



Dear Member,

Welcome to Stewarton Tennis Club

Thank You for joining up to a Club that has been a central and constant part of Stewarton life since 1923. We hope you enjoy playing tennis with us and find the following information useful. The club strives to provide an opportunity for the local community of all ages and abilities to play and develop their tennis in an inclusive and friendly environment. If after reading this Welcome Pack you still have queries then please catch up with us at:

Website: <https://clubspark.lta.org.uk/StewartonTennisClub>

X (Twitter): @stewartontennis

Instagram: @stewartontennisclub

Facebook: Stewarton Tennis Club

Coaching: <https://clubspark.lta.org.uk/bltennis>

Club email: stewartontennis@gmail.com

Key Point:

Good General Health: *Please note that by taking out a membership you are confirming that you are fit to play tennis and are not playing against the advice of a GP / Hospital Doctor.*

If you have any medical condition you feel is relevant for the Club to know then please inform the Committee, Coaches, Team Captains, and event organisers. Please update the medical section on your ClubSpark profile.

Tennis Club Policy on Supervision of Juniors.

General bookings, practice or playing: When playing at this tennis venue as part of an ordinary member court booking then juniors aged twelve or under should be supervised by their parents/guardian/carer.

Club organised events, coaching, camps, competitions: Juniors aged seven or under should have a parent/guardian/carer to hand on the Club premises, Sports Centre, Competition venue, etc. Children aged seven or under should never be left unsupervised by a parent/guardian/carer even if there are other adult venue members or coaches present. If the parent/guardian/carer is unable to supervise their child, arrangements need to be made by the parent/guardian to designate an alternative adult to supervise. The coaches/event organisers and child must be aware of any such arrangements.

Changing Rooms are not in use: Please arrive dressed for on court play without requiring to make a change of clothing. During inclement weather tracksuits, bags, outer sportswear can be left in the main part of the Clubhouse until required. The Clubhouse is not to be used for changing.

Arriving and leaving a venue alone: Children aged twelve or under should not arrive or leave the venue alone without written consent from a parent/guardian.

Transportation to Matches / Competitions: If any Junior or Intermediate member is to be transported to a match by someone (for example Team Captain / Team player) other than their parent/guardian/carer then the Club requires written consent in email to stewartontennis@gmail.com from the parent/guardian that the child may be transported by that named person. Two adults should be in the car when a Junior / Intermediate player is collected and dropped off.

By joining, members agree to be bound by our:

[Constitution](#)

[Code of Conduct](#) Updated Sep 2023. Review Date Sep 2024

[Diversity and Inclusion Policy \(Including Code of Conduct\)](#) Updated Sep 2023. Review Date Sep 2024

[Safeguarding Policy](#) Updated Sep 2023. Review Date Sep 2024

[Use of Changing Rooms](#) Updated Sep 2023 Review Date Sep 2024

[Tennis Scotland Safeguarding](#)

Club Welfare and Safeguarding:

The LTA, Tennis Scotland, and the Club take the welfare of Junior / Intermediate Members and Vulnerable Adults seriously. We also stand against discrimination. Please take time to read our Safeguarding, and Diversity and Inclusion policies. Your Club Welfare Officer is Brian Coady and he can be contacted on 0781 635 1722 or stewartontennis@gmail.com if you have any concerns. You can also contact Mat Hulbert at Tennis Scotland on 01786 641716 ext. 2012 / matthew.hulbert@tennisscotland.org or the LTA Safeguarding Team on 0208 487 7000 and via their online form at <https://safeguardingconcern.lta.org.uk>

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police without delay on 999.

