



# **HORLEY LAWN TENNIS CLUB**

**Vicarage Lane  
Horley  
Surrey  
RH6 8AR**

<https://clubspark.lta.org.uk/HorleyLawnTennisClub/>

**Charity Registration No: 1150481  
Limited Company No: 08277089**

# **MEMBERS' HANDBOOK**

## **Welcome**

Welcome to Horley Lawn Tennis Club ! HLTC is a friendly, sociable club with tennis sessions that suit all abilities and ages. Founded in 1894, it is one of the oldest clubs in the county if not the country.

The new clubhouse was completed in Spring 2015 with funds raised through social and tennis activities, and the support and generosity of our members. Additional funding was provided by Sport England, the Lawn Tennis Association, the Gatwick Community Trust Foundation, the John Bristow and Thomas Mason Trust and others. We also had help from a number of local businesses by way of donations of equipment and significant discounts on normal prices.

HLTC was incorporated as a Limited Liability Company (Company Number 8277089, Limited by Guarantee) in November 2012 and in January 2013 it became a Registered Charity (Charity Number 1150481).

This booklet provides useful information about the Club.

### **Membership categories and playing times**

You will have joined HLTC in one of the following categories with playing times as shown:

- Adult member (including New Adults and existing Beginner members at 31 March 2023) - generally no restriction on playing times (other than Junior Night).
- Off-peak (discontinued and available only to those already Offpeak members as of 31 March 2023) - 9am to 6pm Monday to Thursday, 9am-4.30pm Friday (9-6 if Junior Night not running), after 5pm Saturdays and after 1pm Sundays . Cannot participate in major club tournaments (but can in Bank Holiday tournaments and the Team Cup)
- Junior member - Primary or Secondary according to age group. Juniors have priority over the courts on Fridays from 4.30pm until 7.30pm (see Junior Nights later). May play at any time except during

### Adult Club play times

- Non-playing member. Do not use the courts.
- Senior Citizen - aged 65 and over on date of joining. Playing times as for Adult member above.
- Student (aged 18-22 and in full time education) or Adult under 23 - these are a discounted Adult membership so playing times are the same as for the Adult membership
- Upgraded junior - a junior who has been assessed (by the coaches and agreed by the Committee) as being suitable to play in Adult Club play. They have the same playing times as Adult members. To become an Upgraded junior the coaches will have assessed their tennis ability, while the Committee is concerned with their emotional maturity. To assess this, juniors being considered to become Upgraded may be invited to attend 3 Club play sessions where they join in with senior members as they would once upgraded. This is as much for the junior to see if they want to play with their seniors as it is for the seniors to assess the junior. Committee members will seek opinions from those with whom they have played as to the junior's behaviour and attitude. Once assessed the Committee will confirm to the coach whether the junior is ready or not. The coach will advise the junior accordingly. If successful (and the vast majority are) there is usually an additional fee to pay, the subscription rate being that of a student member, from the membership year following that in which they were upgraded.
- Affiliate - A member who normally lives away from Horley but may be invited by the HLTC Committee to be a member at a discounted rate (Affiliate is available only by invitation with playing times according to individual agreements).
- Parents/guardians of Junior members - may play only with their child(ren) and in the Adult/Junior Tournament and only during off-peak periods

### Club Play sessions

Club play is when you can turn up knowing that other people will be there.

In Club play everyone mixes in and the quaint 'Peg System' (see later) is used to organise games. Club play sessions are:

- Saturday from 2pm-5pm (from 1pm winter season)
- Sunday from 1pm
- Tuesdays and Thursdays 6pm onwards
- Wednesday mornings from 9.15am Even if you don't play you are encouraged to join in for tea or coffee afterwards (from about 10.45 or 11am).

Club play is doubles and one tie-break set only before coming off court to encourage mixing with other players. At 5 games all you should play a standard tie-break (first to 7 points and 2 clear) but during busy periods when there are players waiting to play, a tie-break should be played at 4-4. Private or arranged matches are generally not allowed during this time, although you can play singles if there aren't enough people to make up a four.

Club play continues year round and in the darker months you pay just £2 for floodlights each time you attend one of the evening Club sessions (you **MUST** bring 2x£1 coins please).

