

## HAMBLEDEN TENNIS CLUB MEMBERSHIP TERMS AND CONDITIONS

Welcome to Hambleden Tennis Club! We hope that you enjoy all the facilities that the Club has to offer.

Below are the terms and benefits of being a member:

### Membership

- Members agree to be bound by the Club's Constitution and bye-laws, the main points of which are listed below.
- The Club's Constitution is available to view on the [Club's website](#).
- Membership will be granted upon payment of the fee according to the membership category.
- Membership (excluding short-term membership) includes the following benefits:
  - Access to all facilities and use of courts seven days a week.
  - Access to the Club's website Member's Area.
  - Free of charge on-line court booking.
  - Access to coaching programmes for individual and group tuition at discounted costs.
  - Members can invite guests up to three times per year per guest upon payment of a £5 fee for adults, £2.50 for juniors.
  - Entry into the annual Wimbledon Ballot providing full payment received by 30th April each year, LTA Advantage registration is linked to Hambleden Tennis Club, and annual opt-in has been registered.
  - Membership of Hambleden Sports & Social Club (applies to Senior and Adult membership categories).
  - Right to vote at meetings of Members (excludes Junior members under 18 yrs of age).
- Membership is valid for one year from the date of joining or a proportion of the year if joining part way through the year.
- Short-term membership is valid for the term of the offer.
- The Club's membership year commences 1<sup>st</sup> April and expires 31<sup>st</sup> March the following year.
- Upon renewing or joining, members must either pay the full annual fee or elect to pay in monthly instalments.
- Members who have not paid fees 30 days after the membership expiry date will be deemed to have lapsed their membership and will not be entitled to use the Club facilities, and membership benefits will cease.
- Membership cost, payment methods, instalment details and membership categories are contained in the online membership joining/renewal process found in the Club website.
- Membership is managed via the LTA ClubSpark sport management system. If members have not done so, they will be able to register with ClubSpark, and will have the opportunity to update contact details that the Club holds. Registration with

ClubSpark allows on-line renewal of annual subscriptions and some coaching/class sessions.

- Members details will NOT be shared with any other party.
- Members are asked to adhere to Club rules, policies and codes of conduct to which the Club has committed. These include codes and policies relating to the expected behaviour of players, parents/guardians and children, child protection and health and safety. These can be found on the Club's website. Any member failing to act in accordance with these codes/policies may be challenged as regards their conduct and may be asked to leave the court or Club premises. Continual refusal to abide by the rules, codes and policies may result in withdrawal of membership.
- The primary means of communication is by email. Members are requested to modify their ClubSpark account details if their email or other personal details change.
- Club events are publicised via email from [hambledenltc@gmail.com](mailto:hambledenltc@gmail.com), the Club's website <https://clubspark.lta.org.uk/HambledenTennisClub> and social media <https://www.facebook.com/hambledencoaching>.
- The Club accepts no responsibility for personal injury or loss of or damage to property on or in the vicinity of the tennis courts. Persons using the courts do so at their own risk.
- Only tennis must be played on the courts. Any other activity is forbidden.
- Only the advertised coaching providers have authorisation to deliver coaching services to Club members. Any member wishing to use the courts for other coaching activity (paid or voluntary and including but not limited to coaching, hitting, mentoring, basket feeding or ball machine use) either providing or receiving coaching, must seek permission from the Club committee in advance. Any member found to be in breach of this term may have their membership revoked.
- Appropriate sports clothing must be worn at all times, including non-marking footwear.
- Footwear must be clean before entering the court area, particularly if the ground around the tennis courts is wet or muddy. Changing into tennis shoes must be done outside of the court area.
- Access codes will be issued to paying members on joining and at appropriate times by email.
- Any matters for concern regarding membership should be addressed with the Committee by emailing [hambledenltc@gmail.com](mailto:hambledenltc@gmail.com).

### **Booking Tennis Courts**

- There is no charge for booking courts.
- A club member must have a valid membership to book a court.
- A club member must be registered with a Clubspark account to use the on-line court booking tool.
- Members need to register with their own sign-in details in order to make bookings.
- A parent/guardian can book a court on behalf of their child.

