clubhouse, the courts and the surrounding area. If there is ice or snow on the courts, play should not take place.

### Severe allergies impacting on other club members

It is the responsibility of both new and renewing members (adults or parents/guardians) to inform the club if a member has **any very severe allergies** which may require a club-wide response (e.g. a complete ban of peanuts in the clubhouse). Adults or parents/guardians should immediately alert the membership secretary ([membership.secretary@colintonltc.org.uk](mailto:membership.secretary@colintonltc.org.uk)) in writing.

## Medical conditions and food allergies

It is the responsibility of every **parent/guardian of a junior member** to inform (in writing), relevant people in the club if a child has any medical issues, medical or food allergies or if he/she carries medication or, e.g. an epipen. Club officials who require to know include the coaches, team captains (if the child is playing in a match) and the organiser of Teens' tennis. **Adult members** should inform appropriate people within the club if they feel it necessary to share similar information.

## Equipment

A **defibrillator** is located on the veranda wall at the entrance to the ladies changing room. A **first aid kit** is located in a (clearly marked) cupboard in the kitchen.

**Reporting accidents or incidents** If any accidents or incidents occur, Accident Report Forms are available in the rack next to the kitchen hatch and electronic forms can also be downloaded from the club. These should be completed by the member or visitor involved at the time of the accident or as soon after as is reasonably practical. In addition, an Accident Report Form can also be completed by a witness to the accident to ensure that the accident is recorded and remedial steps taken, if required. Completed forms should be scanned or photographed and e-mailed to Sarah Beevers, [sarah\\_beevers2000@yahoo.com](mailto:sarah_beevers2000@yahoo.com)

## Communication

We have an excellent **website** ([www.colintonlta.org.uk](http://www.colintonlta.org.uk)) which is updated regularly with news and information including dates of all league tennis matches, competitions, social events and committee meetings. Emails are sent out regularly to inform members about Colinton matters and we have a **"closed Facebook" page** (Colinton Tennis Members Group) for sharing short, immediate messages. For those who play social tennis, there is a WhatsApp group for members to communicate regarding players' availability, etc. Anyone wishing to be included in the list should contact Helen Robertson [hrrobertson@virginmedia.com](mailto:hrrobertson@virginmedia.com)

## Membership

Our membership consists of almost 480 members of all ages – ranging from very young "minis" to senior citizens, and the club offers different types of memberships, including for families. We have an **on-line membership system (Membermojo)** for members to join, renew or update their details.

The season runs from **1 April until the end of March**. From 1 July, new members are offered a 20% discount and from 1 October, a 50% discount. It is important to keep your contact details and any other relevant information up to date on the **Membermojo** system. You can sign in to your own membership page by either clicking on the **"amend details"** tab under "membership" on the website or going to <https://membermojo.co.uk/colintonlta/yourmembership> and type in your email address. You will be asked to either sign in with a password (if you have already created one – if not, you can do so) or by email. An email will be sent straight back to you to click on a link to take you to your own home page. You can do this to check your details or click "edit" if you need to change something but remember to click "save" after making any changes. You can print off your **membership card** from Membermojo to prove that you are a current member.

## British Tennis membership

Many members are also members of **British Tennis** (<https://www.lta.org.uk/member/>) – essential for adults or juniors who play in any of the teams. Even if members don't play in a team, they are encouraged to sign up for free then opt in to the **Wimbledon ballot**. The number of members who opt in determines the number of tickets available to Colinton in the British Tennis draw.

A **Great British Tennis open day** is normally held once a year to encourage new members to join the club.

## **Visitors**

Members are welcome to bring along visitors. Members may bring along up to 3 visitors per month. Each visitor can only play once per calendar month and only 3 times per year. The cost per visit is £3 for adults and £2 for juniors. There is a book on the table on the right of the clubhouse which must be signed (for insurance purposes). Details of the member and visitor(s) should be written on the small, labelled envelope. The money should then be put inside the envelope and inserted into the locked box beside the table. Alternatively, members can pay the fees by bank transfer. Our account details are issued at the time of joining or renewal.

## **TENNIS**

People join tennis clubs for different reasons – and Colinton is no different. Some like to just **organise games among themselves**, and some like to play **competitive tennis** while others like to play **social tennis**, mixing in with different members. Many – of all ages – are keen to learn or improve their tennis and we offer a wide range of **coaching**. We also have a number of “**non-playing**” members.

