



WELCOME LETTER

AUGUST 2023

Welcome to Ormskirk Tennis Club

Thank you for joining Ormskirk Tennis Club, the Management Committee would like to take this opportunity to extend a warm welcome to you and trust that you will enjoy many happy hours of tennis with friends and fellow players.

Ormskirk Tennis Club was established in 1905 and has a proud history of providing residents and the local community with opportunities to play tennis both at a competitive and social level. Listed below are some of the key points about the Club which you might find helpful.

Club Facilities:

Five outdoor, artificial clay courts

Two floodlit courts

Separate male and female changing facilities and showers

Clubhouse with kitchen

A small bar which offers both alcoholic and non alcoholic drinks and snacks

Lounge area and table tennis table

Car Park

Membership:

There are a number of categories of membership allowing for access to a wide range of players; Honorary (by invitation), House (non playing members), Junior under 10, Junior under 16, Parental (for parents who wish to play only with their own child), Senior, Student (16+ in full time education) and University.

The use of facilities is available to all and eligibility for team selection is restricted to members who have paid their subscriptions by **the last week in March** each year. Players may only participate in matches if subscriptions are paid by the due date as the club must register eligible players with the Southport and District League by this date

Members may register to become a Lawn Tennis Association Advantage Member, at no cost, by accessing the LTA website, www.lta.org.uk. Membership of which also allows for access to the Wimbledon Ballot. All members are asked to register as the LTA provides regular updates about British Tennis and members are given a British Tennis number which is required for competitive play.

Opportunities for Playing Tennis:

The Club strives to provide opportunities which satisfy the requirements of all members whatever their age or ability. Competitive opportunities are offered through participation in the Southport & District League and the Liverpool Tennis League. Players registered as LTA Advantage Members may also participate in tournaments offered through the LTA by Tennis Lancashire .

In order to participate in league matches members must be registered by their own club, Anyone requiring further information about playing for teams or wishing to register an interest should please contact the Club Captain, Jenny Watling, on 07753 743021 by mid March. The Club enters five teams in the Southport and District League, which caters for all standards of play, and one men's team in the Liverpool League. Each team has a designated Team Captain who is responsible for team selection but it would be appreciated if players would make their availability for play known at the start of the season.

The Club also provides a comprehensive programme of social tennis throughout the year including; social tournaments, daytime and evening social sessions and free play. Members wishing to book courts for free play should do so through the Clubspark website. Information about all tennis opportunities is displayed on the notice boards and the website.

The main competitive tennis season lasts from April to September but in order to provide further year round opportunities the Club operates an internal Winter League from October to March. This is a social event and all senior and student members are welcome to participate. The Southport and District League also operates a Winter League and more information about this can be obtained from Jenny Watling, the Club Captain.

The Club has a thriving junior section catering for children from four to sixteen and a comprehensive annual programme of activities operating throughout the year which is planned by the Head Coach and delivered by the fully qualified coaching team. Juniors participate in competitive tennis events through membership of the Southport and District League and through LTA tournaments. Organised Junior social sessions take place on Friday and Sunday. At other times Juniors under ten must be accompanied by an adult at all times but those aged eleven to sixteen may play whenever the courts are not in use for timetabled events. Please check the Clubspark website for court availability.

Adults who wish to play only with their own children may take out Parental Membership at a reduced rate which allows them to play whenever the courts are not otherwise in use.

Coaching:

Ormskirk Tennis Club is proud to offer the services of a strong team of LTA accredited coaches led by the Head Coach, John Chatterley. An annual programme of coaching opportunities is arranged to cater for senior and junior players of all levels, ranging from beginner, through improver to advanced players. Information is displayed on the noticeboards and on the club website. Further details can be obtained from the Head Coach, John Chatterley, on 07980 941288. All coaches are LTA qualified and accredited, DBS registered and have completed Safeguarding and First Aid Training.

Welfare and Safeguarding:

Ormskirk Tennis Club is committed to offering a safe and inclusive environment for members, coaches, volunteers and parents, allowing them to come together socially and to enjoy the sport.

The Club adheres to the LTA's Safeguarding Policies and Procedures through the implementation of the Ormskirk Tennis Club Safeguarding Policy and Action Plan which

aims to minimise risk, deliver a positive tennis experience and respond appropriately to any safeguarding concerns/disclosures.

The club also adheres to the LTA Code of Conduct which can be found on the club website or the clubhouse noticeboard.

Ormskirk Tennis Club is committed to prioritising the well-being of all children, young people and vulnerable adults by promoting safeguarding in our club at all times, including in any programmes and events which take place on club premises, or are organised by the Club Coaching Team but delivered at other locations. All activities, events and competitions arranged by the Club are operated in accordance with the LTA's Safeguarding at Events, Activities and Competitions Guidance.

