

WTC

Westfields Tennis Club

Members' Guide 2024

Version 1



www.clubspark.lta.org.uk/WestfieldsTennisClub2

westfieldstennis@hotmail.com

Contents

Annual Membership Subscription Scale and Rates 2024.....	3
LTA/ADVANTAGE Membership	3
LTA Wimbledon Ballot.....	3
Membership Details & Contacts Privacy	3
Visitors.....	3/4
Court and Clubhouse Access – Locks & Codes	4
Use of Tennis Courts	4
Court Booking.....	4
Weekly Group Club Sessions	4
Maintenance of Clubhouse and Courts.....	5
Coaching.....	5
Beginners to Tennis.....	5
Tournaments and Competitions	5
Friendly Matches with Local clubs	6
Ladder Competition	6
Harrogate Mixed League/Vale of Mowbray/Dales Ladies League	6
Club Championships	6
Events 2024	7
Health and Safety	7
Safeguarding & Welfare of Children and Vulnerable Adults.....	8
WTC Policy	8
Diversity and Inclusivity	8
Code of Conduct.....	9
Purpose of the Members’ Guide	9
Key Principles of the Guide	9
Amendment of the Guide	9
Publications and Website www.clubspark.lta.org.uk/WestfieldsTennisClub2	9
Management Committee 2024	10

Annual Membership Subscription Scale and Rates 2024/25

Key Cost per Application (Mandatory)	£6 per key
Adult (over 18yrs)	£115
Family (2 Adults + up to 3 children)	£240
Student Adults (over 18 yrs)	£50
Juniors (under 18yrs at 01/04/24))	£40

Part Year Fees 2024/25

The Club Rules say that fees (at the discretion of the Committee) be reduced proportionately after 01 August. Therefore part year fees, allowing for subjective rounding are as follows. (This was formally agreed and adopted by the Management Committee on 13 March 2024).

MEMBER CATEGORY	FULL YEAR - APR-MAR 100%	AUGUST 70%	OCTOBER 50%	JANUARY 30%
ADULT	£115	£80	£60	£40
FAMILY	£240	£170	£120	£70
STUDENT	£50	£35	£25	£15
JUNIOR	£40	£30	£20	£12

LTA/ADVANTAGE Membership and Benefits

The LTA has unveiled 'Advantage' a revamped membership offer for tennis fans and players with a new digital platform. benefits include:

- Automatic entry into the Wimbledon ballot
- Discounted entry to Wimbledon Museum and Tour
- Discounts and special offers

Please register at www.lta.org.uk/advantage/. The on-line registration and membership is free to any member of an LTA affiliated UK club such as ours.

LTA Wimbledon Ballot 2024

To find out more information about the LTA Wimbledon Ballot, please refer to the following link:-

www.lta.org.uk/fan-zone/wimbledon-championships/news/advantage-wimbledon-ballot-2024-ticket-sale-update

Membership Details and Privacy Policy

Under the terms of the Data Protection Act 1998, Westfields Tennis Club will use personal information fairly and lawfully, collect only the information necessary for a specific purpose(s), ensure it is relevant; accurate and up to date; only hold as much as is necessary; and only for as long as is necessary; allow the subject of the information to see it on request; and keep it secure.

Apart from The Management Committee members, the club will not generally publish personal details or divulge them to other individual members, unless they have express permission from the member to do so.

If a member wishes to allow their contact details to be known to other members, they can inform the Management Committee, and/or enter them on to the Member Contacts Register Sheet displayed in the clubhouse.

It is the responsibility of members to ensure their contact details are up to date and correct.

Visitors

A Full Adult Playing Member may introduce Temporary Day Visitors. Before a Temporary Day Visitor plays, the member introducing him/her must make an appropriate entry in the Visitor's Book and pay the relevant fee either by cash (placed

in the secure metal box or online using our Clubs bank account details – Barclays Bank, Sort Code 20-25-29, Bank Account 03898156):

- Adult Visitors: £6.00 per visit (Maximum of 6 visits)
- Junior Visitors: £3.00 per visit (Maximum of 6 visits)

A day visitor may play no more than six sessions in any subscription year, except with the permission of a Management Committee member.