## **Court availability**

We **do not** have a court booking system but we have an online calendar for members to check to see when courts are in use for coaching, matches, tournaments, etc. When courts are busy and people are waiting, members should only play for a maximum of 45 minutes. Those waiting to play should indicate that they are waiting by draping a yellow flag over the veranda, held down by a weight. The exceptions to this are where members are playing in league matches, taking part in coaching, playing a tie in a club tournament or in the club singles league. All of these have priority for court availability. Busy times are generally Saturday and Sunday mornings and Monday to Friday evenings. Members who are able to play during the day Monday to Friday and on Saturday/Sunday afternoons, are encouraged to do so in preference to playing at these busier times.

## **Balls**

Colinton provides **tennis balls** for use by all members at **no charge**. New balls are available for members to use on Wednesday evenings and Saturday afternoons for social tennis (except during the match season when there are plenty of good quality used balls for use).

- Good used Dunlop Fort or Babolat balls, including those which have been used for team matches, should be put in the wire basket on the clubhouse veranda which is clearly marked for this purpose.
- Other balls and poor quality Dunlop Fort and Babolat balls should be put in the large basket on the veranda, which again is clearly marked.

## **Floodlights.**

Tokens are not required to operate the floodlights. Those who still hold a key can use it to open the floodlights cupboard door (on the end of the clubhouse near the groundsman’s hut) or a key can be temporarily removed from the keysafe below the CCTV monitor in the clubhouse using the same code as for the back gate. Although the floodlights are programmed to switch off at 10pm (in accordance with the planning restriction on their use), they **must also be switched off at the control**. If this is not done, they will come on again automatically at 8am the following morning.

We currently have a planning application lodged with Edinburgh City Council for the installation of floodlights to the three rear courts.

**Social tennis.** This takes place on Wednesday evenings from 6.30 onwards and on Saturday afternoons from 1.30 – 4.30. Mixed doubles are played when numbers allow and people mix in to play one short set with a tie-break at 5-5, the winners being the first pair to reach 5 in the tie break. Adults have priority during these times but if courts are available, other members are welcome to use the courts.

**Getting started – ladies.** New lady members who perhaps don't know anyone and don't feel confident to come along to social tennis or attend Rusty Rackets can contact Joan Bennetts on [stephen.bennetts@btinternet.com](mailto:stephen.bennetts@btinternet.com) who will try to arrange a game

**Singles league.** This is a very popular on-going event for members (men and women) keen to play singles. The league is run by Gordon Shirreff and anyone wishing to be included should contact Gordon on [Gordon.Shirreff@outlook.com](mailto:Gordon.Shirreff@outlook.com). The singles league runs from approximately the beginning of April to the end of November in six-week blocks with promotion and relegation between the divisions at the end of each block. It should be noted that it's not always possible to include everyone who wishes to take part and numbers sometimes have to be limited.

**Club championships.** A variety of singles, doubles, mixed and junior events are held each year, with the finals generally being held in September. In 2023 the adult finals are being held on weekend of September 9 and 10.

**Robin Adair tournament.** This is a mixed doubles tournament with partners drawn at random. The tournament takes place over the winter months.

**American tournaments.** We aim to hold these at least twice a year in April and June

**Team tennis.** Colinton takes part in the East of Scotland leagues with men's, ladies' and junior teams. All matches will be on the website along with details of match secretaries and team captains. Other junior events are also included.

## **COACHING**

**Ross Murdoch**, head coach, and **NJ Abuzwa**, assistant coach, run a variety of coaching sessions throughout the year for both seniors and juniors. **Junior camps** are normally run in the Easter and summer holidays each year. Individual coaching is also available. Details of all coaching are available on the website and Ross Murdoch can be contacted on [murdochtennis2000@yahoo.co.uk](mailto:murdochtennis2000@yahoo.co.uk)

## **Rusty Rackets**

As part of the coaching programme, Rusty Rackets is available for any adult member to take part in improving their game. It is also an ideal way for new members to meet others. Details are on the website.

## **SOCIAL EVENTS**

Details of any social or other tennis events will be posted on the website and emailed to members.

## **COMMITTEE**

**Colinton is now a Scottish Charitable Incorporated Organisation (SCIO), registration number SC050790. Committee members are trustees of the charity.**

The committee consists of a president, vice-president, honorary treasurer, membership secretary and 6 general committee members. A list of office bearers and committee members is available on the website.