



MEMBERSHIP INFORMATION

www.lancastertennis.co.uk

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January 2019 (revised April 2019)

1. WELCOME TO LANCASTER TENNIS CLUB

We would like to extend a warm welcome to you as a new member of Lancaster Tennis Club, which is part of Lancaster Cricket and Sports Club, and is based in Lune Road (LA1 5QU) near Lancaster city centre. We have been Lancaster *Community Club of the Year* in 2011 and again in 2017. We very much hope that you enjoy playing on our courts.

We have three astro-turf courts (which are floodlit) and an orange mini-court with a practice fence – which were re-surfaced in 2016, funded by Sport England and loans from Tennis Lancashire and 5 members. We have an adjacent small clubhouse as well as a disabled toilet. As a part of Lancaster Cricket and Sports Club, our members have access to the clubhouse for this larger organisation, and this includes a bar with well-priced drinks and TV with Sky and BT Sport programmes. We also have convenient car parking.

Our aim is to encourage all our members to enjoy the game of tennis at whatever level, beginners and more experienced players and to provide them with the opportunity to play socially and competitively in a friendly atmosphere. We provide junior and adult coaching, knock-out competitions, club tournaments, social tennis and match play.

We expect all members to respect the rights, dignity and worth of all participants regardless of gender, ability, race, religion or cultural background

We are members of the Lawn Tennis Association (LTA) which provides insurance cover, help and advice. We encourage all members to register as British Tennis Members (BTM) – the number of our BTM registrations determines how many pairs of tickets our Club is allocated annually for the Wimbledon tournament.

Our Club is run entirely by volunteers and we welcome contributions by members to the organisation of the Club, and a list of the tasks we ask members to help with is at the back of the Handbook - *Appendix 1*.

In this pack, we give information on the Club and introduce you to the activities and events that take place during the year. **If you have any further queries or need advice, please feel free to contact Membership Secretary Sandra Eccles tel: 07752 619241 or email: sandra.eccles@talktalk.net**

We look forward to meeting you on court.

For additional information and up-to-date details see:

www.lancastertennis.co.uk

2. OFFICERS AND CONTACTS

CHAIRMAN
Steve Garland

Tel: 07722 541688; steve@stevegarland.co.uk

MEMBERSHIP SECRETARY
Sandra Eccles

27 Maplewood Gardens, Lancaster LA1 4PE
Tel: 07752 619241; sandra.eccles@talktalk.net

JUNIOR ORGANISER
Pat Clelland

74 White Lund Road, Morecambe, LA3 3DU
Tel: 01524 311737; patriciaclelland@gmail.com

MATCH SECRETARY,
TREASURER
CONTACT - Susan Lucas

44 Lythe Fell Avenue, Halton, Lancaster LA2 6NL
Tel : 07771 734920; susanlucas1950@live.co.uk

COACHING is provided by *Edentennis*
Eden Parkinson, Level 4 coach

Tel: 07894 549204; edentennis@hotmail.com

TOURNAMENT ORGANISER
To be appointed

CLUB WELFARE OFFICER
Annabel Orr

Tel: 01524 842890 or 07545 314750 ; catbells5@gmail.com

COMMITTEE MEMBERS
Matt Parker, Mary Rosenberg, Oliver Schaer

JUNIOR DEVELOPMENT COMMITTEE Pat Clelland, Eden Parkinson, Alan Main and Annabel Orr

3. MEMBERSHIP FEE ARRANGEMENTS

There are two ways for adults to pay the full annual membership fee – either monthly by standing order as a member of the ‘100 Club’, or by a cheque once a year (before May 1st). For the 2019 season, the total membership fee is again £120, i.e. £10 a month through the 100 Club. This entitles members to an entry in the monthly 100 Club prize draw and reduced prices in the bar of our parent Club, Lancaster Cricket & Sports Club,

There is a special lower fee for new members of £65 for their first membership year which needs to be paid by cheque. This includes Associate Membership of Lancaster Cricket and Sports Club. Cheques for the membership fee need to be issued before May 1st

For full-time students the annual fee is £40 (which includes Associate membership); and for juniors the fee is now £25 for each child.

For adults who join Lancaster Tennis Club as their second Club, the annual fee is £40. This sum includes Associate membership (£5) of Lancaster Cricket & Sports Club for which a card is issued and needs to be collected from the bar. This also entitles members to drinks at reduced prices.

If juniors play both cricket AND tennis, the combined fee is £55 per year (which is a saving of £5 on the individual fees). *Special fee arrangements can be made for family groups, and information is available from Sandra Eccles.*

If adult members do not pay their fees or arrange a standing order **before May 1st**, they will not be permitted to play matches in any team and they will be charged an additional £20 when they do join.