Note – Visitors cannot be applicants who have been declined full membership nor expelled from the Club. Item 12A Club Rules refers.

Court and Clubhouse Access – Locks & Codes

The Management Committee changes the courts padlock code each year in the first week of May and will communicate this new code by email to all members who have paid the required subscription. In the interests of security, please do not divulge the court padlock code to any person who is not a fully paid member.

New members will be provided with a key. If you require a replacement key, please contact a committee member. There will be a charge of £6.00 for a replacement key.

The last key holder to leave the club at any time is responsible for ensuring that the doors and windows are both secured and locked.

Use of Tennis Courts

In order to maintain good relations with the Club's neighbours, members are not permitted to play on the courts before 9.00 am Monday to Saturday and before 10.00 am on Sundays. Members are requested to keep noise levels to a minimum.

When using the grass car park, please always park bonnet first nearest the adjoining resident's driveway.

Members should not attempt to retrieve tennis balls from surrounding residential gardens unless they have the express permission of the resident.

After using a court, members should always unwind and slacken the net at the net post, and ensure court padlocks are in place to secure both courts.

Court Booking

Courts can be booked online at www.clubspark.lta.org.uk/WestfieldsTennisClub2. The ClubSpark App can be downloaded on your computer, tablet or smartphone, and is easy to use. Contact the Club Secretary to set up and enable your ClubSpark User ID and Login. Please note that courts can only be booked 15 days in advance and for a maximum of 1.5 hours each day in 30-minute slots. Members are reminded that they should only play on the court they originally booked on the Clubspark booking system.

You will receive a booking confirmation by email. (Should you have any court booking issues please contact the Club Secretary initially).

Weekly Group Club Sessions

The table below shows the times allocated to Adult Club Sessions. (Junior Club Sessions will be re-instated when there is sufficient demand) The designated group has priority court use at these times, although other members can use the courts if not in use by the group.

We would encourage all new members to attend these club sessions and introduce themselves as a new member. New members will be warmly welcomed to Westfields Tennis Club, introduced to existing club members and informed of club session protocol.

The Club Session Timetable is as follows:

Tuesday	Adults	9.00am – 12.30pm	Both courts	All Year	
Wednesday	Adults	10.00am – 1.00pm	Both courts	All Year	
Wednesday	Adults	4.00pm – 7.00pm	Both courts	31 March to 27 October 2024 Inclusive	28 Oct to 30 March 2025 1.00pm – 4.00pm
Saturday	Adults	1.00pm – 5.00pm	Both courts	31 March to 27 October 2024 Inclusive	28 Oct to 30 March 2025 12.00pm – 4.00pm

Club Tennis Balls

The Committee made the decision at the AGM on 08.03.2021 not to continue purchasing tennis balls for Club Sessions or competitions in order to significantly reduce Club running costs.

Members are now required to bring their own tennis balls of a suitable standard for all Club Sessions and Competitions.

Maintenance of Clubhouse and Courts

Member support is an important part of cleaning and maintaining the clubhouse and courts. Volunteer Rota notices are posted on the notice board in the clubhouse. All help is welcomed, and we would particularly appreciate help with cleaning and clubhouse painting and decorating.

Members should report any concerns or issues to a member of the Committee.

Court sweeping is also vital to the maintenance and safety of the courts. The courts should be swept weekly preferably before club play on a Tuesday morning. If the courts cannot be swept on a Tuesday morning due to inclement weather, then they should be swept before the following club session. 4 brushes are stored in the lean-to shed for this purpose and it is advised that 4 members participate in the sweeping. A notice detailing dates of sweeping is on the clubhouse notice board.

The tennis courts will be re-surfaced, re-painted and deep cleaned as required at the discretion of the Management Committee for the benefit and safety of its members. Deep cleaning is kept to a minimum to prolong the life of the surface, which will also minimise running costs.

