

Club Access System

Eventually the clubhouse and courts area will be fully enclosed by fencing. Members and visitors will be able to gain entry through the gate (between the clubhouse and court 10) by the methods listed below. There should be no need for the gate to be propped open, except for events, such as open days etc.

Access through the gate

Membership Card

Cards have been issued to all adult members, and junior members who are not part of a family membership. Mini members have not been issued with cards as it is expected that they will either be attending with an adult member, or they will be attending lessons and will be able to use a PIN (see below) to gain entry.

Access PIN

Every time someone books a court they will receive an access PIN which is valid from 15 minutes before the start of the booking to 5 minutes after the end of the booking, eg. if someone has booked a court from 10am to 11am the PIN will allow them access through the gate between 9:45am and 11:05am.

All court bookings for coaching courses (including fitness sessions) generate a PIN. This PIN should be included in the confirmation email which is sent out when someone books onto a session or course, and should also be passed on to attendees via the WhatsApp groups or other means. All course attendees and their parents/carers will be able to use the PIN to gain access through the gate from 15 minutes before the start of the session to 5 minutes after the end of the session.

If a coach is using the courts for 1-2-1 coaching they should book a court. If they are coaching a Mini member or a non-member the coach should give the court booking PIN to the person receiving coaching.

Courts for matches should be booked through Karen Massey, who will pass on the booking PINs to team captains. Team captains should pass on the appropriate PIN to the opposing team's captain.

Access into the clubhouse

Members can use their card to gain access through the main double doors.

To allow course attendees, parents, visiting team players etc. access to the clubhouse, coaches or team captains should unlock one set of side doors to the club room (the set which is most visible from the courts they are using) for the duration of the coaching session or match, and then make sure it is locked again afterwards.

Use of the sliding doors in the club room should be limited to times when a lot of people are using the club, such as open days, club nights, matches, group coaching sessions etc. The keys to the sliding doors are kept in the kitchen cupboard to the left of the door. Any member who unlocks the sliding doors is responsible for locking them at the end of the session or match, and returning the key to the kitchen cupboard.