Photography and filming policy:

The club adheres to the [LTA photography and filming policy](#) (in conjunction with [best practice guidelines](#) and our [livestreaming policy](#)) to ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

If you are the parent/guardian/carer of a child who is not a club member and attends the coaching programme, and you object to their photos/videos being shared on the club's social media platforms, please contact the welfare officer or email the club at stewartontennis@gmail.com

Legal Status:

The Club is a **SCIO** (Scottish Charitable Incorporated Organisation) and registered with OSCR (the Office of the Scottish Charity Regulator) Ref **SC048737**. The Club is affiliated with the LTA, (**Ref SCO032**) Tennis Scotland, and Tennis Ayrshire. It is managed by a voluntary committee that meets on the 2nd Tuesday of every month at 7.30pm at the Clubhouse. If there is anything you wish to have added to the agenda, then please email us in confidence at: stewartontennis@gmail.com

Parking:

We have neighbours so please only park on the Court side of the street. We also have lots of young Juniors who are entering / exiting the Club during coaching changeovers. It can get busy with drop offs / pick-ups so please drive slowly. Please **do not** use the Club drive. This is for coaches use only or for committee members when loading / unloading equipment used at work mornings or events.

The Club Season and Membership:

The Club Season and Membership year runs from April to March each year. Typically, it starts with the Club Open Day at the start of British Summer Time each year. Hence, there is no rolling 12-month membership period. Members are encouraged to join in late March / early April or alternatively wait for a Winter Membership that runs for six months from Oct to March.

Once payment is confirmed you will be issued a swipe card to access the courts. For juniors the card will be provided to the main contact registered for that Junior.

Your ClubSpark Account:

As an affiliated LTA Club, we use the online ClubSpark system to manage our Membership, Contacts, Website, and Court Booking System. As a member you will have already created a ClubSpark account for joining the club and you can now login to book courts via our website:

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

Alternatively, you can book via the Booker App using your smartphone. Search for ClubSpark Booker App on Apple App Store / Google Play. Booking is a simple process but please remember that if you change your mind and decide you no longer need the booking then please cancel it, so the court is free for another member.

LTA Advantage Account:

If you have not already created an LTA Advantage account then we encourage you to do so. Apart from offering a wealth of Tennis information it is a requirement if you play in any of the Tennis Ayrshire Leagues, LTA Open events, etc. as it allows the Club and competition organisers to record entrants and match results. Once you create your LTA account, please remember to nominate Stewarton Tennis Club as your registered Club. The LTA Advantage account also gives you the chance to enter the LTA Advantage Wimbledon Ballot. To create an account, follow this link: <https://www.lta.org.uk/advantage/>

Accessing a court:

Court access is via an electronic swipe card that will be issued to you shortly after payment has been received. In the case of a Junior the card will be issued to the Registered Contact (Parent / Guardian).

Courts can be booked from 8.30am to 9pm. In winter the lights must be switched off **no later than 9pm**. In summer those on the last booking can play on until natural light permits up to a 10pm maximum.

For existing Members entering the renewal period then there will be a two-week grace period where your existing card and ability to book courts will continue to work. This is a very busy time for the Membership Secretaries and Treasurer and allows time for everyone to be processed. If a Membership is not renewed the ability to book courts and access courts will expire.

If a member loses a card, please report it to the Club and we can cancel and reissue a new card. There is a fee of £5 if a member loses a card a second or more times.

From time to time there can be a need to use a padlock on the gate instead of Swipe access. If there is a padlock on the gate then the access code will be communicated to the members for the duration when the gates are not accessible via Swipe access. When Swipe access is restored then the padlock code will be changed.

When on court:

Sportswear and tennis/training shoes are to be worn, collect your rubbish, avoid leaving your juice bottles, tracksuits, hoodies, caps, etc (we will put out a Lost Property message from time to time. Anything unclaimed will be sent to recycle). When finished please take your rubbish home or put it in the wheelie bin at the Clubhouse. **Please be especially aware that the aluminium lid on a cannister of new tennis balls can be sharp.** Please ensure that these discarded lids are put in the bin and not left lying around the court.

Clubwear:



Clubwear is encouraged as it creates a sense of club identity and raises our profile. The Club has partnered with the online retailer Kitlocker.com to offer a simple and immediate online range of styles and sizes. We appreciate that everyone is different so there is no strict necessity to keep to the Club Colour (light sapphire) but it is encouraged for the younger juniors to help create that sense of team spirit! Follow this link to view the range [Stewarton Tennis Club \(kitlocker.com\)](https://www.kitlocker.com/racketsports/tennis-clubs/stewarton-tennis-club)

(<https://www.kitlocker.com/racketsports/tennis-clubs/stewarton-tennis-club>).