Members should always respect Club property, including switching off lights and electrical appliances when not in use.

Coaching

Courts for coaching should always be booked online in advance by a member (using their daily court time allowance of 1.5 hours per day).

The club currently offers professional coaching provision to all members.

Individual or small group coaching is provided by Phil Wylie (an LTA qualified level 4 performance coach). Phil can be contacted directly on 07912 645071 and individual coaching arrangements can be made to suit, on the strict proviso that they comply with any court pre-booking arrangements as stated in this Guide.

Phil's coaching is available to non-members who will be treated as day visitors. He may coach members or visitors up to no more than 3 hours on any 1 day. Visitors may only attend 6 coaching sessions per year. Coaching cannot take place during weekly group club sessions unless the Management Committee has agreed to this. Only one court at a time can be used for coaching.

Individual and larger group coaching are provided from time to time by Geoff Thomas (Level 3 Performance Coach) and will be advertised in advance to all members. Any member interested in attending group coaching sessions should contact the Club Secretary. Geoff can be contacted directly on 07814 368898.

An Introduction to Tennis

As in previous years we are hoping to provide group sessions available to members if required who are new to the game or want to improve their game. These sessions will cover:

- Rules
- Strokes
- Scoring
- Positioning
- Etiquette

Tournaments and Competitions

We invite members to put their names forward to participate in matches during the year, which are both fun and challenging. In 2024 we are entering a mixed team in the Harrogate League for the third time, entering a Men's doubles

team in the Vale of Mowbray League and also the Ladies Dale League for the third time. We do offer competition play within the club, and in friendly matches with other local clubs.

Members wishing to play in these Leagues/competitions should contact Dave Ryder for the Vale of Mowbray, Sam Cullen for the Harrogate League and Judith Moks for the Ladies Dales League to register their interest.

Friendly Matches with Local clubs

We will be focusing on more friendly matches this year with the emphasis on introducing members that do not play league tennis a chance to experience match play.

This information, together with any additional fixtures arranged, will be shared via email, on the Club Notice Board and on the Club Website by the Club Secretary.

Ladder Competitions

It is hoped that this year we will continue to run a mixed doubles ladder competition, which will commence in the summer months and run throughout the year.

Members should register with Robert Hutchinson initially. Joan Curran will add you to the 2023 WhatsApp group chat in order to arrange matches and provide the results. The current positions will be posted on the website on a weekly basis and challenges made according to the competition rules which will be also posted on the website.

Club Championships 2024

Dates for the following competitions will commence in April/May 2024 with a deadline for entry of 15 April 2024 for all categories. This information will be posted on the clubhouse notice board as well as the club website.

- Ladies' Singles
- Men's Singles
- Ladies' Doubles
- Men's Doubles
- Mixed Doubles
- Finals Day

Any Members wishing to take part in the Club Championships should enter their names onto the tournament lists in the clubhouse. These lists are available now and are displayed on the Club noticeboard.

For this year, as in the previous year, pairings for the doubles competitions will consist of a seeded player and a non-seeded player.

For the third year running, during the 2024 Club Championships – Westfields Tennis Club are continuing to host the 'Plate' competition for those players who are knocked out in the first round of each competition category.

The Club will provide tennis balls for finals day.

Interim round matches must be played to specified deadlines set by the competition organisers. **Failure to comply with these rules will result in forfeiting a match.**

There must be at least 4 entrants for any competition; otherwise, that competition will not proceed.

Finals should be played on the Finals Days – scheduled for 14 and 15 September 2024. Members should not enter the Championships if they are unavailable during the finals weekend.

Rules for the conduct of the Club Tournaments and Competitions are decided by the Management Committee and will be posted on the club website and notice board. The 2024 Championships will be organised by Robert Hutchinson with assistance. The draws for each competition will take place in May 2024 by Phil Wylie – Coach, for transparency. Rules for competition matches will be posted with the entry sheets. There is no entry fee.