- Members are advised to book tennis courts in advance. Courts 2 and 3 are available for booking in advance.
- Booking online is via the Club's website.
- The system sends a confirmation email which serves as proof of booking.
- Sessions are bookable for 90-minute slots.
- Members are requested to be considerate of others and book maximum sessions of 90 minutes, and book no more than 1 session per day.
- Members wanting to book a court for longer than 90 minutes and more than 1 session per day must do so by prior arrangement by contacting the Club at [hambledenltc@gmail.com](mailto:hambledenltc@gmail.com).
- Members can only book up to 2 weeks in advance.
- Booking details such as names and contact details are not visible to other members, only to self.
- If a booked session is no longer required, members should cancel the session as soon as possible.
- The Club retains the right to block book courts (e.g. Club sessions, coaching courses, junior holiday camps, league matches, maintenance). All block bookings will be marked on the booking system.
- Club bookings such as coaching or tournaments will appear as "Internal booking" whereas all other bookings will show as "user booking".
- Anyone who has made a booking will have priority.
- Members are free to use the courts without restriction any time they are vacant. However, anyone playing without a booking should be mindful that they risk having to make way at any time for a member who has booked the court.

### **Tennis Coaching for Juniors**

- The Club provides opportunities for all young tennis players aged between 4 and 18 years to receive coaching and get involved in fun and enjoyable competition, graded for child(ren)'s playing standard.
- There are competition opportunities available for juniors over 10 years old through the British Tennis Association, Tennis leagues and other organised competitions.
- Coaching is by LTA qualified coaches who are trained and have been screened for their suitability to work with young people. Head Coach is Chris Marshall. Mob: 07801 999230, Email: [chris@g-tennis.com](mailto:chris@g-tennis.com).
- Parents/carers are welcome to attend training and competitions and their support is valued.
- It is the parent's/carer's/guardian's responsibility to make sure that any Junior member is under their supervision, their approved nominated adult or a Club Coach at all times whilst on Club premises. The Club takes no responsibility for unsupervised Juniors outside of normal coaching or Club playing sessions.
- For children's safety, it is important the Club is informed of any medical conditions or allergies. This information is treated confidentially and only used should a child fall ill or be involved in an accident while at the Club.

### **Adult Social Tennis Sessions**

- The Club holds weekly Club tennis sessions for ladies, men and mixed doubles play. All adults are welcome.
- Wednesday evenings from 6.00 p.m. – mixed social session (1.30 pm from end-September to mid-April)
- Friday mornings from 9.30 a.m. – ladies social session
- Sunday mornings from 10.30 a.m. – mixed social session

### **Competition And Matchplay**

- The Club participates in LTA tennis leagues for men, ladies and juniors and play both summer and winter matches against other clubs. We are always looking for new players who want to participate in competitive play. Please talk to a member of the Committee or email [hambledenlta@gmail.com](mailto:hambledenlta@gmail.com) if you are interested in putting your name forward.

### **Practice Wall**

- The Club has a practice wall installed alongside Court 3 (single lower court). Members are welcome to use the practice wall. There are also used balls in the marked tennis ball basket in the Pavilion available for members to practice with.
- If a member wishes to use the practice wall for ½ hour or more, it is advisable to book Court number 3 in advance, using the on-line booking system, to avoid conflicts with coaching sessions and other pre-arranged use of the court.

### **The Pavilion**

- Members are welcome to use the facilities of the Pavilion. To access the Pavilion, the key for the tennis room door is stored in a locked wall-mounted storage box, on the wall of the Pavilion nearest to the lower court. The entry code for the key box is frequently changed. Members will receive the latest entry code by email.
- If Members use the tennis room or any of the facilities, the Pavilion must be left clean and tidy and the building is locked on departure.
- The Club cannot be responsible for loss or damage to Members or visitors' property whilst on the premises.

