

New Members' Handbook 2021/2

Introduction:

Welcome to Crawley Lawn Tennis Club, the management and members all hope that you will thoroughly enjoy your membership. This booklet is designed to help you settle into the club by:

- Telling you a bit about the club
- Introducing you to the facilities available and the activities with you which you can get involved
- Inform you about membership protocol and procedures.

Club History:

Crawley Lawn Tennis Club (CLTC) has a distinguished past and can be traced back to 1889, making it one of the oldest tennis clubs in the UK, we actually moved to this site in the mid 1970s. The entire site used to be a lake, called Hazelwick Lake, which was drained in the 1950s, and that's where Hazelwick Avenue got its name from.



The Management Team

The club is a non-profit making organisation and the committee, elected by the members at the Annual General Meeting, manages the club and its finances. A new committee was appointed in Sep 2021 and we have a strong team comprising Tim Lane (Chair), Nigel Garrard (Member), Steve Gilbert (Finances), Al Walker (Membership), Bob Manning (President), Russ Rego (Social), David Anderson (Secretary), Lindsay Wilson (Member) Grant Broadley (Head coach) and Leon Martin (Leagues). If you have any queries about the club do plse email enquiries@crawleyltc.co.uk and we will do our best to answer them.

Subscriptions:

Subscriptions are normally due at the beginning of June and may be paid either in full, or with two post-dated cheques. The members vote in the annual subscription each year at the Annual General Meeting, usually held in February or March.

Club Facilities

We have 6 outdoor courts, of which 4 have new LED lights and three indoor LED lit courts. The indoor lights are operated using the junction box just inside the dome entrance, court 1 is to the left then courts 2 & 3 to the right. You are welcome to use the clubhouse anytime, including the kitchen where you are welcome to make yourself tea or coffee using the facilities available. Do keep all the facilities clean and tidy and clean/tidy up as you go, because the club is run entirely by volunteer help. Members have full access to the kitchen where tea and coffee is freely available, to access the kitchen press the bottom three buttons in sequence starting with the bottom button.

How to play more tennis:

Members have many options for playing more tennis e.g:

- Social club sessions (Turn up and play)
- Internal club leagues (Sign up on the board in the clubhouse)
- Club tournaments (Keep a look out as advertised regularly, especially the notice board on the clubhouse door)
- Interclub matches (Contact Grant our Head Coach if you want to competitive matches with other clubs)
- Private play (Organise your own matches with members. The club has a tennis buddy system, where you can find other members to play with, find out more by emailing enquiries@crawlleyltc.co.uk)

Social club sessions:

All club sessions are doubles play, they can be men's, ladies and/or mixed and all standards are welcome. If you are a beginner you are best off attending group coaching on a Saturday, and/or having private lessons until you feel confident to attend a club session, the coaching team can help you with this. Once you do feel confident then Fridays nights are a good club session to attend in the first instance.

Evening club sessions start at 6.30pm and continue until play stops. Courts 4, 5, 6 & 7 have floodlighting and members pay for the floodlights as they need them, for which the cost is £4 pr hr pr court. The floodlights are paid for and activated using the control panel just inside the main clubhouse door.

Social club session organisation:

- **Length of play:** These operate to a timed system. I.e. 30 minutes then switch. This means that no-one is waiting unless there are an odd number of participants. The first members off court should organize subsequent games, making sure that there is rotation and that the pairings are as evenly matched as they can be. Any players waiting are immediately included in the next session of play. Club sessions work best when an individual(s) volunteers to organize the pairings.
- **Balls:** All players should come to Club sessions with at least one set of four balls (good quality!) and offer these for play. New balls can be purchased from the Head Coach or purchased as the members chooses.
- **Magnetic Tags:** When playing in a club session you should use the tag system which is on the door to the club house. Basically you should use a tag to show what court you are playing on and with whom, then when you have finished your game your tag goes in the waiting area ready to either choose three other players to play with or to be chosen. Blank tags are in the clubhouse on the wall just inside the door.

Internal Singles Leagues

The club runs singles and doubles leagues, for both lady and men players, there is also a league for novice players and improvers, details are on the notice board in the club house.

Leagues are on-going and work on roughly a three monthly rotation. They are open to all members who would like to play some competitive tennis - whether you are one of the Club's strongest players, a social club player or a Novice. The leagues are divided into divisions, so provide a good opportunity for you to find opponents of more-or-less similar ability to yourself and a great opportunity to meet new people, make new friends and to develop your competitive edge.

