

STANSTED TENNIS CLUB

PRACTICAL GUIDE FOR MEMBERS 2022/23

Items are listed alphabetically. Please see Appendix 1 for routine court timetable and Appendix 2 for contact details.

NOTE: Appendix 2 is not available via the STC website. If you are viewing this document from the website, please email contact@stanstedtennisclub.co.uk if you require further information. Alternatively, the document is displayed in full on the Clubhouse noticeboard.

1. **BALL MACHINE:** STC has a ball machine for hire by members. Bookings are made online via the STC website and members must be registered to use the ClubSpark platform to do this (see paragraph on “Website” below) . Full instructions on making a booking are given online via the Court Booking page of the website. The cost of booking the ball machine is £8 per hour and a court should be booked separately (there is no court booking fee for members).
2. **CLUB TOURNAMENTS:** STC has a number of one-day trophy tournaments which are usually held between April and October. Other tournaments include club ladders, and various social tournaments, as well as the annual knockout tournament culminating in Club Finals Day (early September). Details of individual tournaments will be sent out by email and posted on the website and the Clubhouse noticeboard, along with contact details for the organiser of each competition.
3. **COACHING:** Coaching is available for adult and junior members. See Appendix 1 for coaching timetable and Appendix 2 for contact details. Precedence is given to Club members, but where space permits, non-members may join in the coaching sessions. Once a player has attended three adult coaching sessions, they will be required to become a paid up member of the Club. In the case of junior coaching sessions which are run as blocks, non-members are welcome to attend for the whole block.
4. **CONSTITUTION:** The STC Constitution can be found on the STC website and on the Clubhouse noticeboard.
5. **COURT ACCESS:**
 - **Playing times:** The courts are available to members most of the time, apart from during the regular, weekly coaching sessions and Club Sessions listed in the table at Appendix 1. In addition to the regular weekly timetable, courts are also booked on an ad hoc basis for adult inter-club matches and STC tournaments. STC tournaments take precedence over Club Sessions and detail of these can be found both in the online diary via ClubSpark and on the Clubhouse noticeboard. Adult inter-club matches and official coaching sessions are also shown in the online diary so please check court availability before coming to the Club.
 - **Club Sessions:** these sessions are open to all members however members will not be allowed to pre-arrange sets. Games will be played on a rota basis, using the peg board, which will ensure that players play in turn and mix up with everybody present. For full instructions on how the peg board works, please see the notice in the Clubhouse.
 - **Booking courts:** there is no charge to members for booking courts which may be booked whenever they are free (see Playing times above). Bookings are made online, and members must be registered on ClubSpark to do this (see

paragraph on "Website" below). You may book a court for up to one hour for singles play and two hours for doubles, up to a maximum of three bookings per member per week. No games should be booked more than 21 days in advance (apart from adult inter-club matches and STC tournaments which are booked by the relevant organisers). These rules are subject to review depending on court utilisation and you will be notified of any changes by email. To make a booking, follow the link from the Court Booking page on the STC website which opens a new page. Click Book a court then choose a date and time. Full instructions on how to book can be found by following Court Booking/Book a court/How to Book. Where necessary, the originator of any court booking is responsible for cancelling or amending their reservation as soon as possible. No member is permitted to cancel or amend a reservation made by another member. If you need help with making court bookings, please see Appendix 2 for contact details.