## **Junior Night**

***NOTE: Junior Nights will only run if a suitable supervisory adult is available. Check the timetable in the Clubhouse or ask a Committee member to find out if it is running.***

When Junior Night is running, Juniors have priority use of all courts on Friday evenings from 4.30pm throughout the year provided that HLTC can provide someone to supervise (the person supervising has to have the relevant safeguarding training and certification). Parents are encouraged to assist (for example by running the bar for soft drinks, sweets, crisps etc, or even for something stronger for other adults !!).

The session is generally over by about 7.30pm and the courts can, if no

longer required, then be used by any member. Check with whoever is running the session first. If Junior Night does not require all the courts the person supervising may, at their sole discretion, release unwanted courts earlier for use by other members.

Parents must collect their children promptly at the end of the session and must not expect or rely on coaches or other adults to look after them once the session is over.

## **Peg System**

Each member will have a named peg kept on a rack in the Clubhouse and brought outside for Club play. As you arrive you put your peg next in line on the 'Waiting to play' row. (The peg at the left hand end of the row is top of the list so you add yours at the right hand end). As people are chosen to play you move towards the head of the line. The player at the front of the line selects his/her four from any of the leftmost 7 players. You place the selected four pegs on one of the 'On Court' rows, then go and play your set. At the end of the match you return all four pegs to right-hand end of the 'Waiting to play' row in winning lady-winning man-losing lady-losing man order, or in mens' /ladies' only games the winners first.

## **Club seasons**

The playing year is split into two seasons - Summer and Winter. The changeover occurs on the day that the clocks go back and March 1st.

## **Tennis Balls**

The Club provides balls for Club play sessions (including mid-week Wednesday mornings), inter-Club matches and Club tournaments. At other times you should provide your own.

New balls will usually be put out for full Club play each Saturday throughout the year, and on Tuesday evenings in the Summer season

(subject to playing conditions (eg rain) which may dictate on occasion that new balls are not put out).

## **Ball Cupboard**

Balls for Club play are kept in the top part of the ball cupboard in the Clubhouse; match balls are in the lower half. All Adult members are given the combination code of the lock for the top part on joining and on renewal of membership. Team Captains have the combination code for the lower part.

Balls are provided in boxes to match the Court numbers. Take the balls for your court and return them after your set. If a ball is hit out of the grounds you are expected to make reasonable efforts to retrieve it. This can be done at the end of the set but please do not take balls from another court to make up for the loss !

Team Captains are required to put balls used in home matches in the upper part of the cupboard to add to available stock for other Club sessions.

## **Gate Codes**

The gates to Court 2 and at the back of Courts 4 and 5 are secured with a combination bolt. The code to this will be set to the same as the ball cupboard combination. The code is provided on your membership receipt and is changed once a year at renewal time.

## **Dress Code and Court Etiquette**

You are required to wear recognised sportswear at all times when on the courts. Gentlemen (which includes male juniors !!) **must** wear a shirt (which is not required to have a collar but is not a football shirt). HLTC does not have any policy on colour of kit. Footwear must be appropriate and must have non-marking soles.

All players are required to act courteously and treat their playing partner and opponents with respect. Bad language and overly-aggressive behaviour are not acceptable. We are keen that seniors set a good example to juniors regarding how to behave, particularly on court.

Rubbish (eg empty drink bottles) should be brought off court and disposed of in the relevant recycling bin provided or taken home; food waste must only be taken home or put in the food waste bin in the kitchen. Mugs, beakers etc must be brought off court and returned, washed and dried, to the bar.

**Chewing gum is banned from club premises and particularly on court – the Committee has made using gum on court a serious offence and may withdraw membership from anyone found using it. In any event spitting it out on court is not acceptable.**

## **Smoking**

The club has a smoking policy (available in the 'Policies' folder in the clubhouse). The policy applies to e-cigarettes and the like as well as to tobacco or other smoking products. While not encouraging smoking HLTC permits it outside (but not adjacent to doors or open windows, or in the car park). Smokers are required to dispose of butts and other materials in the sand buckets provided and not just drop them on the ground or gardens.