Each round lasts two months during which you can play up to 7 matches. These can be arranged for any day/time that is mutually convenient. There are no prizes - just the satisfaction of being "promoted" to the next division if you do well! So if you would like to participate, please sign-up on the spare league sheet by the kitchen door. This year we are running a separate league for the Men, Women and Juniors and for novice players as well to help improve everyone's tennis experience.

Matches are decided on the best of 3 sets. Both players get 1 point for playing the match and an additional point for each set won. At the end of the three month period, the two players with the most points in their division are 'promoted', and the two with the fewest points are 'relegated'. To find out more about the leagues contact leon.m.10@hotmail.com

Internal Tournaments:

- **Mixed Doubles Team Tennis:** Groups of 8 players playing mixed tennis in teams of 4, against other club members, played like proper matches i.e. best of three sets with the third set being a championship tie-break. Pairings are matched according to standard using the club self-rating system and you can either choose your own partner or you will be matched with a partner of a similar (or better) standard. These are a great opportunity to meet other members and are “socially competitive” i.e. really good fun. Tea and cakes provided
- **Main Club Tournament:** Held during the early summer, with ladies’, men’s and mixed categories.
- **Handicapped Tournament:** Held in late summer, also with ladies’, men’s and mixed categories. Handicaps are decided before the start of the tournament, ensuring that everyone, regardless of ability, has a reasonable chance. Junior members also take part, so if you’re drawn against a junior, beware as some of them are very good!!
- **Veterans’ Tournament:** Held in the Autumn
- **American Tournaments:** These are one day tournaments held throughout the summer season (often arranged by members). In these tournaments, members enter individually and are partnered with a different member for each short doubles match, ensuring that good and not so good members get the opportunity to play together. Keep a look out at the club for details about upcoming tournaments and tennis events, you can also email enquiries@crawleyltc.co.uk for more details

Competitive Inter Club External Matches:

The club runs 7 men’s, 4 ladies’ and a mixed doubles teams in various leagues against other clubs in Sussex and Surrey. There are about six members in each team. If you are interested in playing for a team, please speak to a team captain or the Head Coach by emailing competition@crawleyltc.co.uk

Coaching

The club has a team of LTA qualified coaches who offer a full repertoire of both one-to-one and group coaching. Details and fees are displayed on the Head Coach’s notice board in the Clubhouse. He will also be happy to advise you on individual requirements and equipment such as racquets. When you first join the Club as a new member, make sure you book yourself with a free induction session to find out more about your various tennis options. To find out more about coaching at the club email coaching@crawleyltc.co.uk or phone Grant our head coach on 07976 545538. A full programme of both Adult and Junior activity can be found on the club website and you will receive copies when you join.

Club Rating System

The club has a colour coded self-rating system which enables members to establish their playing standard. This is helpful because it allows the club to run activities which are targeted at particular playing standards and also provides a common language for when members are organising their own games.

- Club Beginner (Green): Someone who has never played before and is learning to acquire basic tennis skills and co-ordination.
- Club Novice (Orange): A player in the early stages of basic tennis skills development, who is developing simple tennis coordination. The player has developed some basic tennis-specific skills in hitting an oncoming ball regularly and whilst rallying with movement and control is not yet achieved, the player is starting to play a game and hold their own with a player of similar ability
- Club Intermediate (Black): The player is reasonably competent in all shots and able to sustain a rally. The player is able to use tactics in their play, judge / control where the ball is going and hold their own in a game. This player is fairly consistent when hitting medium paced shots, although not yet comfortable with all strokes, lacking some control over depth, direction and power.
- Club Intermediate Plus (Blue): This player has fairly dependable strokes, including directional control and depth on both ground strokes and on moderate shots. Has the ability to use lobs, overheads, approach shots and volleys with some success. This player can play at the net, has improved court coverage, reasonable shot control and can maintain a short rally. They are developing teamwork in doubles play and have a reasonably reliable serve.
- Club Advanced (Purple): This is a player with dependable strokes, confident in many aspects of their game, aggressive on court and they can rally consistently with good depth and pace. They have a reliable technique, can control shots in all areas of the court and is tactically astute. They can use power, have a variety of shots and can handle pace. They have sound movement and can vary their game plan according to their opponents. They have a strong serve, hitting first services with power, can bring variety to their second serve and in doubles play bring a particular skill set to the partnership
- Club Advanced Plus (Red): This player has very good shot anticipation and frequently has an outstanding shot or attribute around which a game may be structured. They can regularly hit winners, force errors off short balls and can put away volleys and smashes. They have a variety of serves to rely on, seldom double fault and have a good knowledge of the game. They have high levels of mobility to the ball and

around the court, and have strokes that are real weapons. They can dominate and end tactical rallies with the use of power and spin from all areas of the court.