Any suggestions to add to the range then please let us know and we can see if we can arrange it with Kitlocker.

Racket Restringing:

If you wish your racket restrung, then please contact Colin Dunbar on 07762 624329. Colin can collect from Club or home address (if Stewarton) within a couple of days. Stringing is currently £20 per racket. Costs are not set by Club and may change.

Use of Floodlights (Sep to April):

Floodlights are free to use but **must be switched off no later than 9pm.** To access the floodlights, enter the code (available on request from the Committee) on the key safe on the wall off the Clubhouse (just next the electrical pillar). Inside you will find a key which opens the switch box. Simply switch on the court required. The lights must be turned off on leaving and no later 9pm. The switch box should be locked, and key placed back in the key safe.

Court Maintenance:

Periodically there are court maintenance mornings and members are encouraged to come along and help keep up the standard of the courts. The more the merrier and the quicker the chores get done. Remember if we all share the load then it will only be very occasionally when it is your “turn” to help.

Accessing the Clubhouse:

The Clubhouse is one hundred years old and not suited for swipe access. For this reason, it is only open on organised events or coaching and not accessible on an ad hoc basis by members. The Club is currently pursuing planning and funding to replace the current Clubhouse.

Typical Timetable:

The Club normally runs according to the following timetable:

Monday from 5pm to 8pm - **Ladies Club Night** for all Ladies and Junior girls who play full court tennis.

Tuesday from 7pm to 9pm - **Gents Club Night** for all Gents and Junior boys who play full court tennis.

Wed (Feb to June) from 6.30pm - **Ladies Practice / Ayrshire League** Matches (Invite by Team Captains).

Wed (July to Jan) from 7.30pm – **Mixed Doubles Club Night**

Thurs mornings - Reserved for **Coffee Morning Membership only.**

Thurs from 6.30pm - **Gents Practice / Gents Doubles Ladders / Ayrshire League** Matches (latter is an invite by Team Captains)

Sat Morning from 9am - **Ladies Open Practice** for players in teams / aspire and willing to play in teams.

Sat Morning from 10.30am – Mixed session: Gents, newcomers, returners, or non-members wanting to “Try before you buy”.

Sun Afternoon –**Mixed Doubles** from 2pm (All year round except during April to June and Aug to Sep)

Sun Afternoon - **Gents League** matches every second week April to June

Sun Afternoon - **Masters Leagues** in August to September.

Sun Evenings - **Mixed Doubles** from 7.30pm (All year round)

Ad Hoc Events:

The Club also runs Open Days, Friendlies, American Tournaments (timed doubles matches with a buffet!) and some themed events to coincide with the four Grand Slam events: French Open, Wimbledon, US Open, and Australian Open. These will be communicated via the WhatsApp and Club email.

Club Championships:

Club Championships are run in September each year with finals run over one weekend. Keep an eye on WhatsApp / email for communication on format and entry.

Game/Match Etiquette:

Arrive on time for your opponent(s) and ask their name(s) (if you do not know them). Make sure you bring good quality balls with you - old, used balls promote poor habits. Warm up for 10 mins with some baseline, volley, and serving practice (if you can do some dynamic stretching beforehand, event better). During the warm up try to hit the ball to your opponent and not past or away from them. Always remember to toss / spin the racket and agree who is serving first and choose ends. Before serving ensure you have two balls. If a first serve is out then the receiving player should not intentionally pass it back over the net and instead move the ball safely out of the way (back of the court or to the net).

During the game the player serving calls the game score before serving. The server should call the overall set and game score at the commence of each game. It can be easy to lose track of points and games so regular calling out of the score prevents disputes.

Line calls are made by the receiving side. When making line calls be generous to your opponent (if you are not sure if a ball is in or out then call it IN). Any player can make a net call. A net call is when a ball having been served hits the net and lands in the opponents serving box. A net call allows the server to take the serve again.

Match Formats: The standard match format is the best of 3 tie-break sets: a tie break set is the first to 6 games, with a tie break to 7 if the score reaches 6-6. Another popular set format is the Fast4, where a set is the first to 4 games, with a tie break at 3-3, and golden juices/sudden death juice (at 40-40 next point wins). Red ball payers (8U) usually play matches which consist of standard tie breaks (first to 7) or match tie breaks (first to 10).

