

Some Useful Numbers

Website: www.tenniscrawley.co.uk

Office: Tel: 01293 533388
(24-hour answer phone)

E-mail: crawleyltc@hotmail.com

Chairman:

Head Coach: Nigel Allingham
Mobile: 07948 372611

Dome Admin: Nigel Allingham &
Jackie Doherty
Mobile: 07896 628036

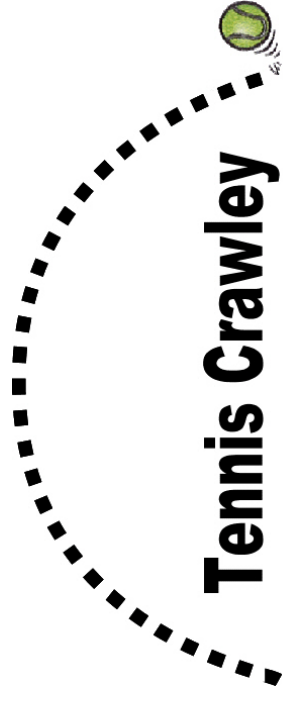
Membership Secretary: Jackie Doherty
Mobile: 07766 815754

Club Secretary: Christine Stace
Mobile: 07704 556996

Assistant Coach: Jamie Robinson
Mobile: 07776 184189

Orange/Green/Mini-tennis Coach: Kelly Slater
Mobile: 07727 133157

Red Mini-Tennis Coach: Kerry Gould
Mobile: 07875 051636



Crawley Lawn
Tennis Club

Senior Members' Handbook

Introduction

Welcome, the Committee and members hope that you will enjoy your membership of Crawley Lawn Tennis Club.

This booklet is designed to help you in a number of ways:

- To tell you a bit about the club
- To introduce you to the facilities available
- To inform you about membership protocol and procedures.

Committee

The club is a non-profit making organisation and the committee, elected by the members at the Annual General Meeting, manages the club and its finances. The committee members are listed in the Clubhouse and are happy to answer any questions you may have.



Subscriptions

Subscriptions are normally due at the beginning of April, and may be paid either in full, or with up to five post-dated cheques. The members vote in the annual subscription each year at the Annual General Meeting, usually held in February.

Social Membership	11
Subscriptions	2
Summer Club Sessions	3
Teams	8
Tournaments	6, 7
Useful Numbers	16
Veterans' Tournament	6
Visitors	10
Wimbledon Ballot	12
Winter Club Sessions	3

Any information in this document is correct at the time of printing and is intended to be a general summary. The Club Rules and individual tournament rules posted on the notice board take precedence in the event of any conflict.

Revised March 2008

Index

American Tournaments	7
Annual General Meeting	2
Bar	11
Block Bookings	9
Booking Courts	9
Club Sessions	3, 4
Coaching	11
Committee	2
Court Etiquette	8
Dave Carroll Event	7
Dome Booking	9, 10
Dome Club Sessions	3, 4
Dress Code	8
Fees	7, 10
Floodlights	10
Guests	10
Handicapped Tournament	6
Injury Compensation Policy	7
Introduction	2
Leagues	5, 6
Notices	3
Organisation of Club Sessions	3, 4
Pauline Dunn Tournament	6
Protocol	5
Security	12/13
Shoe Tags	9
Social Activities	11

Club Notices



There are a number of notice boards in the Clubhouse and these are constantly changing, giving you information about events and items of general interest. Do read them!! In addition a newsletter is periodically circulated by e-mail.



Tennis

- Club Sessions
- Leagues
- Tournaments
- Teams

Club Sessions (Doubles Play)

All club sessions have priority use of the dome in wet weather. (See page 4 indoor sessions).

Summer (April – August)

- Tuesday, Thursday & Friday (Novice) evening club sessions will begin at 5.30pm with 2 courts available until 6.30pm and NO dome cover. From 6.30pm – 10.00pm courts will be available (as per booking sheet) until poor light stops play. Please note that courts 4 & 5 have floodlighting.
- Wednesdays 10.00am – 12 noon.
- Sundays 10.30am – 1.00pm.

Winter (September – March)

- Thursday & Friday (Novices) 7.00pm – 10.00pm.
- Wednesdays 10.00am – 12 noon.
- Sundays 10.30am – 1.00pm.

The club will supply 2 new tubes of balls for all winter indoor club sessions.