Skills Vs Ability: Its important to recognise that having the skill does not necessarily mean a player has the ability to win matches and that factor can also have an impact on a players rating e.g. it might upgrade a Purple member to Red for this reason.

Dress Code

There are no particular restrictions regarding colour but recognised tennis apparel should be worn i.e:

- Men should not play bare-chested, and tennis shirts should have sleeves and a collar
- Ladies are asked not to wear crop tops.
- Proper tennis shoes are required e.g. not trainers

Defibrillator

The Club has a DEFIBRILLATOR , which is next to the floodlight boxes in the clubhouse, you can watch how to use here. <https://www.youtube.com/watch?v=UFvL7wTFzI0>. If you come across someone who is unconscious, unresponsive, not breathing or not breathing normally, they're likely to be in cardiac arrest. The most important thing is to call 999 and start CPR to keep the blood flowing to the brain and around the body. After a cardiac arrest, every minute without CPR and defibrillation reduces someone's chance of survival by 10 per cent.

To use a defibrillator, the British Heart Foundation advise following these simple steps:

- Step 1: Turn the defibrillator on by pressing the green button and follow its instructions.
- Step 2: Peel off the sticky pads and attach them to the patient's skin, one on each side of the chest, as shown in the picture on the defibrillator.
- Step 3: Once the pads have been attached, stop CPR and don't touch the patient. The defibrillator will then analyse the patient's heart rhythm.
- Step 4: The defibrillator will assess whether a shock is needed and if so, it will tell you to press the shock button. An automatic defibrillator will shock the patient without prompt. Do not touch the patient while they are being shocked.
- Step 5: The defibrillator will tell you when the shock has been delivered and whether you need to continue CPR.
- Step 6: Continue with chest compressions and rescue breaths until the patient shows signs of life or the defibrillator tells you to stop so it can analyse the heartbeat again.

Tennis Etiquette:

There are codes of conduct, some written down some not, which cover a broad range of actions and behaviours which are traditionally considered acceptable on and around the tennis court and if you don't follow them you run the risk of upsetting other members who do know about them. So it is important that you are aware of them, a copy is on display in the club house

Online booking system:

If you wish to pre-book a court either outside or in the Dome, please use the online booking system. You will be given a user name and password when you join – the website is <http://www.cltconline.co.uk/>

The Dome

The Dome is freely available for members to book, and this is done online using the booking website <http://www.cltconline.co.uk/>. The cost is £12 pr hr pr court and payment can currently be made in one of two ways vis:

- By posting a cash payment in the office door in the clubhouse, payment slips are available on the desk outside the office
- By payment into the clubs bank account:
 - Sort Code 40-18-22
 - Acc code 91732277
 - Account name: Crawley Lawn Tennis Club

When making do indicate what you are making payments for e.g. Fred Bloggs 11 am 14.10.21, or similar, so that payment can be matched up.

Social Activity

The club actively seeks to be a sociable place where members and visitors are always made to feel welcome. We explore and where feasible take part in or run social and fundraising events throughout the year. This will give members the chance to get to know each other socially and enjoy a variety of off-court activities. The club have a fully serviced bar and kitchen with opening times communicated through the club media channels and in the clubhouse. Our contact for all social related activity at the club is our Social Secretary Russ Rego social@crawleyltc.co.uk

Guests/Visitors:

Guests are very welcome and must be signed in on the guest sheet by the club office by a member. The appropriate fee (£5) must be put in an envelope and posted through the office post box before they play. Payment can also be by BACs, details:

- Account Name: Crawley Lawn Tennis Club
- Bank: HSBC, Crawley
- Sort Code 40-18-22
- Acc code 91732277

Members may bring up to three guests at a time, and as many as they like during the course of a year, but NO guest/visitor may play more than six times in a year. Guests must be accompanied by a member at all times. Please make sure your guests are aware of the club dress code and protocols.