Cheques need to be made payable to Lancaster Tennis Club and sent to the Membership Secretary Sandra Eccles, whose address and contact details are above. *The membership application AND standing order forms can be downloaded from the Club website which also includes full details of membership fee rates - www.lancastertennis.co.uk/join.htm.*

4. ADULT TOURNAMENTS

A number of friendly, fun adult tournaments are organised during the year including an end of season in September and early winter in November. But we start with the Good Friday social tournament and BBQ, which kick starts the main playing season with a popular and enjoyable informal event. The fee in 2019 is £5 to fund prizes and the first BBQ item. It also helps us to choose members, including new members, for our various teams.

There are ladies and men's singles competitions (for players of 15 years and older) later in the season, and anyone can enter. Playing in these events is a great way to get to know other members of the Club and all members are encouraged to take part. A small charge is made for each of these events to cover expenses.

5. TEAMS AND SELECTION

Lancaster Tennis Club currently runs the following doubles teams (*with the home team and captain's details*). **In 2019 two pre-season team training events are being organised for 7pm on Tuesdays April 9th and April 16th** for anyone who would like to be considered for one of our teams.

Matches usually start at 6.30pm, home and away. The days below are for home matches:

Fylde League

Men's – Thursday – *Martin Kearns* ; email: k38fmc@tiscali.co.uk; tel: 07938 639148

Juniors – Saturday and Sunday – manager is *Pat Clelland* – see details above

Kendal League

Men's 1 – Monday – *Anthony Forrest*; email : ant.forrest@gmail.com; tel : 07971 695852

Men's 2 – Thursday – *Steve Garland*; email: steve@stevegarland.co.uk; tel: 07722 541688

Ladies – Monday – *Elena Cartledge*; elena.hext@hotmail.co.uk; tel: 07960 076250

Lancaster and Morecambe League

Mixed A – Tuesday – *Derek Metcalfe*; email: del.metcalfe1@ymail.com; Tel: 07833 760653;

Mixed B – Tuesday – *Julie Walker*; email: pe05avf@btinternet.com; tel: 07884 498671

Junior teams – matches Saturdays and Sundays – main organisers and co-ordinators are Pat Clelland, Michaela and Eden Parkinson – *see details above*.

We also enter a mixed doubles team in the Lancashire Small Clubs competition (which we have won on a number of occasions) and the Fylde Cup.

Match fees in 2019 are £3 for each match and £2 for juniors playing in adult matches.

The current Chairman of our selection committee is Sandra Eccles and normally we announce teams at least a week before the first fixture – which, for the adult teams, is in the week beginning Monday April 22nd (2019) The Club Match Secretary is Susan Lucas – email: susanlucas1950@live.co.uk and tel: 07771 734920

In the winter, we have two teams in the Lancaster & District **Winter Veterans League**

Matches now start at 1pm and in 2019/20 the fee will be £3 home matches only -

1st team in League 1 - *Derek Metcalfe*; Tel: 07833 760653; email: del.metcalfe1@ymail.com

2nd team in League 2 – *Andre Coltman*: Tel: 01524 423033 /07773 025710 ; email andre.coltman@sky.com

6. SESSIONS FOR ADULT BEGINNERS AND IMPROVERS

We have introduced sessions for adult beginners and those hoping to improve their skills. On Wednesdays from 7pm to 8pm the sessions will provide help and support by experienced Club players – on strokes, positioning and tactics. From 8pm the 3 courts will be available for social play.

7. ADULT SOCIAL TENNIS

We have informal adult social tennis sessions where members just turn up & play throughout the year on Monday mornings (10am to 12 noon) alongside U3A members

Wednesday mornings (10am to 12 noon)

Wednesday (from April onwards) evenings - from 8pm

Friday evenings - from 7pm

Sunday mornings (10am to 1pm)

Contact Mary Rosenberg on marvinr@berkeley.edu for any queries about daytime weekday sessions.

There is now also organised adult doubles in the winter months - October to March – on Thursday evenings from 7pm. Members need to register for these sessions with Steve Garland - tel: 07722 541688; steve@stevegarland.co.uk

There is **an adult singles ladder** – challenges can be made 2 places above, 2 sets – if 1 set all, then play a championship tie break. PLEASE NOTE THAT *if you need to use the floodlights for your social tennis, they need to be switched off – switches in the disabled toilet – by no later than 10pm.*

Members are also welcome to go down to the Club at any time, when there are no matches, schools sessions or junior coaching/MatchPlay Tennis AND NOTE there is usually one court available for adult social play alongside matches on Monday and Thursday evenings in the main season and sometimes also on Tuesdays.