Social Events 2024

Events for the forthcoming season are shown below for your convenience. Information on these events are posted on the club website, the club notice board, and emailed to members.

Events 2024

Month	Date	Event
APRIL	15	Deadline for entry of the 2024 Club Championships
APRIL	20	Deadline for entry to pay 2024/2025 Subscription Fees
MAY	04	New Member Induction to Westfields Tennis Club
MAY	01	Club Championships 2024/2025 Start
JUNE	29	Pre-Wimbledon Strawberries and Pimms Mixed Doubles Tournament
AUGUST	17	Social Evening at Peter Seaden-Jones' Home
SEPTEMBER	14 & 15	Competition Finals
NOVEMBER	09	Presentation Night and Dinner – Catterick Golf Club
NOVEMBER	30	Memorial Cup Mixed Doubles Tournament (NEW)
DECEMBER	04 & 07	Christmas Mince Pies Provided by the Club
MARCH 2025	03	Westfields Annual General Meeting – (Tentative)

Health and Safety

All club members, visitors and temporary day members have responsibility for their own safety and that of others when using the courts. Please report any area of concern to a committee member.

Members and guests are expected to wear suitable, safe clothing and to wear appropriate tennis shoes when using the courts.

If a member injures themselves whilst on club premises, the first aid bag can be found on the notice board in the clubhouse. All injuries should be noted immediately and properly recorded as laid out in the injuries and accidents book located on the table in the clubhouse. Please note that this procedure is a requirement of the Club's Insurers.

In the event of injury, please inform a member of the Committee by telephone or at westfieldstenniscub@hotmail.com so that the Committee can follow up on the welfare of the member and replenish the first aid box.

Common sense should be applied regarding on-going risk assessment and the following Do's and Don't's Notice will be displayed on the Club Notice Board.

DO

- Report to the Management Committee anything which you feel may pose a health and safety risk
- Report any maintenance issue which you are aware of to the management committee
- Pay attention to any notices
- Always use the rake to retrieve balls from the embankment on the lower court (stored in the lean-to shed)
- Be considerate of the neighbours i.e., keep noise levels down
- Always clean and clear after using clubhouse facilities
- Take your personal possessions home

DON'T

- Play if the courts are slippery
- Climb onto the embankment to retrieve balls
- Leave litter around the premises

Any Management Committee member is empowered to control, restrict or stop play on any court or courts, because of weather conditions or other causes, and their decision is final.

Safeguarding & Welfare of Children and Vulnerable Adults

We take the safeguarding and welfare of our members seriously and operate in accord with LTA guidelines. As such, several members of the Committee complete regular Safeguarding training as required by the LTA. The Club Safeguarding and Welfare Officer is Elaine Spiller and our Deputy Safeguarding and Welfare Officer is Judith Moks. The Club's Safeguarding policy and other crucial information is available on the dedicated Safeguarding and Welfare Club Notice Board and website. The key elements of the policy are:

WTC Policy

1. Safeguarding and welfare of child members (under 18) and vulnerable adult members (a member over 18yrs who may be unable to protect themselves by reason of disability, age or illness) is the joint responsibility of all members of WTC, in particular the Management Committee as well as the parents/guardians/carers of children and vulnerable adult members.
2. Any safeguarding or welfare concern issue should be reported in the first instance to a member of the Management Committee who will confidentially raise the concern with the full Management Committee. All Management Committee members' contact details are on the clubhouse notice board and in this guide on page 10.

The Management Committee will investigate, and act as required under current LTA Safeguarding Venue/Club Guidance. <https://www.lta.org.uk/about-us/safeguarding/overview/>

All matters will be dealt with confidentially and in a timely manner.

If someone is in immediate danger, then call the police or call the LTA Safe and Inclusive Tennis Team on 0208 487 7000 (Mon to Fri 9am to 5pm). Report this to the committee and inform the parent/guardian/carer unless you believe it will put the child, vulnerable adult or yourself at risk.