## **Booking Courts**

There is an online system using LTA Clubspark for booking courts. Courts can be booked for private play up to 7 days ahead, subject to certain restrictions:

- Members cannot book courts during Club play sessions
- Members cannot book courts already reserved for coaching
- Members cannot book courts which are pre-booked or required for inter-Club matches or Club-sponsored tournaments. Team captains and club administrators may book courts for official inter-club matches

and Club-sponsored tournaments up to a year in advance. Please note that while match courts are usually booked, sometimes a Captain may forget. The Committee has agreed that in such cases, matches take priority over individual use. If you are asked to give up your court under these circumstances please do so without fuss.

The full set of booking rules, Q&As and booking guide are available on the HLTC Clubspark website <https://clubspark.lta.org.uk/HorleyLawnTennisClub/>

## **Floodlights**

All courts are now floodlit: Courts 6&7 have LED lights while the others have metal halide lighting. All lights are operated by £1 coins fed into meters which are situated at the corner of Court 1 or Court 6. Currently £1 buys 15 minutes of light. The meter cupboards are padlocked and can be opened by the same code as the ball cupboard.

A flashing light on a light pole on each court indicates that you have 5 minutes of light left on that court. If you wish to continue playing on that court you must put in an additional coin within that 5 minutes (ie before the lights go out). On Courts 1-5 (Metal halide lights) if you let them go out you have to wait 10-15 minutes while the lights cool down before they will come on again and on start-up each light will take 5-10 minutes to reach peak output. On all Courts when the lights go out 1 light on each court remains lit for 5 minutes to help to retrieve balls, kit etc.

If you are the last to leave the courts (ie no-one else is playing) you **MUST** lock the cabinet and close the latches (to keep the weather out), ensuring that the combination code is scrambled.

## **Coaching**

HLTC, in conjunction with ALL IN Tennis, provides an extensive coaching programme for juniors and adults, including beginners and intermediates, in groups and as individuals. Our coaches will be pleased to discuss your

requirements, and details of the current programme are displayed on the Coaching notice board inside the Clubhouse, as are the coaches' contact details. A personal copy can be provided on request to one of the coaches. For juniors, tennis camps run through the school holidays which provide excellent opportunities for youngsters to learn and improve tennis skills whilst also having fun and keeping fit !! Please see the posters displayed in the Clubhouse or speak to any of the coaches.

## **Teams**

HLTC has a number of teams that play matches against other clubs:

### Summer season

We currently have Mens' and Ladies' teams in the Surrey Leagues (which are played mostly on Sunday mornings), and Ladies' teams in the Dorking and Leatherhead league (played mostly on Monday or Wednesday evenings from 6.30pm) and a Mixed Veterans team (men aged 55 or more, ladies 50 or more) playing during weekdays. We also have Mens', Ladies' and Mixed teams in the Weald league (played mostly on Sunday mornings), and a Mens' Veterans (men aged 55 or more) team playing during weekdays.

### Winter season

We have Mens' and Ladies' teams in the Surrey Leagues (which are played mostly on Sunday mornings), and Mens', Ladies' and Mixed teams in the Weald league (also played mostly Sunday mornings). The Mens' and Mixed Veterans teams also play in Winter.

If you are interested in being considered to play in a team please speak directly to either the mens' or ladies' captain. A list of the teams and their Captains is on the Matches notice board in the Clubhouse hallway.

## **Tournaments**

HLTC runs a number of tournaments each year. The two main tournaments

- Summer Tournament and Winter Handicap Tournament each comprises Men's and Ladies' Singles and Doubles, and Mixed Doubles. The Summer tournament is played off scratch (ie all players, whatever their tennis ability, begin every game at love-all). In the Winter Handicap stronger players are handicapped by receiving a pre-determined negative score according to their ability - the stronger they are, the more they are penalised !!. The Tournament Committee decides the handicap for each player just before the draw for that tournament.

There is a turn up and play American Tournament on most Bank Holiday weekends (usually Monday) throughout the year. These may be mixed doubles, or a mixture of mixed, mens' and ladies' according to the format.