Spectators: Please talk quietly and do not comment or make announcements on line calls or interfere with any discussions between players. Players are not to request any input from any spectators.

Stray Ball on Court: If a ball from another court strays onto any part of the court you are playing on any player can announce “let, ball on court” and play stops immediately – leaving a ball on court while playing is a risk to the players. The point is then started again from the first serve.

Queueing: If playing at a Club Night and there are players sitting off then please play short sets (first to four or six (if six then play with sudden death deuces) to speed the set along. Alternatively, play one serve then go off for one game. (Usually when any of these methods are used then a player(s) are off for a minimum time and normally only ever off for one occasion). Either way agree a format with your tennis colleagues and start promptly. ***If you are one of those players who never elects themselves to take a turn off, then please have a period of self-reflection before someone tells you it's your turn.***

Communication:

The following WhatsApp Groups* are run by the Committee. The purpose of the groups is for outgoing “broadcast” messages about events happening, Club successes (and failures), or for quick updates (for example rain stopping events at short notice). **Please note that Junior and Intermediate Members under seventeen are not allowed on the WhatsApp Groups but may be represented by a Parent / Guardian.**

- 1) Stewarton Tennis Club
- 2) Ladies
- 3) Gents
- 4) Mixed Doubles
- 5) Thursday Coffee Morning

To be added to any of the above groups please email stewartontennis@gmail.com

There are also League / Team Groups run by the Club Captains of each Team. These are for players who play in teams and for team communication.

*Any other WhatsApp groups running amongst the individuals that make up the Membership is a matter for those Members and not within the control or responsibility of the Committee or the Club.

Coaching:

Stewarton Tennis Club can offer exceptional coaching opportunities in the form of the Coaching Team [BL Tennis](#). **Brian Griffen (Level 4 Accredited+ Coach) and Louise Sansum** (Level 3 Accredited+ coach) combined with LTA Level 1 and Intermediate Tennis Assistants are all organised under the BL Tennis banner to offer Tennis from age 4 (Tots) to Seniors, one-to-one, or group sessions. BL Tennis work closely with the Club ensuring we are offering the right balance of play and coaching, as well as utilising the LTA Pathways and playing in LTA competitions. Coaching runs in blocks and there is a full range to suit all. In addition, during the holiday periods BL Tennis run Junior and Intermediate Camps where players can really bring their game on every day of the week for several weeks at a time. BL Coaching also offer one to one sessions for those who may want a more rapid learning curve or perhaps focus on very specific areas of their tennis. For more information and booking see clubspark.lta.org.uk/bltennis or contact them at bltennis@hotmail.com

Guests:

The Club is happy to allow Members to bring guests (for example: visiting families / friends) up to three times a year. If you are bringing the same guest along a little too often it will get noticed! Please encourage your guest to take up of a membership. Remember the Club is a charity and every penny goes back into the Club.

Parents of Junior / Intermediate Members:

Parents / Guardians of Junior Members (i.e., those players who do not play full court tennis) are encouraged to play / practice as often as they wish with their Junior.

Parent / Guardians of Intermediate Members (those who are effectively full court players) are treated effectively as Guests and allowed to play / practice on the courts with the Intermediate member three times in a season. After which the parent / guardian is encouraged to join.

Finally:

Please be encouraged to simply join in and take part in our great sport and have fun. If you are brand new to the town and / or the sport, please don't be shy. Make yourself known and we will soon have you joining in.

Regards

The Committee and Members of Stewarton Tennis Club.

2023 / 24 Committee are:

Currently Open	-	President
Sandra Borland	-	Treasurer
Bill Kennedy	-	Secretary
Isabel Mackie	-	Membership Secretary
Suzie Macleod	-	Membership Secretary / Card Access
James Murray	-	Communications and Junior Convenor
Brian Coady	-	Club Welfare Officer
Sheila Forsythe	-	Ordinary Committee Member
Danny Diver	-	Ordinary Committee Member