

# GROVE (CHELMSFORD) LAWN TENNIS CLUB

MEMBERS HANDBOOK 2024



Grove (Chelmsford) Lawn Tennis Club, a company limited by guarantee.  
Registered Office: 70 Longmead Avenue, Chelmsford, CM2 7EY  
Registered in England and Wales number: 10947420



## CONTENTS

Committee  
Club House  
Coaching  
Code of Conduct and Etiquette  
Court Bookings  
Court Usage  
Data Protection  
First Aid  
Floodlights  
LTA Advantage  
New members  
Social Events  
Social Play  
Teams / Matches  
Security of Premises  
Tournaments  
Visitors  
Welfare and Safeguarding

**Address:** Between 177 & 179 Moulsham Drive, Chelmsford, CM2 9QA

**Telephone:** 01245 256279

**Web:** <http://www.grovetennisclub.co.uk/>

Find us on Facebook - Grove Chelmsford Lawn Tennis Club  
and Instagram - grovelawntennisclub

## **COMMITTEE MEMBERS**

### **OFFICERS**

President	Richard Barkley
Chairman	Andrew Price
Vice Chairman	Jeremy Aves
Treasurer	Mervyn Bodley
Secretary	Graham Law

### **HONORARY OFFICERS**

Ladies Captain	Catherine Karr
Mens Captain	Bill Stables
Match Secretary - Adults	Catherine Karr / Livia Nightingale
Membership Secretary – Adults	Jane Bodley
Bar Supervisor	Livia Nightingale

### **ROLES APPOINTED BY COMMITTEE**

Head Coach	Olly Greenslade
Welfare Officer	Ben Figg
Grounds Manager	Simon Wills
House Manager	Mervyn Bodley
Match Secretary - Juniors	Wendy Calverley
Membership Secretary - Juniors	Gill Anderson
Ladies Vice Captain	Livia Nightingale
Mens Vice Captain	Andy Borley
Ball Supervisor	Suzanne Klesel / Olly Greenslade
Website Manager	Neil Gridley
Social Media Manager	Jayne Grantham

The Committee can be contacted via [secretary@grovetennisclub.co.uk](mailto:secretary@grovetennisclub.co.uk)

To contact committee members individually, phone numbers and email addresses are on the Club noticeboard in the clubhouse.

# **CLUBHOUSE**

## **Access**

The clubhouse is open when there are social sessions, coaching or league matches. In order for you to access the clubhouse at other times full instructions and access codes will be given to you on your induction after joining the club. All team captains have a key to the main clubhouse.

Members can use the tennis balls located on the long shelf in the clubhouse. However, if you are playing when there is no access to the main clubhouse e.g. when there is a yoga class, then you will either need to bring your own balls, or use the ones in the box on the veranda.

## **Facilities/Bar**

Tea or coffee is available at all times if you have access to the main clubhouse. This is free of charge and you may help yourself. Please wash up anything you use and put it away.

There are no set opening times for the bar, although you will find that it is open on Wednesday evenings for social tennis. However, drinks from the bar are available to members at all times. Anything taken from the bar must be paid for. New members will be given instructions about this during their induction.

## **Security**

Please do not leave junior members unsupervised in the clubhouse.

There are security cameras throughout the clubhouse (excluding the changing rooms) and there are more covering the exterior.

If you are the last to leave the clubhouse, please switch off lighting, heating and ensure that the clubhouse is securely locked and the outer gate is closed and padlocked. New members will receive instructions about this at their first social session.

## **Hire**

The clubhouse is available to hire for certain club member functions only. If this is of interest to you please contact Livia Nightingale.

## **Yoga class**

A yoga class takes place every Friday (term time only) from 1:30pm to 2:30pm in the clubhouse. If you are interested in attending please contact Vikki Stevenson ([vikki@yogawithvikki.co.uk](mailto:vikki@yogawithvikki.co.uk))

## **COACHING - adult**

### **Coaching team**

Head Coach	Olly Greenslade (Mobile 07739 901172)
Coach	Rob Eldridge (Mobile 07748 032469)
Coach	Nigel Best (Mobile 07712 136987)

### **Group coaching**

Ladies beginners	Mondays 7pm -8pm	Rob Eldridge
Ladies improvers	Mondays 8pm- 9pm	Rob Eldridge
Mens beginners	Sundays 6pm – 7.30pm	Nigel Best

### **Individual coaching**

For individual coaching please contact Olly Greenslade in the first instance.

