



Lowestoft Town Tennis Club

Information, Guidelines and Playing Rules

The following provides useful information for new and current Club Members on the policies, protocols and procedures for the successful running of the Club and enjoyment of playing tennis.

1. **Policies and Procedures**

The Club Constitution/Rules and all Policies and Procedures, such as Safeguarding, Equality and Diversity and Data Protection, are all available to view on the Club website www.clubspark.lta.org.uk/lowestofttowntennisclub, and the Safeguarding noticeboard in the club room and must be observed by all using the courts and club facilities. The Safeguarding Officer can be contacted either by emailing lttcwelfareofficer@gmail.com or mobile 07721 192874

2. **Safeguarding**

The Club is committed to prioritising the well-being of children and adults at risk. All activities arranged by the Club are run in accordance with LTA guidance to deliver a positive experience for all. Safeguarding is everyone's responsibility so please familiarise yourself with the Club's Safeguarding Policy (concern reporting procedure p2) and associated codes of conduct. If you have a concern, please contact the Club's Welfare Officer to discuss. If not available, and the matter is urgent, use the contact numbers in the Policy document.

3. **Communication**

All match information and results are posted on the website, along with tournament dates and events. The Club also runs a Facebook page @lowestofttowntennis and a Twitter feed @LowestoftTennis. Communication with and between Members is primarily via the Club Notice Board, Email and WhatsApp. At the start of each season, following the AGM, the website is updated, to inform all Members of decisions made at the AGM, including annual membership fees, match fees, tournament fees and the playing programme for the year, including coaching opportunities.

4. **Annual Membership Fees**

Due on 1 April each year and payable by 30 April at the latest to be able to play for the Club in League matches. Please assist the Club Treasurer by paying promptly. (If joining the Club later in the year, pro-rata subscriptions are available for the first year).

5. **Introduction of Non-members**

Members may introduce any non-member (visitor) to play tennis if they notify a Committee Member of their intentions. (Committee members are listed on club notice board). This is to avoid overcrowding of courts at peak times of the season. On the third club session visit a membership fee will be payable. All information required will be in members pack that members and prospective members will receive.

6. **Access to Grounds, Courts, and Clubroom**

On joining the Club, Members receive the padlock combination number for the main gates, club house and courts to enable access to the courts during and outside of organised Club sessions. The key to the courts is in the clubroom, hanging on a hook. The last Member to leave the courts is responsible for locking up the courts, and clubroom (note that the internal door leading to the lady's toilet also needs to be locked) and also the entry gate (if all ground staff have left).. Junior players using the courts/clubroom outside organise club sessions/events/coaching must be accompanied by an adult (who can take responsibility for unlocking/locking gates/clubroom when required). Members should always keep the Clubroom neat and tidy

7. **Use of the Courts**

The 4 courts at Denes Oval (numbered 1-4) are available for Club Members to use every day of the week, at any time and need to be booked through the club website. As a member you can use the 'used' tennis balls stored in the Clubroom. Club nights start at either 6.00pm or 6.30pm, and can continue under floodlights, and are on Tuesdays and Thursdays. League matches commence in May through to the end of July and are played on Mondays and Wednesday evenings.

7. **Playing Rules**

- a) Members and visitors must always act in an appropriate manner.
- b) Correct footwear must be worn on court at all times.
- c) All members of The Club are entitled to attend all Club Nights and practice sessions.
- d) Junior members may play at Club Night and practice sessions if they have reached a competent standard of play
- e) The first person to arrive should take the net measurers, net winders, and Club tennis balls.
- f) Any borrowed club equipment and used tennis balls, net winders etc should be returned to the clubroom.

8. **League Matches and Tournaments**

- a) League and Club tournaments will involve only those players who have previously entered their names, on the Notice Board, as wishing to play.
- b) To support team captains, players who enter their names for League and Club matches must remain committed to play when called upon to do so.
- c) Team captains are responsible for recording results of matches on the Club website and sending them to the League Match Record Secretary within 2 days of the match. If the match was postponed, they must also inform the League Match Record Secretary within 2 days. Other League rules apply and are kept on the Notice Board.
- d) If a team captain, to complete a fixture, has to call on another player from the team immediately below, that team must release that player and if necessary the lower team captain will call on another player from the next team below who must also be released.
- e) Team Captains are also responsible for recording the results on the Russell Brabben Memorial Trophy Chart kept on the Notice Board.
- f) Players using their vehicles to get other members to matches may ask for voluntary contributions towards fuel costs. These are in addition to match fees.

9. **Pickleball**

A new sport for our club. Once the 8 courts planned are operational, we will provide balls, and Paddles for members to use. These must be returned to the clubroom when finished. Any breakages of equipment must be reported to a committee member.