

HAMILTON LAWN TENNIS CLUB

Hello and welcome!

**We are delighted to have you
with us.**

**Please read this pack before you start playing at
the Club.**

**It describes how to get the best out of your
membership, our rules and code of conduct.**

How to get the best out of your membership

- Tennis Tuesdays for women
- Free ad hoc social events
- Saturday free drop in social tennis
- Adult or Junior coaching
- Our free drop in junior social tennis
- Our drop in Thursday mornings for women
- Our drop in monthly event for women and girls every third Sunday of every month.
- Ask to be added to the official social whatsapp group

We have a bit of a schedule at <https://clubspark.lta.org.uk/HamiltonLTC/Keyinfo>. Please see "The things we put on at the Club".

What are the best ways to keep in touch with everything at the Club and get more details on ways to play?

- www.facebook.com/hamiltontennis and @hamilton_ltc on instagram
- <https://clubspark.lta.org.uk/HamiltonLTC>
- www.ictennis.co.uk and www.facebook.com/ictennis for coaching and the club shop
- Contact our coach at iannannon@hotmail.com or 07759941136
- We may also send you emails or text messages keeping you updated.
- Your phone number can also be added to our competition and social whatsapp group. You can email Euan Clarke (all contact details below) if you would like us to do this.

How do I get started?

We have a number of buddies who can help new members settle in. If you would like a buddy then please contact Euan Clarke (contact details below). Please then contact your buddy to arrange a time to meet up. It's fine too not to have a buddy if you'd rather not.

Some other useful stuff

You must book a court for general play which you can do on our website. We provide free wifi and free floodlights.

You can get your own key for the clubhouse. **YOU WILL NEED THIS.** Please contact Euan Clarke to make arrangements for a key. The code for the external gate was in the automatic email that you were sent when you joined. Please take a note of it so you can get in and out.

See <https://clubspark.lta.org.uk/HamiltonLTC/Contact> for the full list of our volunteers and contacts.

The club is run by volunteers who are also paying members. If you can help just a little with running the club or offering a bit of time in some way then do please shout. We also really appreciate any help that members can offer with remedial works around the club, finance skills, legal skills, etc.

Have you joined on the one month try us out membership?

Great to have you with us!! Please let us know if we can do anything for you during your month. A gentle reminder that during this trial month our one month members aren't able to sign in visitors, qualify for reduced coaching fees or play in our annual Club Championships.

Playing at the Club

Book a court to play. Floodlights are free and the switches for them can be found in the clubhouse. We provide free wifi too. Make sure you bring tennis balls! We sell these in our club shop.

At the end of your game, if you are the last to leave then you must ensure that the club and floodlights are locked down. Never leave the grounds and clubhouse open/unsecure/etc.

Euan will tell you more about clubhouse entry and exit when he passes you your key. You need be 12 or over though to get a key. Please contact Euan though if you are under 12 and struggling to get access.

There are a few restrictions on playing and these are outlined in the rules further below.

Health & Safety, Safeguarding, Diversity and Inclusion

This is really important.

All the information you need is on one of our notice boards in the Club and at <https://clubspark.lta.org.uk/HamiltonLTC/Keyinfo>. Here you will find our policies and we signpost you to various contacts including those within the Club and outside. Please always be safe and do your bit to safeguard yourself and others. If you have any safeguarding or child protection queries/issues/spot anything that you would like to tell us about then please contact Ross Anderson at rossanderson768@hotmail.co.uk. His phone number is in the clubhouse. Other contact details are on the website.

First aid boxes are found in the kitchen area and/or on the window ledge in the clubhouse. **We do not have an on-site phone so please try and have a mobile phone in your possession in the case of an emergency.**

Group Coaching

The Club has a programme of junior coaching the bulk of which runs throughout the year. We have many different classes each week with all ages and standards catered for. We also run a number of camps through the easter, summer and october school holidays. For more information please regularly refer to the coaching section of the Club's website at <https://clubspark.lta.org.uk/HamiltonLTC>, www.facebook.com/hamiltontennis or contact the Club coach, Ian Cannon, on 07759941136, email at iancannon@hotmail.com or at his website www.ictennis.co.uk.

We also subsidise free junior social tennis. Again, please speak to Ian for more information or refer to the website. The Club runs a comprehensive adult coaching programme too including women only coaching. Please go to our website to see what is on or contact Ian.

Individual Coaching

The Club also provides a service of individual coaching available from the Club coach or one of our other coaches. These are available all year around at times organised between the coach and member. For more information please contact the Club Coach as above.

Competition Opportunities

The Club runs a number of adult and junior teams. These teams play opposition Clubs at various stages of the year, but predominantly between April and June. These teams are selected depending on standard but they are open to all members of the Club who may be interested in playing competitively. The Club Championships are held every year in August and all standards are encouraged to participate.

