



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.

Policies and Procedures

1. 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

Communication

2. All match information and results are posted on the website, along with tournament dates, coaching and other playing sessions and events. The Club also runs a Facebook page @lowestofttennisclub 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, a Club Newsletter is published, 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.

Annual Membership Fees

3. Due on 1 April each year and payable by 31 May at the latest. 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).

Introduction of Non-Members

4. Members may introduce any non-member (visitor) to play tennis on Club nights/Sat morning as long as they notify a Committee member of their intentions. (This is to avoid overcrowding of courts at peak times of the season). On the third Club visit a Membership fee will be payable.

Access to Grounds, Courts and Clubhouse

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

Use of the Courts

6. The courts at Denes Oval are available for Club members to use every day of the week, at anytime. On joining the Club, members receive a coloured shoe tag to identify them as a Club member. Please remember to wear this when on the courts. As a member you can use the 'used' tennis balls stored

in the box in the Clubhouse. Please ensure you return all the balls to the box, with 'dead' balls being placed in the sack. Club nights start at 5pm until dusk at the start of the summer season at the end of March and are on Tuesdays/Wednesdays/Thursdays and Saturday mornings at 11am. When matches start, end of April, Club nights are primarily Tuesdays/Thursdays starting at 6pm and Saturday mornings at 11am.

Playing Rules

7.
 - a) Members and visitors must act in an appropriate manner at all times.
 - b) Correct footwear must be worn.
 - c) All members of the Club are entitled to attend all Club practice sessions.
 - d) Junior members may play at club sessions if they have reached a competent standard of play.
 - e) The Club operates a "Board Selection System" for picking and organising games at Club nights. Full details of the selection method are shown on The Club Notice board.
 - i) The first person to arrive should take the board and pegs out to the courts, with the net measurers, net winders and Club tennis balls.
 - ii) As players arrive they place their name in the peg board.
 - iii) At Club sessions the players will be selected using the Board and go on court to play 8 games.
 - iv) The board has a "selection" section where the first person on the left "picks the game" and can choose from the first seven players (including themselves) in the board from the left.
 - v) Please ensure that you "pick" your game rather than just taking the first 4 names. This encourages equally balanced games and variety between players chosen.
 - vi) Where 8 players or more are waiting to play, the games allowed will be reduced to 6 games. When the game has started they will remain at 6 games even if the number reduces to less than 8 players waiting to go on.
 - vii) Selection can be Mixed, Men's or Ladies pairs, unless it is not possible, no games will take place with 3 ladies and 1 man or 3 men and 1 lady.
 - viii) Following play, the person who selected the match replaces the four pegs at the back of the board with their name first and the others in order of arrival.
 - ix) It is in the interests of all members and players to be fair in the selection process, to promote good club competition and to ensure everyone has their fair share of games.
 - x) The Committee will take very seriously any abuse of the system.

League Matches and Tournaments

8.
 - a) League and Club tournaments will involve only those players who have previously entered their names, on the Notice Board tournament list, 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, including Team Captain guidance, 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.