Club Sessions

Organisation

- There is a board just inside the main clubhouse door, and each member's name is placed alphabetically on a magnetic tag on the board. (New members may need to use a Visitor's tag until their own is ready.) When you arrive, put your tag on the 'waiting to play' board.



- **Outdoor sessions:** The member whose tag is first on the 'waiting to play' board chooses 3 others from the members waiting to play.
- **Length of play:** There are no tiebreaks during club sessions ~ if the score reaches 5-5, the eleventh game will be the decider. At the end of the set, assuming that you wish to continue to play, return your tag to the 'waiting to play' line. The winning pair's names should be placed ahead of the losing pair's.



- **Indoor sessions:** The first member to arrive usually hosts the session. Members sign in and pay the £3 charge. Foursomes are chosen trying to ensure that the ability spread is as well balanced as possible, that both courts are constantly in use and that the same players do not play together too often. 30 minute sessions are played, changing on the hour and 30 minutes past the hour, the host calls time and new foursomes are arranged.

If you find you are the last person to leave the club at the end of the day please ensure that the Clubhouse is locked and the alarms set, also that the dome and compound gate are locked. If you are the first to arrive on any morning, the alarm will need deactivating. The procedure is quite simple and is detailed just inside the Clubhouse.

If at any time you see anything suspicious going on, you are encouraged to challenge anyone you think should not be on the premises, and/or phone the police.

Finally.....

If the information in this booklet doesn't cover everything you need to know, do feel free to ask. Hopefully you will find us a friendly group and you will enjoy a long and happy membership.



All Club members that have joined British Tennis are eligible to participate in the annual ballot for Wimbledon tickets. These are assigned to the Club by the LTA and have to be paid for at face value. The number of tickets we receive is dependent on the number of members that have joined British Tennis.

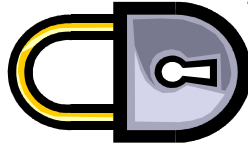
What You Can Do

The Club is run by its members who are elected at the annual general meeting.

Even if you are not on the committee, you can volunteer your help in a variety of ways e.g. serving behind the bar, odd jobs around the Clubhouse, 'professional services' from those with technical or business expertise, 'spring cleaning' the Dome and Clubhouse.



Please don't be backward in coming forward!



Security

As you will appreciate, the Club is left unattended out of hours and we have no immediate neighbours to watch over the premises so the possibility of vandalism and burglary is a serious concern. The main door access code is changed periodically and **must not be divulged to non-members.**

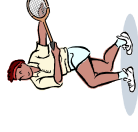
Protocol

- **Balls** All players should come to Club sessions with at least one set of four balls (good quality!) and offer these for play. New match balls are usually available for sale in the bar, office, or from the Head Coach.
- **Be considerate** to the other members ~ if the club night is a busy one, with a lot of members waiting to play, avoid long drawn out deuce games ~ (play one deuce only).

Leagues

Singles League:

- All year round (each competition lasts typically 2 months).
- No fee.
- Unisex ~ i.e. any member, whether male or female, may challenge any other member in their division.
- Participants are divided into divisions of 7 players. Each member is expected to play a match against each of the other six in their division, within a two-month time frame (on days/times mutually agreed by the participants).
- Matches are decided on the best of 3 sets. Both players get 1 point for playing the match and an additional point for each set won.
- At the end of the two-month period, the two players with the most points in their division are 'promoted', and the two with the fewest points are 'relegated'.

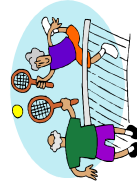


Winter Doubles League

- Winter only, in the Dome.
- An entry fee is charged to cover the Dome costs and administration. **This must be paid before the start of the competition.**
- Doubles take place on Tuesdays evenings.
- The rules for the Winter Leagues are posted on the notice board in the Clubhouse as well as being circulated to participating members.
- The dome administrator sets the play schedule. If you are unable to play on a particular night, arrange a swap, and let the dome administrator know so that the 'Master Schedule' can be kept up to date.

Tournaments

- **Main Club Tournament:** Held during the early summer, with ladies', men's and mixed categories.
- **Handicapped Tournament:** Held in late summer, also with ladies', men's and mixed categories. Handicaps are decided before the start of the tournament, ensuring that everyone, regardless of ability, has a reasonable chance. Junior members also take part, so if you're drawn against a junior, beware ~ some of them are very good!!
- **Veterans' Tournament:** Held in the late spring.
- **Pauline Dunn Tournament:** Held in the late winter/early spring.