All members are strongly encouraged and advised to have British Tennis Membership. This is free and further details are available here <https://www.lta.org.uk/Members/Join/>

Social Tennis and Participation Initiatives

With only the occasional exception, no home fixtures are arranged for a Saturday between 2.15pm and 5pm as this is reserved for "Social Saturday Tennis". We also have some specific women and girls drop in social events. And we have a dedicated coordinator for our women and girls.

Our 10 club rules

Here are the rules of the club, the codes of conduct which all members must follow and what might happen if there are breaches. You can also find these at <https://clubspark.lta.org.uk/HamiltonLTC/Keyinfo>. The codes are based on guidance provided by the Lawn Tennis Association and Tennis Scotland. The club is about fun and having a great experience!!!!...but as you might imagine we need to have rules etc to help things run smoothly. They aim to be proportionate and reasonable.

They must be followed and adhered to at all times. Breaches of the rules or the codes of conduct should be reported to the Club committee where it will then consider what action will be required should there indeed be a breach. The committee has the power to suspend or terminate membership for the most serious breaches – see the bottom of this pack for what might happen if there is a breach.

1. All members must respect the rights, dignity and worth of all players regardless of socio-economic status, age, gender, disability status, ability, race, cultural background, religious beliefs or sexual orientation.
2. The courts are for members only, and all members are asked to be vigilant against non-members using the courts. Please approach people if you are uncertain whether they are members. If you ask non-members to play on the courts you may face sanctions. See the visitor guidance below for exceptions to this.
3. Day members are not allowed to play at weekends or beyond 4pm during the week. Non-playing members are also not allowed to use the car park.
4. The car park can only be used by members when they are there to use club facilities. Park elsewhere when the car park is full. Do not park on the pavement immediately outside the club's grounds.
5. You must book a court to play. No turn up and play unless it's a club run social event or coaching where the courts will already be booked anyway. Court bookings are 90 mins max. You can stay on longer though if a court is empty / not booked when your booking ends.
6. With only the occasional exception, no home fixtures are arranged for a Saturday between 2pm and 5pm as three courts are reserved for "Social Saturday Tennis".
7. Senior, student and day members of the Club are allowed to sign in visitors with each visitor allowed only 3 visits irrespective of who signs them in. The first visit is free and each of the next two incurs a charge of £5. Before guests begin to play they should be signed in to the guest register by the host member (in the visitor book). The host is responsible for the payment of the guest fee within 7 days. The host member must remain at the Club whilst the guest is playing. One month members cannot sign in visitors.

8. Players should not cross the court (including the area behind each court) under any circumstances while members are playing a point or rallying. Players should not cross in between the 1st and 2nd serve. The members on court will indicate when the players can cross, and members should wait for this indication – players will indicate to you when the rally or point has broken down. **Players must cross at the net and never at the back including for access to the mini court.** Members are expected to show good manners at all times.
9. **Users of the mini court should ensure that there is minimal interruption to play on court 4 particularly when a match is on. Players on court 4 should also be courteous towards mini court users when they access and leave the mini court.**
10. All members have a responsibility to look after the Club and its property. All rubbish should be disposed of, and no litter should be left on the courts. All chairs should be returned to the Clubhouse. The last person to leave the clubhouse must ensure that all lights are off and all clubhouse doors are locked and secure. If you are found to leave the clubhouse unsecure then your membership will be terminated.

Codes of Conduct

All members agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them
- Not act in a way that intimidates others members or visitors to the Club
- Represent the Club in a positive manner

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions

- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adults agree to:

- Positively reinforce your child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

What the Club will do if there are breaches of the rules or codes of conduct

Breaches of the rules or the codes of conduct should be reported to the Club committee where it will then consider what action will be required should there indeed be a breach. The committee has the power to suspend or terminate membership for some types of breaches. Any members subject to disciplinary action will be able to request a hearing at committee/sub-committee. There is no appeals process.

The committee also has the power to take other action proportionate to the rule breach. The table below provides some examples of rule breaches and the action the committee may take. This list is not exhaustive and previous breaches will be taken into account. Extreme breaches may be referred to a higher authority e.g. the police, the Lawn Tennis Association.

	Examples	Action that may be taken
Low level breach	<ul style="list-style-type: none"> • Racket abuse • Ball abuse • Bad language • Being late for a match • Not signing in non-members/allowing non-members to use courts 	Informal verbal warning followed by a formal verbal warning if repeated Removal from teams
Medium level breach	<ul style="list-style-type: none"> • Not appearing for a match / not concluding a match • Acting in an 	Formal written warning followed by possible suspension if repeated Removal from teams

	intimidating manner	
High level breach	<ul style="list-style-type: none"> • Verbal abuse • Physical abuse • Bullying • Breach of the equality and diversity rules and codes • Damage of Club property 	<p>Suspension of membership followed by possible termination</p> <p>Removal from all club activity</p>