6. **ESSEX SMALL CLUBS LEAGUE:** STC enters teams at various levels in the ladies', men's and mixed competitions run by the Essex Small Clubs League (ESCL). Leagues are operated for the summer and winter seasons. Should you be interested in playing in one or more of the STC teams, please see Appendix 2 for contact details.
7. **FIRST AID:** The First Aid box is on the wall just inside the Clubhouse door on the left. Please ensure that all accidents are recorded in the Accident Book which is kept on top of the First Aid box.
8. **FLOODLIGHTS:** These are operated by inserting tokens into meters in the Clubhouse changing room. See Appendix 2 for who to contact to purchase tokens and the current price. Tokens are provided free of charge for evening Club Sessions (see Appendix 2). Each token lasts for 30 minutes and an on-court red light warning system gives you five minutes to insert a further token. Please do not insert more than one token at a time. Floodlights are available until 10.00pm Monday-Saturday (no tokens after 9.30pm), and until 9.00pm on Sundays (no tokens after 8.30pm). Please take note of the on-court warning system and put tokens in the box **before** the lights go out, otherwise you may need to wait up to 15 minutes before re-illumination.
9. **GDPR:** The Club has a Privacy policy detailing the nature of personal information collected by the Club and the purposes for which it is used. The current version of the policy is displayed on the STC website and the Clubhouse noticeboard. See Appendix 2 for contact details of current GDPR/Privacy policy officer(s).
10. **JUNIORS:** We have two junior categories Junior A (16-21) and Junior B (15 years and under). Young juniors (ie primary school age) should not be left at the Club for general play without an adult. The adult does not need to be a member of the Club to be present in a supervisory capacity. Older Junior members (ie 11-18 years) playing without a supervising adult are not allowed in the Clubhouse without an adult member (see Keys and Security below).
11. **KEYS AND SECURITY:**
 - Front gate to courts:** The front gate giving access to the courts is secured via a combination padlock. New members are given the code for this padlock when joining the Club; existing members will have been notified of the code by email. To open the lock dial in the code, then push the black button on the underside of the padlock. On leaving simply close the lock and scramble the number. The code will periodically change (usually to coincide with the start of the membership year) and you will be notified by email of any such change.
 - Clubhouse keypad:** the Clubhouse is locked via a keypad. Adult members will be

notified of the code as for the front gate padlock. Junior B members (15 years and under) are only

permitted in the Clubhouse in the presence of a responsible adult.

Last member to leave the courts: Please turn off lights, securely close the Clubhouse door and padlock the court gate remembering to scramble the numbers. The premises are at risk if not locked when not in use.

Car park gates: These are secured with a combination padlock, the code for which is displayed on the Clubhouse noticeboard. The last person to leave the car park in the evening should lock the gates.

12. LOST PROPERTY: Members should check for lost property regularly. The Committee reserves the right to dispose of unclaimed items two weeks after notifying members by email of this intention.

13. MAINTENANCE: The Committee arrange for large-scale maintenance (eg deep-cleaning of courts, hedge-trimming, floodlight inspections etc), however all members of the Club can help to keep the premises tidy and in good order by spending a few minutes each time they play. This might include sweeping leaves from the courts when necessary, and washing up in the Clubhouse. Brooms for leaf sweeping are in the large cupboard opposite the door to the Clubhouse. The key for this cupboard is in the changing room behind the wooden flap covering the electricity meter.

Circuit breaker: Should you wish to use the leaf blower, this must be plugged into a circuit-breaker socket just inside the Clubhouse door on the left. The jet washer must also be used with a circuit breaker.

Working parties are organised on a regular basis when a more concerted effort is required eg jet washing the courts, gardening, small DIY projects. There is also a rota for cleaning the Clubhouse. Please look out for emails and consider volunteering if at all possible (see Appendix 2 for contact details)

14. MANAGEMENT COMMITTEE: See Appendix 2 for current list of Committee Members. Committee meetings are held regularly throughout the year, approximately every six to eight weeks. If you would like to raise a query for the Committee, please contact any Committee member, or complete a slip and place in the Suggestion Box in the Clubhouse.

15. PUBLICITY: Club news and details of events will be sent by email as well as appearing on the Clubhouse noticeboard, in Club e-newsletters, on the Club website (stanstedtennisclub.co.uk) and in the Stansted 'Link' magazine.

Club noticeboards: The noticeboard in the Clubhouse is for STC-related items, such as tournaments, coaching, matches, etc. A small portion of the noticeboard is available as a community forum where members can advertise private/personal enterprises. Please ask permission from the Committee before putting up an advert (see Appendix 2 for contact details). The external noticeboards are for STC-related matters only.

16. RACKET RESTRINGING: Racket restringing is offered at very reasonable rates. See Appendix 2 for contact details.

17. RISK AND RESPONSIBILITY: ALL PLAYERS USE THE COURTS AT THEIR OWN RISK.

Please take special care if the courts are wet or icy.

Stansted Tennis Club cannot take responsibility for any personal belongings brought to the Club premises. Items left in the Clubhouse are left entirely at the owner's risk (see Lost Property above).