## **COACHING – juniors**

A full programme of coaching is arranged by Olly Greenslade from whom details can be obtained or see the “Coaching” notice board

In addition “Tennis Camps” are run by Olly during certain school holidays.

## **CODE OF CONDUCT and COURT ETIQUETTE**

All club members are required to adhere to the Code of Conduct. Full details are available on the website or on the “Membership” notice board in the clubhouse

Here are a few key pieces of etiquette to note;

- Please do not have loud conversations or use mobile phones on the veranda during play as players on Court 1 find it distracting.
- Mobile phones must be switched off or in silent mode on court.
- Only 4 balls to be taken onto each court. If you are last off the court please return the balls to the rack in the clubhouse.
- Please do not collect balls from on or around other courts whilst play is in progress.
- No glass, breakable or sharp objects to be taken on court.
- Please take your drinks containers and your litter off the court with you when you have finished your game.
- No chewing gum allowed on the courts.
- No smoking on the courts or in any communal area.
- When entering or leaving the courts please close the gate(s) behind you.
- During match play, please do not walk along the path at the end of courts 1, 2 & 3 whilst a point is being played.
- Please wear appropriate sportswear, including tennis shoes appropriate for artificial grass courts. No black soles.
- Please conduct yourself with the safety of other players, and their enjoyment of tennis in mind.

## COURT BOOKING

Paid up members can book a court online through ClubSpark via the Club's website or the ClubSpark Booker App. You need to have a LTA login and password to access ClubSpark.

Full members are welcome to book a court at any time, subject to availability, Off-Peak members can book at off-peak times only (08:30 to 16:00 Monday to Friday). Restricted members cannot book courts.

- Bookings can be made online from 7am, 7 days in advance
- Courts are available no earlier than 8.30am until 10pm, 7 days a week.
- You can only book a maximum of 90 minutes court time per day. This is to allow more members to play on Monday, Tuesday and Thursday evenings by creating two playing sessions of 7pm to 8.30pm and 8.30pm to 10pm.
- If you do not turn up for your booked court within 15 minutes of the start time then someone else may use the court.
- Matches and social sessions take priority over other bookings.

## COURT USAGE

Monday	9am – 12noon 4pm – 7pm 7pm – 10pm	Social Tennis, adults Social Tennis, juniors* Coaching Matches Some pre-bookable courts
Tuesday	9am – 12noon 4pm – 7pm 7pm – 10pm	Social Tennis, adults Social Tennis, juniors* Matches Some pre-bookable courts
Wednesday	4pm– 7pm 7pm – 10pm	Social Tennis, juniors* Social Tennis, adults
Thursday	12.30pm – 3.30pm 4pm – 7pm 7pm – 10pm	Social Tennis, adults Junior club Matches Some pre-bookable courts
Friday	9am – 12noon 4pm – 7pm 7pm – 10pm	Social Tennis, adults Social Tennis, juniors* Social Tennis, adults Occasional matches
Saturday	9am – 12pm 12pm – 10pm	Junior Coaching Matches Some pre-bookable courts

Sunday	9am – 1pm	Matches Some pre-bookable courts
	2pm – 10pm	Matches (except as below) Some pre-bookable courts

NB. there is social tennis every first Sunday of each month from 2-5pm.

\*Please note that “Social Tennis, juniors” is not supervised. Juniors have use of the courts at any time apart from adult social sessions, matches and booked courts. Adults are not permitted to play during junior social sessions.

## **DATA PROTECTION**

The club is committed to ensuring that it complies with the key data protection principles. Full details of the data protection/privacy policy are available on the website or on the welfare and safeguarding notice board in the clubhouse.

## **FIRST AID and DEFIBRILLATOR**

The first aid kit is situated in the kitchen.

If there is an accident that causes injury, the accident book, which is on top of the first aid box in the kitchen, must be filled in.

A defibrillator is located in the corridor leading to the ladies changing room. Clear instructions for its use, in case of need, are provided within the case.

## **FLOOD LIGHTS**

During defined social sessions and match play the floodlights will be provided free of charge. At all other times use of the floodlights must be paid for by purchasing tokens. One token for 30 minutes costs £2.50.