3. The Management Committee will ensure that all coaches appointed at the Club to coach children will have an up-to-date tennis accreditation and a valid DBS certificate.
4. Any volunteer at the club who assists with under-18s will have a valid DBS certificate.
5. It is the responsibility of parents/guardians/carers that any children 12yrs and under should be accompanied by a responsible adult when playing at the club, including during coaching sessions with a Club appointed coach.
6. The Management Committee is aware of the health and safety of our members and will conduct an Annual Risk Assessment for the health and safety of all.

Diversity and Inclusivity

As a club, we value and celebrate diversity and make reasonable efforts to encourage inclusivity and to meet individual needs and we do not discriminate.

We wish to enable people to play tennis in a manner that is safe, inclusive and fair. This applies regardless of a person's age, race, sex, disability, gender reassignment status, marital or civil partnership status, pregnancy or maternity, sexual orientation, religion, socio-economic status or any other background.

The Club's Diversity and Inclusion Policy is published on the Club Notice Board and website.

Code of Conduct

All Members of Westfields Tennis Club should always do the following:

1. Help to create a safe and inclusive environment both on and off the court and promote the value of fair play.
2. Value and celebrate diversity and make reasonable efforts to encourage inclusivity and to meet individual needs.
3. Do not discriminate.
4. Check that you have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
5. Wherever possible, do not be alone with a child (under 18yrs) or a vulnerable adult (a member over 18yrs who may be unable to protect themselves by reason of disability, age or illness).
6. Do not offer coaching to members or visitors who are under 18yrs or members who may be a vulnerable adult (other than your own family) unless you have a current DBS certificate.
7. If you have concerns of any kind, then do report them to the Safeguarding Officer/s or a member of the Management Committee as soon as possible. The matter will be discussed by the full Management Committee who will be receptive and will consider all points, acting in a confidential, timely manner. If you feel anyone is in immediate danger then call the police (999).

Purpose of the Members' Guide

The Management Committee of Westfields Tennis Club, (as required per Club Rule 15), has prepared this Guide. "The Members' Guide shall be made, and periodically revised by the Management Committee as it sees fit. The purpose of the Guide is to set a framework for:

- Members Entrance fee and annual subscription charges to be levied
- Day-to-day use of the Club's courts and premises by members
- Upkeep and maintenance of the tennis courts and clubhouse."

Key Principles of the Guide

- To enable member subscription costs to be kept as low as possible, and to keep the club running costs to a minimum, the club will be run on a self-help basis by the Management Committee and members. All members are requested to support this aim on a voluntary basis.
- It is a condition of membership that Members should always be familiar with and follow this Guide.
- The Management Committee welcomes any constructive suggestions to improve this Guide from all members.

Amendment of the Guide

Any Full Adult Member proposing to amend the Guide should submit their proposal to the Secretary in writing. It will be considered and decided upon by the Management Committee.

Publications and Website

This Member's Guide will be reviewed by the Management Committee and published at a minimum every May and a link to the guide will be provided to all Adult Members via email. A copy will be placed on the Club Notice Board and on the Club Website. www.clubspark.lta.org.uk/WestfieldsTennisClub2

Any amendments to the Member's Guide and Club Rules will be made available on the club website and will also be posted on the notice board in the clubhouse.

Management Committee 2024

Chairman (Officer)	Sam Cullen	07902 272837
Treasurer (Officer)	David Moks	01748 886711
Club Secretary/Membership (Officer)	Joan Curran	07867 847538
Compliance Officer	Peter Devlin	07857 013055
Club Captain/Competitions/Training	Rob Hutchinson	07503 728800
Club Minutes	Trevor Cook	07934 831005
Facilities Management/Clubspark	Dave Ryder	07956 513320
Dep Safeguarding and Welfare/Ladies Captain	Judith Moks	07771 662291
Committee Vacancy		

Committee Volunteers 2024

Events	Hazel Dickinson	07940 252730
Facilities Management	Grahame Dickinson	07710 978181
Clubhouse Facilities	Audrey Parsons	07852 907987
Clubhouse Facilities	Rose Hayes	07703 134273