Other tournaments vary from year to year, but may include the Team Cup - a tournament that requires team tactics as well as some tennis ability - or the Adult/Junior tournament in which an adult is paired with a junior. We may also have an annual Junior Tournament, run in age groups by the coaches.

Dates for these tournaments are found in the Calendar of Events (when published), and posters in the clubhouse will give details of timing, format, entry fee and eligibility. Generally entry is open to all Adult members and Upgraded juniors.

There is usually a small entry fee (£1-£2 or so) to cover the cost of prizes and trophies for all tournaments other than the Summer and Winter Handicap Tournaments.

## **Visitors**

Members may introduce visitors to play either privately or to Club play sessions. To attend a Club play session a visitor must be able to play at the appropriate standard. No visitor may visit more than 3 times in any one year if they live closer than 8 miles radius from the Club.

The member introducing the visitor is responsible for paying the visitor

fee - currently £5.00 per visit and £2.00 for juniors. Details of the visitor and introducing member must be written in the Visitor Book kept on/behind the bar. Visitor fees can be paid to anyone running the bar (if open), to any member of the Committee or put in the small tin fixed to the shelf where the books are. Where the fee has gone should be recorded in the Visitor Book. Visitor fees must be paid before start of play.

Introducing members are responsible for the behaviour of their guests, who are required to abide by the Lawn Tennis Association Code of Conduct (see notice in the Clubhouse hallway).

Members may not introduce and pay any visitor to coach them - they are expected to utilise the services of our appointed coaches. Members can receive informal coaching from such visitors but not as part of an organised programme or paid activity.

## **Bar**

The bar is run on a voluntary basis and, with members helping on the bar rota, will be open at the following times (and at other *ad hoc* times depending on availability of volunteers):

- Tuesdays from 7.00pm - 10pm
- Thursdays from 7.00pm - 10pm
- Saturdays from 5pm - 7pm

If you are willing to help or take on a regular slot to run the bar please speak to the Bar Manager or any member of the Committee. Please note you need to be 18 years of age or older to run the bar.

## **Teas**

Teas are organised on Saturday afternoons during the Summer season, and for some tournaments. Usually a selection of sandwiches and cakes, tea or coffee are available, and are served in the Clubhouse. You pay for

what you choose and the prices are on display by the kitchen.

A list seeking volunteers is displayed by the kitchen, and all Adult members (and Upgraded juniors) are encouraged to volunteer. This is not just a job for the Ladies ! Volunteers buy/make/bring everything except the tea bags and coffee and are reimbursed from sales on the day.

## **Security**

Security is important to safeguard the Club's property and to maximise the safety and well-being of players and visitors. A key to the Clubhouse main door is available for every member of 18 years of age or over upon payment of £5 to the Membership Secretary (a small number are also available from the bar). Keys must NOT be lent or passed to anyone else.

The last person(s) leaving the premises must ensure that all windows are closed and locked, the ball cupboard padlocks are applied and locked, the heating/air con unit is off, and the main door, garage end door and folding doors are locked on departure. If you have used the floodlights you must make sure that the meter cabinet is closed with latches turned and padlock locked.

## **Subscriptions**

Details of subscriptions rates can be found on the website in the first instance, or from the Membership Secretary.

Your Membership renewal subscription is due on the anniversary of you joining (for all those who were members on 31 March 2023 this will be 1<sup>st</sup> April) and you will receive an email reminder when it becomes due.

## **Committee**

The Committee manages the Club as directed by the Club's constitution, and apart from limitations in the constitution, is empowered to make all decisions regarding the Club's financial affairs, operation, and other

things.

The Committee comprises the following Officers of the Club (who are also the Directors of the Limited Company, and the Trustees of the Charity):

- Chairperson
- Hon Secretary
- Hon Treasurer
- Membership Secretary
- Men's Captain
- Ladies' Captain
- Junior Rep
- Social Rep

The Officers are all elected annually at the Annual General Meeting usually held in September. Anyone can stand for any of the posts provided they are nominated and seconded on a candidates list which will be displayed in the Clubhouse about 3 weeks before the AGM. If you are interested in standing and require additional information (eg what the roles and duties are) please speak to any member of the Committee. The Club encourages all members to consider standing but Officers must be at least 16 years old as they will also be a Director of the Limited Company and a Trustee of the charity.