All coaching staff, junior captains and volunteers who come into contact with children, young people and vulnerable adults are subject to a criminal records check and must first obtain DBS clearance.

The Club Welfare Officer is Jenny Watling and she is responsible for the implementation of policies and ensuring the safeguarding of children, young people and vulnerable adults and any concerns should be addressed immediately to her on 07753 743021

Information about welfare and safeguarding plus the Club Policy and reporting procedure is displayed on the noticeboard in the clubhouse and on the Ormskirk Tennis Club website, please take the time to make yourself familiar with it.

If any person connected with the club in any capacity has any concerns, however minor, about a safeguarding issue please contact the Welfare Officer, Jenny Watling on 07753743021 or by email at welfare@ormskirktennisclub.co.uk

On occasion young people may be transported to league matches by adult team members who are not required to be DBS checked in the normal course of events. If this does occur the parents of the young person will be notified and required to give written permission for the child to be taken to the match. It is the Club's policy that drivers will try to make arrangements so that the child is not alone with one adult whenever possible. In the first instance parents will always be asked to deliver and collect their children to and from matches.

Court Availability:

A strict court timetable is in operation, which all members are requested to respect. Notices regarding court requirements are not permitted to be displayed by individual members anywhere in the clubhouse. Members wishing to book court time should book via the ClubSpark Website, which can be accessed via the Club's Website and by signing in using the email address used when applying for club membership. If you have any issues accessing the system please contact John Chatterley, the Club Coach on 07980 941288.

When the courts are not timetabled players are free to make use of the facilities but prior booking is always recommended.

Visitors:

Members may introduce visitors to the Club and use the facilities at a fee of £5.00 per visit, (£3.00 Juniors), for a maximum of three visits, after which they are expected to join the Club. The member is responsible for collecting the fee and passing it to an officer of the club who will record it in the in the Visitor's Book. Visitors may only use the courts when not booked by members.

Courts:

The Club has invested heavily in state of the art all weather courts which can be used throughout the year. Unless otherwise timetabled the courts are open for free play from 9:00am to 10:00pm.

In order to preserve the life of the courts and to maintain the best playing surface players are asked to adhere to the following guidelines;

Please make sure that footwear is clean to prevent debris being walked onto the courts as this becomes embedded in the playing surface.

Food, drink and sweets must not be taken onto the courts as any spills soak into the carpet and cannot be removed. Water in plastic bottles may be taken onto the courts but glassware and cups must not be used.

When play has finished all debris, including the sharp metal lids from ball tubes, should be placed in the bins provided.

It is the responsibility of all members to keep the courts clean and tidy in order to prolong the life of the carpet.

Courts must be brushed after play leaving them accessible to others and to prolong the life of the carpet. Please brush the court lengthways from net to fence ensuring that all playing areas between the courts and the fence are brushed, this not only restores the surface to a suitable playing condition but also deters the growth of moss and weeds which accumulate and make the surface less porous. The courts must be brushed in all conditions unless there is standing water on the court. Please leave them as you would wish to find them.

The Club enters into a maintenance contract with Envirolawn which entails five visits per year in order to keep the courts in optimum playing condition. This is a significant financial commitment from the Club but all players are expected to play their part in the daily maintenance of the courts.

Dress Code:

Members and visitors are required to wear appropriate tennis clothing and footwear. Football kit, jeans and beachwear are not acceptable. To prevent damage to courts players

should wear appropriate footwear to reduce the chance of slips and falls, but ridged, serrated or studded trainers should not be worn .

Please make sure that all footwear is clean before walking onto the courts. When leaving the courts and before entering the club house please ensure that all sand is cleaned from the soles of shoes on the mats and scrapers provided. Sand should not be walked into the clubhouse as it marks the floor. Brushes and mats are provided at the exit to the courts and at the clubhouse door.

Play:

When on court members are requested to adhere to court etiquette and to refrain from walking across or behind courts when play is in progress. If balls accidentally roll onto another court please return them when convenient.

During 'Social Play' no membership type takes precedence over any other. If members are waiting to play during designated social times, then the game which has been in play the longest should be restricted to one tie break set before players give way to those waiting.

Juniors under 10 must be supervised on court at all times. Juniors under the age of 16 should not enter the clubhouse after 9:00pm unless authorised to do so.

The Club pursues a policy of playing to strength in League matches irrespective of age. Junior and Student members may participate in senior play by invitation of the Committee.