Anyone wanting to play an informal match is recommended to use our court booking system to check on availability, and to book a court – this can be accessed from the home page of our website. Purchase of a clubhouse key is also recommended for those who plan to use the courts outside organised sessions – *see Section 14 below.*

8. JUNIOR TENNIS

FULL DETAILS of all coaching, *Play Tennis*, competitions for juniors and the teams in the local and Fylde junior leagues can be accessed from the website:
www.lancastertennis.co.uk/juniors.htm

In 2019 we have entered 3 junior teams in the *Fylde League* - two U14 teams and U17 Girls and 3 teams in the *Lancashire (formerly Aegon) League* – Boys U18, Boys U16 and Girls U16.

Eden Parkinson of *Edentennis* is our DBS checked Level 4 Performance Club coach and he organises a very full programme of coaching with Michaela Parkinson as Assistant Coach. In the winter Saturday morning coaching takes place at Lancaster Boys Grammar School.

In addition to the coaching there are Matchplay and junior team training sessions at our Club as well as an active programme of tournaments. Up to date details of the coaching sessions are on the website - <http://www.lancastertennis.co.uk/Coaching.html> . If a session is rained off then a spare week will, if possible, be used.

Junior organiser Pat Clelland can provide information on all the coaching and can also provide details of Saturday morning sessions for juniors to practice, with an emphasis on tactics and doubles play.

There are also singles ladders, in the clubhouse, for 11 and under and 14 and under players.

Pat also organises a range of singles tournaments and competitions during the season as well as mini tournaments and American doubles. Full details are added to the website as they are organised, see www.lancastertennis.co.uk/competitions.html

Contacts:

Edentennis	tel: 07894 549204; edentennis@hotmail.com – <i>Professional Coach</i>
Pat Clelland	tel: 01524 311737; patriciaClelland@gmail.com – <i>Junior Organiser</i>
Annabel Orr	tel: 01524 842890 or 07545 314750 ; catbells5@gmail.com – <i>Club Welfare Officer</i>

9. TENNIS FOR WHEELCHAIR PLAYERS

In 2013, because the Tennis Club secured funding from Sport England (Inspired Facilities) and the EDF Legacy Fund, we were able to build a new disabled toilet adjacent to the main clubhouse. This also now houses the floodlight switches. We also received a grant from the Dan Maskell Tennis Trust to purchase two tennis specific wheelchairs.

We did offer tennis coaching to wheelchair users for 4 years, but because of lack of demand these sessions have unfortunately been discontinued. Any queries about wheelchair coaching should be addressed to Susan Lucas on [tel: 07771 734920](tel:07771734920)

10. SOCIAL EVENTS

Lancaster Tennis Club and Lancaster Cricket and Sports Club organise various social events over the whole year, including race nights; quizzes; dominoes and some music nights. We encourage all our members to come to these enjoyable and friendly events.

11. CLUB OPEN DAYS

The Club now organises an Open Day every year, typically at the start of the season (**late** March/April) sometimes as part of the LTA *Great British Weekend (GBTW)*. These are **FREE OF CHARGE** and we can provide balls and racquets. We welcome adults and children to these events and especially welcome families.

In 2019 the Open Day will be on **Saturday April 27th** (2pm to 4pm) and we very much appreciate the support our junior and adult members provide during our Open Days – to make those attending feel welcome and enjoy playing tennis.

12. CLUB WORKING PARTIES

The Club now organises at least one Working Party per year to repair the clubhouse, clear the grounds and clean the clubhouse - usually before the main summer season starts and in mid/late summer. All members are asked to contribute and any help provided is very much appreciated. ***The next Working Party is scheduled for Sunday March 17th, from 1pm to 4pm.***

13. NEWSLETTER, WEBSITE, FACEBOOK and GOOGLE MAIL GROUP

Since October 2010, a regular *newsletter* has been produced to update members. Anyone who wants to suggest material, please send Susan Lucas the text direct by email (*see above for details*). We now also have **an interactive Google Groups e-mail circulation list** which we would like all members to use and which is used by Membership Secretary Sandra uses to pass on news and important information.

The Club's *website* (www.lancastertennis.co.uk) was re-launched in 2015 – and thank you to Ant Forrest of M6 Media for this - and it is still being developed. Comments and feedback are welcome - to Susan Lucas.