18. RULES AND ETIQUETTE: The Club has certain standards and values which are core to

its ethos. Members are expected to conform to the standards set out in the STC “Rules and Etiquette” document, which is fully supported by the STC Committee. This document is sent to new members on joining the Club and the current version is displayed on the STC website and the Clubhouse noticeboard.

19. TENNIS BALLS: The Club provides tennis balls for adult Club Sessions only. For all other occasions, members must provide their own balls. Members are advised to name their own tennis balls clearly.

Used tennis balls are available to purchase. See Appendix 2 for contact details and current price.

Tennis balls which are knocked into the garden of Potts Cottage to the south of the Club **must not** be collected, but will be returned when possible.

20. VISITORS: Visitor fees at the time of publication of this document are £2 per hour for booked courts and £4 per Club Session. Visitor fees are automatically taken through the ClubSpark booking system, but for Club Sessions please use the log book for recording visitor’s details, kept above the honesty box (just inside the Clubhouse door on the left). Please log your name and payment method which can be by BACS directly to STC (Account no: 60845531, Sort code: 20-36-98 with the description 'Visitors Fees') or by cash into the honesty box. Each visitor is allowed to play on three occasions, but must then join as a member. Any visitor fees paid will be deducted from membership fees due.

21. WATER SUPPLY IN THE CLUBHOUSE: The water used in the Clubhouse is metered and the meter is at floor level in the far right corner of the Clubhouse. The blue lever controlling the water is to the right of the meter. Both the meter and the lever are enclosed in labelled boxing.

Winter Measures: To prevent freezing pipes during the winter months (November-April inclusive, unless otherwise notified), the water **must** be turned off by the last person to leave the Clubhouse according to the following procedures:

- **Turn off water at the meter using the blue lever.** The off position is when the lever is at right angles to the pipe on the floor.
- **Fully open both taps at the kitchen sink.**
- It is not necessary to leave on toilet basin taps or flush the toilet, as the cloakroom has a heater providing frost protection which should be left on at all times.

22. WEBSITE: The Club website can be found at <http://www.stanstedtennisclub.co.uk>. The website has the facility for making online court bookings, hiring the ball machine, paying visitor fees as well as paying membership subscriptions. All these functions require members to be registered with ClubSpark, which is an online platform supported by the Lawn Tennis Association (LTA). Details on how to register with ClubSpark are sent to members on joining STC. See Appendix 2 for contact details of the website organiser and the Membership Secretary.

23. WELFARE: The Club’s policies on Safeguarding, Diversity and Inclusion are displayed on the STC website and the Clubhouse noticeboard. The Club also has a Welfare Officer (see Appendix 2 for contact details). Any welfare concerns should be raised directly with the appropriate authority however the Welfare Officer is available to listen to any issues and talk through the procedures for reporting concerns, providing information and guidance as necessary, eg with regards to the requirement for documentation.

Appendix 1

Routine Court Timetable (please check ClubSpark diary for ad hoc bookings)

MONDAY	Adult Group Coaching (OT)	9.30am-11.00am (term time only)
	Junior Coaching (OT)	5.00pm-6.30pm (October to March – term time only)
	Ladies' Night	6.00pm-8.00pm (2 nd Monday of each month)
	Men's Night	7.00pm-9.00pm (4 th Monday of each month)
TUESDAY	Junior Coaching (OT)	After school (term time only). Check ClubSpark diary for details.
WEDNESDAY	Adult Club Session	9.30am-12 noon
	Junior Coaching (OT)	After school (term time only). Check ClubSpark diary for details.
	Adult Club Session	7.00pm onwards (except 2 nd Wednesday of each month)
THURSDAY	Junior Coaching (OT)	After school (term time only). Check ClubSpark diary for details.
	Adult Group Coaching (OT)	7.00pm-8.30pm
FRIDAY	Adult Club Session	9.30am-12noon
	Bentfield School (Coaching) tbc	3.30pm-4.30pm (March to October – term time only)
	Junior Night	4.30pm-6.00pm (March to October)
SATURDAY	One-to-one Coaching (MT)	8.00am-12noon (one court)
SUNDAY	Adult Club Session	10.00am-1.00pm
Key to coaches: MT = Martyn Taplin; OT = Ollie Toms		
IMPORTANT - Coaching times may vary from month to month. Please check ClubSpark.		