Information about teams, league matches, tournaments and social play is displayed on the notice boards in the clubhouse.

Health and Safety:

The health and safety of club members is given a high priority by the Management Committee. The Club does not employ staff to undertake daily oversight of the courts and equipment, or the supervision of players, but the premises are regularly inspected and any defects remedied as soon as possible. All players are asked to be vigilant and to report any issues to a member of the Committee. A regular risk assessment is undertaken to ensure that premises and equipment are safe and suitable for play, but at all times members should appraise any risk, wear appropriate footwear, and satisfy themselves that the courts are safe for use.

Children using the Club's facilities do so subject to appropriate parental permission. Parents have a duty to inform those supervising children during organised activities of any relevant health information in relation to their child. Parents also have a responsibility to ensure that their child behaves in an appropriate manner and does not do anything which may endanger themselves or others.

As stated in the Changing Room policy, children are not allowed to access the changing rooms when they are being used by adults. They must only use the changing room appropriate to their own gender and on no account must mobile phones be used in the changing room.

Members should note that there is no public telephone on the premises therefore they should ensure they have the means to contact the emergency services. Ormskirk Tennis Club is an unmanned facility therefore it is the individual responsibility of each member to assess their own fitness for play. In the event of an accident the player concerned, or a witness, should contact the Coach or a Committee Member and fill in the accident form found with the first aid kit.

Coaches are trained in first aid and a first aid kit is located in the kitchen cupboard. A defibrillator is also located in the clubhouse and is clearly visible.

Clubhouse and Bar:

The social areas of the clubhouse comprise a lounge area, kitchen, table tennis area and bar. These are available for use by members at any time. Please ensure that others can enjoy these facilities by keeping the clubhouse clean and tidy and leaving it as you would expect to find it. Please clear away food and drink from the tables or counter tops, wipe up all spills immediately and brush the floor if necessary before leaving.

When making use of any kitchen equipment, including crockery, cutlery and glassware, please ensure that items are washed thoroughly and returned to their correct location.

The Club employs a cleaner and groundsman for a few hours each week but it is the duty of all users to maintain the facilities and courts as they would wish to find them.

The bar area is restricted to persons authorised by the Committee to dispense drinks or snacks. Junior and Student members under the age of 18 are not permitted to enter the bar. Designated committee members act as key holders.

Access to the Club House and Security:

Senior and Student members can obtain a key to the club house from Rob Owens, 07916 139342, or Brenda Golds, 01695 575045 at a cost of £5. An alarm system is in use and details of how to operate this will be made available to members upon joining. It is important that all members set the alarm and lock up after using the clubhouse facilities. When leaving please make sure that all lights and heaters are switched off .

As is standard practice these days, Ormskirk Tennis Club must ensure that the club house and its facilities are protected. We ensure that this is done by using a combination padlock on the main gate leading to the patio area outside the clubhouse and to the access gates to the courts. Upon joining, new members will be made aware of the combination. For additional protection, security cameras are mounted around the perimeter of the roof and this provides an extra layer of safety for our members.

Information:

Information about on going events can be found on the noticeboards in the clubhouse, on the club website, www.ormskirktennisclub.co.uk and Facebook. Members may be contacted with details of events by text or email from time to time therefore it is essential that these details are updated annually with the Membership Secretary, Rob Piper, on 07540 655606

Management of the Club:

The Club is organised and run by a Management Committee composed of volunteers, which meets each month and is responsible for all aspects of administration and organisation, from liaising with the LTA to day to day issues such as maintenance and health and safety. The committee is made up of officers; Chair, Vice Chair, Secretary, Welfare Officer and Treasurer. Other positions include the Club Captain who is responsible for arranging League Matches, the Club Coach who organises and operates the coaching programme, including school and community liaison, the Membership Secretary and General Members. The Committee is always keen to welcome new members and if you feel you could contribute in any way please speak to the Chairman, Rob Owens or any of the officers listed.

The Annual General Meeting takes place each October when the Committee reports to the membership and decisions as to the future of the Club are taken. This is an important opportunity for members to help forge the development of the Club and you are urged to participate.

For further information or to discuss any aspect of club membership please contact Brenda Golds, the Club Secretary, by telephone on 01695 575045, or by email at brendagolds2@gmail.com

Who's Who:

Chair	Rob Owens	Telephone: 07916 139342
Deputy Chair	Dave Sherwood	07917 531606
Secretary	Brenda Golds	07845 146681
Treasurer	Conor Macgabann	078161 29777
Club Captain	Jenny Watling	07753 743021
Club Coach	John Chatterley	07980 941288
Membership Secretary	Rob Piper	07540 655606