Social membership

If you have a friend or partner who does not play tennis, but who would like to come and go as a non-playing member, then they can join as a social member for just £15 a year. During the year the club hosts two annual events, Quiz and Skittles, one in the summer and again in the winter and the clubhouse is also available for private hire. Social members are also eligible to enter the clubs Wimbledon Ticket Ballot. For more information about social membership email membership@crawleyltc.co.uk

Volunteers always needed

The club is run entirely by volunteers, which includes the management team who receive no payment for their work at the club and there are no paid staff and so we rely heavily on members getting involved in helping to run the club. There are many ways you can contribute ranging from being part of the management team, helping out on “Tidy-up” days when we get together to carry out various jobs and/or offering specific skills such as decorating, repair work, electrical repairs/jobs, plumbers etc. Sometimes these skills are offered free, other times we pay for the work done, preferring when we can to use in-house member professionals. It's very satisfying to see the club being nicely maintained and members appreciate it, so if you would like to find out more about being a volunteer at the club email chairman@crawleyltc.co.uk

Wimbledon tickets:

Now you are a member of CLTC, you are encouraged to join the national umbrella organisation, British Tennis – and that's free! <https://www.lta.org.uk/member/>. All Club members that have joined British Tennis are eligible to participate in the annual ballot for Wimbledon tickets. These are assigned to the Club by the LTA and have to be paid for at face value. The number of tickets we receive is dependent on the number of members that have joined British Tennis. The Wimbledon ballot opens in November and closes in February, so keep an eye out for an email from the LTA.

The importance of Safeguarding at the club

The Club acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practices that reflects statutory responsibilities, government guidance and which complies with best practice and LTA requirements. A copy of the club's full safeguarding policy is available from the club office and website (www.tenniscrawley.co.uk). The Safeguarding officer at the Club is Kirsty Gilbert and her email address is safeguarding@crawleylta.co.uk

We are all responsible for security

If you are the last to leave the club please make sure you turn off all the lights in the clubhouse, including both changing rooms, making sure all the windows are locked, turn off all the heaters, turn on the alarm and finally close the clubhouse door as you leave

As you exit the Club please shut the gate, don't leave it on either the latch or held back with the chain and, when you exit the car park, as a minimum, pull the barrier across the exit after you have driven out, ideally use the chain too lock it, but as minimum even just pulling the barrier across will act as a deterrent. The security codes – for our various access doors and padlocks – are changed from time-to-time and members will be advised when this happens via our regular club newsletters.

Crawley Lawn Tennis Club Facebook Members Group

Please join our members Facebook group using the following link, which is a great way to meet and interact with other members and where you can find out about club events, share news and discuss tennis <https://www.facebook.com/groups/397605997733292>

WiFi

If you'd like to use WiFi when visiting the the club, you can join the Wireless Network:
BTHub6-3HSP with Password/key: GdY47H4mGTkF

Note: If the information in this booklet doesn't cover everything you need to know, do feel free to ask or email enquiries@crawleyltd.co.uk. You will find us a friendly group and you will enjoy a long and happy membership. Any information in this document is correct at the time of printing and is intended to be a general summary.

Some useful contacts

Website: www.tenniscrawley.co.uk

Chairman: Tim Lane. chairman@crawleyltd.co.uk

Head Coach: Grant Broadley coaching@crawleyltd.co.uk Mobile: 07976 545538

Court bookings: <https://www.cltconline.co.uk>

Membership: Al Walker membership.admin@crawleyltd.co.uk

General Enquiries: enquiries@crawleyltd.co.uk

Treasurer: Steven Gilbert finance@crawleyltd.co.uk

Secretary : David Anderson secretary@crawleyltd.co.uk

Safeguarding: Kirsty Gilbert safeguarding@crawleyltd.co.uk

Social: Russ Rego social@crawleyltd.co.uk

Internal Leagues: Leon Martin leon.m.10@hotmail.com

Competitions: Grant Broadley coaching@crawleyltd.co.uk

Crawley LTC Court Etiquette

The club's tennis etiquette is based on good practice developed by the Lawn Tennis Association around the standards and values expected to be adopted by tennis clubs around the country.