Floodlight tokens can be purchased from Olly Greenslade, Rob Eldridge or Jane Bodley. Jane can be contacted via [membership@grovetennisclub.co.uk](mailto:membership@grovetennisclub.co.uk)

## **LTA ADVANTAGE**

Members are encouraged to join LTA Advantage. More details can be found at [www.lta.org.uk/advantage](http://www.lta.org.uk/advantage).

## **NEW MEMBERS**

New full members will be invited come to Social Tennis on a Wednesday evening so that they can be introduced to other members and welcomed to the club.

## **TEAMS / MATCHES**

The club has adult teams at all levels entered in the Chelmsford and District League, Stock Winter League and Essex League throughout the summer and winter, plus various junior teams.

Selection for the adult teams takes place shortly before the start of the season. All members are encouraged to participate in league matches and any member

wishing to put themselves forward should contact the men's or ladies' club captains (see below).

Team captains are responsible for selecting teams for each individual match, completing and sending the score card to the Club captains, Match secretary and the appropriate league secretary. This should be done as soon as possible after the match so that the result is recorded with the league. The team captain must also collect the match fees and pay them by bank transfer to the Club's account at the end of the summer and winter seasons.

If you are a new full member and would like to be considered for a place in a team contact Bill Stables (Men's Club Captain) or Catherine Karr (Ladies Club Captain) via [clubcaptains@grovetennisclub.co.uk](mailto:clubcaptains@grovetennisclub.co.uk)

## **SOCIAL EVENTS**

During the year there are various social events which may take place in the club house, for example Quiz Night, Christmas Party, BBQ etc. These will be advertised in the clubhouse on the "Events" noticeboard and by email.

## **SOCIAL PLAY**

Please see social tennis times in the court usage section.

Our weekday daytime social tennis sessions are open to all members, including off peak members. However, weekday evening and weekend social tennis is for full members only.

Social sessions are designed for players of all abilities although you should have a basic mastery of tennis skills - players who can serve and hold a rally. You will be able to join in a series of doubles games. You can come and go as you please - so you can play for the whole of the session or just a short time. Tennis balls are provided. The atmosphere is relaxed and welcoming and there is certainly no need to be shy! Our social sessions are an excellent way to get to know other club members.

During all social sessions we use the '**playboard**'

There is a tag with your name and when you want to play take your tag from the numbered hook and place it in the centre section. The member at the top selects players from the top eight and then the others move up. When you have finished your set then replace your tags at the bottom of the other tags in the centre section with the winners placed above the losers.

If a court is available and your name is in the top eight then you must play, otherwise remove your tag and replace onto your numbered hook.

On Wednesday nights we have a Social Night Host who is there to assist, particularly new members, and help the evening run smoothly.

## **TOURNAMENTS and Competitions**

There is a Club Championship during the summer season starting in April and



finishing in June with Finals Day. Entry is available to all full members and intermediates. If you wish to enter the Club Championship, please watch out for signing up sheets and information on the "Tournament" notice board in the clubhouse and on email.

A singles box league is run throughout the year. Details can be found on the "Tournaments" noticeboard in the clubhouse. If you are interested in joining the box league please contact Catherine Karr via:  
clubcaptains@grovetennisclub.co.uk

There are also ad-hoc fun tournaments; look out for email announcements throughout the year.

We are also proud to host 3 LTA ranked tournaments. These are held in May and September (weekends) and August (one week). Members are very welcome to enter and encouraged to do so. Please note the courts will not be available to members during these tournaments.

## **VISITORS**

Visitors are always welcome. The fee of £5 to be placed in an envelope in the Treasurer's box. A maximum of four visits is allowed.

## **WELFARE and SAFEGUARDING**

The club is committed to maintaining a safe environment for all members and visitors, free of abuse and bullying.

The club has an appointed Welfare Officer whose details are on the website and the dedicated "Welfare" noticeboard in the clubhouse. Policy documents and reporting procedures are on the website and the noticeboard in the clubhouse.

## **Image Consent**

From time to time photographs of activities at the club are used for training purposes or on the website for promotion of the club or training. The club has adopted the LTA recording and publishing images policy, which is on the Safeguarding/Welfare board and on the website

If you object to use of your image within the terms of the policy for club purposes only please advise a committee member and we will update our database accordingly