



# Stay Fit, Play Safe, Have Fun!

The aim of this brochure is to remind us of our health, safety and security responsibilities as we enjoy the playing and social activities at the club.

**LEATHERHEAD TENNIS CLUB**

Cannon Grove, Fetcham, KT22 9LH

## Looking after ourselves

Competitive sport places extra stresses on our bodies. A few moments at the right time may save that pulled muscle or other injury that stops us from playing:

- Always take time to warm up before starting to play
- After sitting out a set, warm up again before you go back on
- Don't forget to warm down when you come off.  
Please see the club notice board for guidance on warming up and down routines. And don't forget, when knocking-up, hit a few gentle ones before blasting them down the court!
- If in any doubt, do not play when the courts are wet, frosty or icy (even in part).

## Looking after children and juniors

- Parents have primary responsibility for the health and safety of their children
- Except for organised sessions, children and younger juniors must never be left unaccompanied. Parents allowing this must realise they are taking a deliberate risk, however small they may consider it
- After organised sessions, parents are responsible for ensuring timely collection as the club cannot guarantee the presence of a supervising adult beyond the advertised time
- Parents who are on-court must ensure that children left to amuse themselves do not cause a nuisance to others
- Unaccompanied juniors are not permitted in the main hall area. Older juniors (age 16/17) may be permitted to have access to the main hall at their parents' responsibility
- Except where it has been negligent, the club cannot accept responsibility for juniors particularly where unaccompanied by their parents or other responsible adult.

## Looking after others

- Wait for a break in play before crossing the back of a court or collecting a ball
- Always shut the court gate
- Be competitive but do not play dangerously
- Point out any unseen ball that has strayed into the play area
- Be careful where you put your bag – avoid hidden trip hazards.

## Looking after your equipment

- Age and condition of racket strings and grip are relevant in preventing injury
- Ensure loose laces are quickly re-tied
- Ensure that the soles of your shoes are suitable for the conditions you're playing in.

## Looking after the courts and balls

- Do remember to 'drag and roll' the clay courts when play has ended. A swept court is inviting for members at the next session. The line rollers should be put on their 'posts'
- Please return all balls to the clubhouse – even if they're dead! They're valuable - we sell them to fund the purchase of new balls! If they're wet, leave the top off the can
- Do not take chewing gum on to the courts – it is so hard to get off the surface
- Please put any left property in the clubhouse and dispose of any rubbish
- If leaves are creating a hazard in the autumn, please use the brush kept in the men's changing room to sweep them off the court.



### Care in and around the clubhouse

- The clubhouse is super – let's keep it that way!
- Be careful where you put your bag – please avoid creating a trip hazard
- The fire exits are the main door, the patio doors and the door by the kitchen
- The club is licensed to sell alcohol to members and guests. The club has the right to refuse to serve alcohol to anyone who appears excessively intoxicated in the view of any committee member. Persons under 18 cannot be served alcoholic drinks
- In the event of a building problem, there is a guide to how the clubhouse works in a kitchen cabinet (a blue folder). Committee member phone numbers are on the notice board
- There is no smoking in the clubhouse, on the patio or on court.

### Care in the kitchen

- Tea and coffee (20p) and soft drinks (5p, 10p) are available in the kitchen. Please put payment down the 'money slot' in the hallway
- Use good hygiene practices in the clubhouse kitchen, i.e. common sense and the community kitchen guidelines – see the poster
- Good practice includes – frequently washing hands particularly after handling raw food; properly washing plates, utensils and surfaces after food preparation; separating raw from cooked and the utensils and plates used for preparation.

### Emergencies, incident reporting and risk assessment

- The main first aid kit is by the door inside the clubhouse.
- There is a phone on the wall by the kitchen. We are located in Cannon Grove, Fetcham, KT22 9LS
- Any kind of accident or injury must be recorded in the accident book which is in the first aid box
- Any incident requiring hospital treatment must also be advised asap to a committee member as we have a duty to notify our insurance company
- Risk assessments will be undertaken and reviewed periodically. The documentation is available in the clubhouse and on the website
- Please speak to any committee member about any hazards you consider worthy of assessment.

### Looking after the club

If you're amongst the last to leave, please ensure that:

- Inside: you check that the patio doors are locked and you shut the internal door to the main hall. Please turn out all lights / the kitchen hot water heater
- Outside: you've locked the door to the clubhouse, the padlocks to the courts and the main padlock to the clubhouse area.
- If unaccompanied juniors are playing when you leave, please check whether they have a key or are being collected by a parent with a key. If this isn't the case, please ensure they leave when you do.
- The club is not responsible for any personal property that is lost, stolen or damaged.

### Care in the car park

- Please drive slowly and watch out for pedestrians. If you're a pedestrian or cyclist, please watch out for cars!
- The club is not responsible for any damage, losses or injury incurred in the car park
- The car park is not part of club property and is also used by the public visiting the recreation ground
- If it's late, please do not disturb our neighbours!

### Care of guests and visitors

- Members are responsible for the health and safety of their guests
- Please don't forget to pay the visitor's fee for your playing guests and enter their details into the visitor's book. This is important for insurance purposes
- If the bar is open, please sign-in your guests. This is important for maintaining our license.

### Club sessions

We all hope to have good games at our club sessions, please:

- Remember the 'look after others' safety tips
- Be competitive but not over-competitive.
- Do feed the server with balls but don't blast them down the other end!
- In sessions which aren't facilitated, do help the creation of balanced sides. Be willing to stand down from the next set if you will unbalance the play

**Have fun! Enjoy your tennis!**