### **Tennis Balls**

- New tennis balls are provided for Club tournaments and league matches.
- Used balls are available in the Pavilion for members to use.

### **Hambleden Sports And Social Club**

- Adult and Senior membership categories include membership of the Hambleden Sports & Social Club.
- The Sports & Social Club is situated next to the Village Shop in Hambleden and members are welcome during open hours. Contact: [hambledenssc@gmail.com](mailto:hambledenssc@gmail.com).

## **LTA Advantage**

- LTA Advantage is a digital membership platform for tennis fans and players of all levels.
- Registering with LTA Advantage provides a range of benefits and there is a choice of free and paid membership options.
- To join LTA Advantage, visit <https://www.lta.org.uk/advantage/>.

## **LTA Advantage Wimbledon Ballot**

- LTA Advantage Wimbledon Ballot is a centralised ballot for members who are registered with LTA Advantage and over the age of 13 yrs, offering them the chance to attend the Wimbledon Championships.
- In order to access the LTA Advantage Wimbledon Ballot, members must hold an eligible Advantage membership and annually opt-in to the ballot through their online LTA Advantage area. Opting-in can only be done during the opt-in window. Visit [www.lta.org.uk](http://www.lta.org.uk) for more information.

## **Guest Fees**

A guest is any non-member wishing to use the Club and play on the courts. The following guidelines should be followed:

- When using the tennis courts, a guest must be accompanied by a Member.
- Playing guests are limited to 3 guest visits per calendar year.
- There is a limit of 3 playing guests per membership per day (unless by prior arrangement).
- Courts may only be booked by Members (1 ½ hrs per court, unless by prior arrangement).
- Guest fees are £5 per session for adults and £2.50 for juniors and payable to the Club prior to play.
- Payment Options: Cheque payable to Hambleden Tennis Club. Post to: Heather Symons, Beeches Farm House, Parmoor, Henley-on-Thames, Oxon, RG9 6NZ or Bank Transfer: A/C No: 40438928, Sort Code: 20-39-53. Reference: Guest Fees.

## **Member Referrals**

- If any Member refers a friend to join the Club as an annual member, the Member will receive an incentive:
  - Adult members receive £20 discount from their membership subscription at renewal.
  - Junior members receive a can of tennis balls.
- There are no limits to the number of referrals.
- Email [hambledenltc@gmail.com](mailto:hambledenltc@gmail.com) for details.

## **Privacy Policy**

If a Member chooses to give the Club personal information, such as their name, contact details and date of birth (for example to process an application or to provide the Member with a subscription cost), this information will be held and processed by Hambleden Tennis Club (HTC) in accordance with the Data Protection Act 1998. HTC may use a Member's personal information for the following purposes:

1. To process only information necessary to establish or maintain membership or support of HTC, which may involve contacting the Member by post or e-mail.
2. To make parts of the website easier for Members to use for entering personal information.
3. To allow HTC to administer and organise tournaments.
4. The reasonable purposes of HTC, acting always within the Data Protection Act 1998.
5. To keep only information while a Member's membership is active, or as long as necessary for member administration.
6. By submitting personal information to HTC, Members signify their consent to HTC using the information provided in the manner described above. Amendments to the policy will be published on the Club's website.
7. If at any time a Member wishes to update the information which the Club holds about them, or if they wish to stop receiving information from the Club, the member must email [hambledenlhc@gmail.com](mailto:hambledenlhc@gmail.com).

## **Safeguarding Policy**

- Hambleden Tennis Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our Club at all times, including all programmes and events we run. The Club's Safeguarding Policy strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns or disclosures.
- The full policy and contact details for the Club's Welfare Officer can be found on the Club's website under the 'About' section.

## **Diversity And Inclusion Policy**

- The aim of this policy is to ensure that everyone is treated fairly and with respect and ensure members, non-members and visitors are not denied access to Hambleden's tennis venue because of a discriminatory reason.
- The full policy can be found on the Club's website under the 'About' section.
- The Club prides itself on being a friendly and inclusive Club, welcoming players of all standards.