Coaching

The club has a team of qualified coaches who offer a full repertoire of both one-to-one and group coaching. Details are displayed on the Head Coach's notice board in the Clubhouse. He will also be happy to advise you on individual requirements and equipment such as racquets.

The Social Side

The Bar is managed by the Bar Manager and 'manned' by members. Opening hours are listed on the Bar door. Non-members must be accompanied by a member.



Throughout the year there are a variety of non-tennis activities ranging from Club suppers, to Quiz Nights, Race Nights and Disco's. The Clubhouse is also available for private hire.

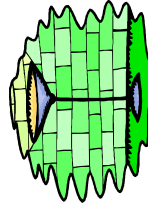
If you have a friend or partner who does not play tennis, but who would like to attend social events on a regular basis, Club Social Membership is available, and this makes the events cheaper for them!

There is no signing in formality in the bar and non-members are always welcome.

booking sheets in the Clubhouse or by telephone or text to the dome hotline. **All calls or texts to the dome hotline have priority over walk-on bookings.**

Fees for the Dome, according to the tariff on display, should be put in an envelope (available in the Clubhouse) and posted through the office post box **before you play**.

- DOME HOTLINE 07896 628036 -



Courts 4 and 5 are equipped with floodlights, which are coin-operated from boxes by the door in the Clubhouse. Local regulations require that the floodlights are not used after 10.00pm.

Guests/Visitors to the Club must be signed in on the sheet by the club office by a member. The appropriate fee must be put in an envelope and posted through the office post box **before they play**. Members may bring up to three guests at a time, and as many as they like during the course of a year, but NO guest/visitor may play more than six times in a year.

PLEASE MAKE SURE THAT GUESTS AND VISITORS ARE AWARE OF THE CLUB DRESS CODE AND COURT PROTOCOL.

- **American Tournaments:** These are one day tournaments held throughout the summer season (often arranged by members). In these tournaments, members enter individually and are partnered with a different member for each short doubles match, ensuring that good and not so good members get the opportunity to play together.
- **Dave Carroll Event:** Held around Easter time; a one-day American Tournament.

Tournaments may involve a small fee to cover prizes and administration.

Sign-up forms are posted in the clubhouse.

ANY FEE MUST BE PAID BEFORE PLAYING!!

Injury Compensation Policy

- Injuries suffered either on court or elsewhere which prevent a member from playing will receive compensation.
- The date of compensation will be the date the injured party formally informs the Membership Secretary that he/she is unable to play.
- The minimum period for compensation is 2 months.
- All compensation will be in the form of credit towards the following year's subscription.
- Please see the Membership Secretary for further information.

Teams

We currently have four men's teams and three ladies' teams in various leagues against other clubs in Sussex and Surrey. There are about six members in each team. If you are interested in playing for a team, please speak to the Head Coach.

Court Etiquette

- Do not enter the court until play stops between points.
- Close the gate after entering or leaving the court.
- No cans or open bottles on court and please take your rubbish with you when you leave.
- Do not disturb other courts with excessive noise.

Thank you for being considerate to other players.

Dress Code

- There are no restrictions regarding colour but recognised tennis apparel should be worn.
- Men should not play bare-chested, and tennis shirts should have sleeves.
- Ladies are asked not to wear crop tops or pedal-pushers.
- Proper tennis trainers are required (no black soles as these mark the courts).



Playing More Tennis



In addition to all the above opportunities, you may wish to play 'private' matches either against other members or against non-members. The Club is open to you every day of the year except Christmas Day, so there are plenty of opportunities to play!

Please make sure that you place your tag on the magnetic court board whenever you are playing - and don't forget to replace it when you have finished!!

Shoe Tags: All members are expected to wear their club shoe tag as proof of membership. Shoe tags will be issued annually to renewing members and to new members on joining. Spare shoe tags are available from the office for a small charge. Please question anybody found playing on the courts not wearing a shoe tag.

If you wish to **pre-book a court** either outside or in the Dome, there are booking sheets inside the Clubhouse.

Outdoor Courts: You can reserve a maximum of 90 minutes, up to seven days in advance.

There is no charge for outdoor courts. **Block bookings** are not permitted on the outside courts.

Indoor Courts: Members can make **Block bookings** from July each year. **Casual bookings** can be made all year round, either by using the