The names (and later photos) of the current committee members can be found on The Committee notice board in the Clubhouse.

The Committee is supported by representatives to run the bar (Bar Manager), to perform maintenance tasks (Maintenance Rep), to help with administration (Business Manager) and lead on Marketing and Fundraising (Marketing Rep).

Committee meetings take place approximately every 6 weeks throughout the year. The Head Coach and Business Manager usually attend Committee meetings while the Marketing Rep may also be invited.

## **President/Vice-Presidents**

The club usually has a President, who may be elected at an Annual General Meeting. The name (and later photo) of the current President is shown on the Committee notice board.

The Club may have any number of Vice-Presidents who may also be elected in an AGM. Their names will also be on the Committee notice board.

## **Life Members**

Honorary Life Memberships are awarded to members of long standing who have provided the Club with meritorious service.

## **Constitution and Rules**

The Club is governed in accordance with two documents - the Articles of Association and the Operating Rules - which together form the Club's Constitution. The Club has also adopted a set of formal policies as part of the Operating Rules. All of these documents are available in a folder in the Clubhouse and on the website. A personal copy can be provided on request from any Committee member.

## **Annual General Meeting**

The Club is required by its constitution to hold an Annual General Meeting (AGM) once a year, within 6 months of the end of the Club's financial year (currently end of March). The purpose of the AGM is to:

- Elect the Officers for the following year
- Elect the President/Vice-Presidents as required
- Receive and approve/reject the Club's financial statement
- Debate and determine any other matter raised prior to the meeting

## **Extraordinary General Meeting**

The Constitution allows for an Extraordinary General Meeting (EGM) to

be called either by the committee or by a minimum number of members (see the Constitution) whenever a matter arises that requires the approval of a *General Meeting* which cannot wait until the next *AGM*.

## **Social activities**

HLTC has a fairly busy social programme (parties, Quiz nights etc). Details are included in the Calendar of Events (when published), in News articles on the website, and do keep an eye out for Clubhouse posters. Note that the date of any particular event may change.

## **Clubhouse Hire**

The Clubhouse is available to hire for private social events. This is primarily for Club members but events sponsored by a Club member may be accommodated. The price and conditions will vary according to who wants to hire it and for what purpose. A deposit will be required and will be returned in full if the clubhouse is cleaned up appropriately and there are no breakages to come out of the deposit. Each hiring will be subject to a written contract. Please contact the Social Rep if you are interested in hiring the clubhouse.

*Please note: HLTC will not hire out the clubhouse for birthday parties for those reaching the ages of 15-21 inclusive or other events for similar ages*

The bar may be manned at a rate to be agreed between the hirer and the Club, or hirers are welcome to make their own arrangements for drinks.

Hirers are responsible for the behaviour of their guests and for rectifying and paying for any damage sustained during or as a result of the event. Hirers are also responsible for cleaning the Clubhouse after the event (and before the next day's tennis play) and removing and disposing of rubbish.

Full details are available in the Clubhouse Hire policy - speak to any Committee member for a copy - or see the website for an example contract.

## **Health, Safety and Well-being**

HLTC takes seriously its responsibilities for safeguarding and promoting the health, safety and well-being of its members, visitors and guests. You should have received a copy of the small booklet 'Health, Safety and Well-being at HLTC' on joining; if you didn't please ask the Membership Secretary or see the website. The booklet gives some guidance which you should read and take notice of. You should also see the relevant Club policies, available in the Clubhouse.

## Useful Contacts

<b>Website</b>	<a href="https://clubspark.lta.org.uk/HorleyLawnTennisClub">https://clubspark.lta.org.uk/HorleyLawnTennisClub</a>
<b>Email</b>	<a href="mailto:tennishorley@gmail.com">tennishorley@gmail.com</a> or use the enquiry form on the website
<b>Coaching and Juniors</b>	All In Tennis 07950 894776 <a href="mailto:info@allintennis.co.uk">info@allintennis.co.uk</a> <a href="http://www.allintennis.co.uk">www.allintennis.co.uk</a>

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