1. **Lines calls can be a problem and the majority of experienced players use what is called the 'honour system':**
 - Only call the lines on your side of the net.
 - Call clearly and firmly what you see and what you honestly believe to be correct.
 - If you are not absolutely certain or didn't see the ball clearly, the call should be given in the opponents favour i.e. give your opponent the benefit of the doubt.
 - If occasionally you have serious doubts as to your opponent's judgement, ask politely if they are certain as to the accuracy of their call. If they say that they are, move on with the next point and don't get bogged down in an argument. If you can't reach agreement, offer to play the point again rather than cause undue aggravation.
2. **Don't practice your groundstrokes by returning a serve which is obviously out:**
 - If your opponent hits an obviously out serve, don't hit it back, instead hit it into the net, allow it to roll into the fence behind you or pocket it. Practicing your return makes your opponent wait to hit their second serve and/or it may require them to clear the ball as it roils back on court, which can be distracting and annoying. It can also be dangerous if the ball rolls back on court and no one notices. (Often a shot is returned because it is too quick to leave, which is absolutely fine, but it's the thoughtless returns that are the distraction)
3. **Feed the ball to your doubles partner when they are serving and feed the ball to your opponent's double partner when they are serving. Don't send balls randomly back up the court.**
 - When playing doubles it is the role of the server's partner to feed the server with tennis balls.
 - Furthermore it is the responsibility of the opposing players to feed the opposing server's partner with any spare balls, so when returning the ball don't hit it randomly to the end of the court.
 - When returning balls to the server, be considerate and return the ball to where the server is, so that they don't have to go chasing it.
4. **Close the gate behind you:**
 - Whether you're coming onto the courts, or leaving, it is common courtesy to close a gate behind you. This will keep the balls inside the confines of the court so that they don't roll outside.

5. Treat other members with dignity and respect:

- Dignity is about being respectful, responsible and behaving fairly. So avoid any inappropriate actions, behaviour or comments which may cause offence, mental or physical anxiety e.g. racquet throwing, swearing, aggressive behaviour or any questioning of another person's integrity over line calls or other actions.

6. It is the responsibility of the server to keep the score:

- The server should announce the score at the start of each game and before each time they serve.
- If the receiver cannot hear the server's announcement of the score, they should ask the server to speak louder.
- You can't wait until the server believes they have won the game to then try to reconstruct the scoring, point by point

7. Seats are for sitting on, they are not bag racks:

- Avoid leaving your tennis bag or accoutrements on the seats or chairs around the court. They are there for sitting on and not to be used as storage racks, so put your bags on the ground and out of the way.

8. Be considerate by practicing good ball management:

- Any time your opponent has to walk a significant distance to get a ball, look around your side to see whether you can use that time to collect a ball that's similarly far away.
- It's rude to make the server pick a ball up off the ground when you could have sent it so that it could be caught after a bounce or two.

9. Remain positive throughout the game, particularly when things are not going well:

- Tennis can be a frustrating game e.g. if you are not getting your serves in, not hitting your shots well or if your doubles partner is having a bad game. But try to remain upbeat and happy, even when you are angry with yourself and/or you feel like strangling your partner! Your opponent and/or doubles partner doesn't want to be playing tennis with someone who is miserable so try to stay upbeat and positive.
- This also applies to avoiding subtle signs of disapproval such as deep sighs, giving them the evil eye or failing to encourage your partner, as this will only make your partner play worse. In some cases much worse!
- Everyone is more likely to play better tennis if they are calm, relaxed, focussed and feeling supported.

10. Tidy up after yourself:

- Don't leave empty cans or old tennis balls out on the court when you leave. Dispose of any rubbish you have in bins on or near the court – if there aren't any, take it with you.
- If you have old tennis balls that you don't want anymore, don't leave them on the court – leave them in the red basket just inside the club house, as we give them to local schools. Also re balls, pls don't hit old tennis balls into the undergrowth, instead recycle them thoughtfully

11. Don't walk in front of the server's line of sight when they are preparing to serve:

- This includes not walking off the indoor courts whilst either someone is preparing to serve, when play is in progress and includes walking the path adjacent to court 5 when play is either in progress or about to start, as it's inconsiderate and distracting. Wait until play stops then run across i.e. don't dawdle!

12. If your ball goes onto or behind another court, don't retrieve it if the players are playing a point:

- This can cause them to stop playing a point which they might have won and can be a source of annoyance.
- If a ball rolls behind a player or players which they don't see and if you are concerned they might injure themselves by stepping on it, warn them.

13. Don't roll balls behind or onto someone else's court during a point:

- If a ball comes onto your court from another match, wait until they have finished their point to return their ball or roll it back but not to where they could potentially trip and fall.

14. Don't practice your shots against the dome walls:

- When playing in the dome don't use the side of the dome for hitting practice. Apart from being annoying to other players and disrespectful to Club property, it can also damage the dome stitching.

15. Mobile phones:

- Its best to turn off the sound on your mobile phone either when you are playing or when in the vicinity of others who are playing. Members will not appreciate you taking a phone call on court and also avoid checking your emails when changing ends!

These standards are meant to enhance every member's enjoyment of their tennis at Crawley Lawn Tennis Club. Should you be concerned about any member's behaviour on court you can email chairman@crawleyltc.co.uk in confidence. Thank you.