

# **EAST WAVERTREE LAWN TENNIS CLUB (EWLTC) OPERATING PROCEDURES**

**26<sup>th</sup> February 2020**

## **1. General use of the club**

- 1.1 Tennis can be played throughout the year. Members can obtain keys to the gates for access.
- 1.2 Members may also obtain a key to the clubhouse changing rooms on leaving a deposit.
- 1.3 Anyone opening the premises is responsible for operating the alarm and setting it again on leaving them unless such duty is passed over to another key holding member.
- 1.4 Members cannot remain in the Clubhouse bar unless there is a Member of The Tennis Management Committee or authorised member on duty, otherwise it is locked.
- 1.5 Bar opening times vary throughout the year, these will be notified to the membership.
- 1.6 The licensee is automatically delegated the legal responsibilities of controlling the bar, supplying intoxicating liquor and general conduct of personnel on the premises.
- 1.7 Authorised bar personnel will be appointed to serve drinks in the bar and will be placed on a rota. They will be required to conform to the bar staffing requirements issued by the licensee.
- 1.8 Playing members are to use the players entrance when accessing the changing rooms and toilets, not through the clubhouse bar lounge.
- 1.9 Tennis bags and racquets/equipment are not to be left in the bar lounge area; they should be stored in the changing rooms. Items left overnight in the changing rooms will be deposited in the lost property locker.

## **2. General use of tennis courts**

- 2.1 The Tennis Management Committee has the power to close courts to Members for maintenance work or for special reasons such as hiring to local schools or other outside

bodies. This also applies to the use of the clubhouse; however, members will be informed in advance of this.

2.2 The last member to leave the artificial grass courts area must lock the court gates and security gates.

### **3. Social Play**

3.1 General social play is available at all times. The order of play shall be in systematic rotation. However, there are restrictions under Operating Procedure 4 and as described below:

- a) Official Inter-club Matches (Tuesday, Thursday and Friday evenings from April to August and re-arranged postponed matches)
- b) Match Practice (Sunday 10.30 am to 2.30 pm from April to August) organised by any of the Ladies or Men's Team Captains.
- c) During the official club tournament finals days and organised social/coaching events (e.g. kids camps, veteran's tennis times etc.)
- d) When there is an arranged set being played.
- e) When the courts are being used for coaching activities by the club coaches, kids camp or when the courts have been allocated for use by The Tennis Management Committee to other bodies, e.g. Merseyside Veterans, school use etc.

3.2 Social Play is organised by the Club Captain or by a Member of the Tennis Management Committee if the Club Captain is not available.

3.3 Two courts are to be made available at any time except as noted under a) b) and c) and e) above for the use of the club appointed coaches to coach EWLTC members.

### **4. Arranged Sets**

4.1 Arranged Sets are allowed for club members. Members wishing to use this facility need to book in advance with the Club Captain and EWCCA Community Manager, who controls the bookings calendar. The procedure is as follows: -

- a) Courts are available as designated by the Tennis Committee.
- b) 24 hours' notice must be given.
- c) Members may play arranged set tennis on only one occasion per week.
- d) The names of those playing in the arranged set must be confirmed at the time of the booking and the player who makes the booking.
- e) No arranged set may be booked at times noted under operating procedure 3a), b) c) or e)

## **5. Priority of court use**

5.1 All Adult and Student Members have priority over Intermediates and Juniors. However certain Intermediates and Juniors have Adult Membership Status as designated by the Tennis Management Committee.

5.2 On Monday evenings and Saturday mornings, Juniors and Intermediates have priority over Adult and Student Membership.

## **6. Visitors**

6.1 Any playing member may invite a guest to play; the former is responsible for the fee. The facility may be suspended if considered necessary by the Tennis Management Committee for play at peak times. No guests can play if members are waiting.

## **7. Tennis Kit**

7.1 Club Policy on Tennis Kit:

Inter-club Match Play: Recognised tennis kit must be worn.

Practice shirts may be worn for social play if they are recognisable as tennis attire, however, practice shirts are not allowed to be worn for match play.

7.2 Members shall during play, wear tennis shoes. No footwear with raised heels, spikes, studs, cleats, bars or deep ribbing are allowed.

7.3 Any Member of the Tennis Management Committee can require a player to leave a court if not suitably dressed.

7.4 Club Members inviting Guests to play are expected to inform them of the club policy on tennis kit.

## **8. General House Keeping**

8.1 Food, chewing gum, glasses, bottles and cans are not allowed to be taken on the courts.

8.2 All items taken on to the courts must be removed when leaving.

8.3 Smoking is not allowed in the Clubhouse or on the courts.

8.4 Members are allowed to bring their children on to the premises. However, such members shall be responsible for the welfare, supervision and control of their children.

8.5 Other than tennis, ball games are not allowed on the premises.

8.6 Dogs are not allowed on the premises unless they are providing support to a disabled person or have been registered with EWCCA as having permission under The Association policy on dogs on site.

8.7 Bicycles are not to be ridden on the premises and they are to be parked in the bicycle rack provided.

## 9. **Site Security**

9.1 When leaving the premises, the last to leave must lock the gates for security purposes.

## 10. **Policies**

The Club operate the following policies which are displayed on the notice board and can be found on the website:

10.1 Privacy policy of EWCCA (under the general data protection regulations (GDPR))

10.2 Safeguarding policy and the appointment of a Welfare Officer and Deputy Welfare Officer

10.3 Diversity and Inclusivity Policy

10.4 Safeguarding Whistleblowing Policy

10.5 Code of Practice for Juniors Policy

10.6 Photography Policy

10.7 Complaint Policy and the appointment of a Complaints Officer

## **THANK YOU FOR YOUR CO-OPERATION**

If there are any queries, please contact any member of the Tennis Management Committee.