In addition to using the new Google Group email, we encourage all members to sign up to our Club *Facebook* group and we welcome any comments/ feedback on the Club, on:
<https://www.facebook.com/groups/274719436004534/?fref=ts>

14 . SAFEGUARDING ARRANGEMENTS

The Club Welfare Officer for Children and Vulnerable Adults is Annabel Orr, whose contact details are above. The Club has a full Safeguarding Policy which can be obtained from Annabel and can also be accessed from the Club's website - <http://www.lancastertennis.co.uk/Juniors.html>.

The following Club members and coaching assistants have been DBS checked (and those marked * have also completed Coaching Certificate Level 1): Pat Clelland, Paul Darwent *, Sandra Eccles, Susan Lucas, Paddy Maher *, Peter Nickson and Annabel Orr. Level 4 Club coach, Eden Parkinson and Level 2 coach Michaela Parkinson have been DBS checked.

15. KEYS

Adult members who wish to access the courts need to purchase a tennis clubhouse key from Sandra Eccles – see contact details above. The keys for the courts, mini court and disabled toilet are kept in the clubhouse. The key deposit cost is £10. Only team and other organisers have keys for the storeroom.

16. FUND RAISING

The Club is still actively seeking external funding to improve our facilities. In addition, loans acquired to upgrade our courts need to be repaid. Fundraising is required to repay these loans. A simple way for our members to raise funds for the Club is by registering on www.easyfundraising.org.uk under Lancaster Tennis Club and buying goods on-line, for which the Club receives a small percentage.

The Tennis Club has been making bids for external funds for around 8 years, and has so far secured a total of over £120,000 to re-surface the courts, support junior tennis, refurbish the clubhouse, tarmac the path, build the disabled toilet, launch wheelchair tennis, install CCTV and upgrade the main club kitchen. In 2015 a major grant of £65,000 was obtained from Sport England (Inspired Facilities) to resurface our 3 astro turf courts. To complete this project and build the mini court and practice fence, additional funding was obtained through loans from Lancashire Tennis and 5 Club members.

These are our **major funders and sponsors**, in chronological order:

Galbraith Trust
Lancaster City Council
Sport England Small Grants fund
Sport England *Inspired Facilities* – 2 major grants
EDF Legacy Trust , Dan Maskell Tennis Trust
United Utilities
Lancaster Community Fund
Cumberland Building Society
Lancaster University Community Fund
Adactus Neighbourhood Fund
Lancashire County Council - Local Initiative Fund
Lancashire Junior Tennis Development Fund
Skipton Building Society, Aviva Community Fund
Persimmon Homes, Furness Building Society
Fund raising co-ordinator is Susan Lucas.

Updated January 2019

17. Appendices

Appendix 1

Tasks for members to consider helping with

Outside area, including courts

Sweep courts

Remove weeds near the courts

Cut the weeds and grass at the back of the courts

Remove any rubbish around the court area and in the car park

Disabled toilet

Keep toilet roll supply renewed**

Clean toilet and basin

Sweep and mop floor

In the clubhouse

Empty bins in main room and kitchen

Shake out mats to remove sand

Sweep floors throughout

Clean floors throughout

Tidy chairs

Tidy storeroom**

Tidy flyers on the table

Take away recycling items - cans, bottles, paper etc

Take mugs, plates and glasses into kitchen

In kitchen wash up glasses, mugs and plates and put away in cupboards

Clean surfaces in kitchen

Adult tennis

Help to promote the Club to attract new members

Captain teams

Help at Open Days and other Club events

Support social and fund-raising functions

Welcome new members

Help to organise social tennis

Junior tennis

Help to promote the Club to attract new members

Manage junior teams

Support Junior Organiser at matches and coaching

*** key available from Committee members*

Appendix 2 - Code of Conduct for junior members

Lancaster Tennis Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and wellbeing of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Welfare Officer, Mrs Annabel Orr, 07545 314750, or write to her care of the Club's address.

As a junior member of Lancaster Cricket and Sports Club, of which the Tennis Club is part, you are expected to abide by the following Junior Code of Conduct:

- All members must play within the rules and respect officials and their decisions
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, race, religion or cultural background
- Members should keep to agreed timings for training, matches and tournaments or inform the coach, team manager or captain (as appropriate) if they are likely to be late or absent
- Members must wear suitable kit at training and matches as agreed with their coach
- Members must pay their fees promptly
- Junior members are not allowed to smoke, consume alcohol or drugs of any kind while on club premises or whilst representing the club on club premises or whilst representing the club
- Junior members are not allowed to use bad language whilst representing the Club
- Junior members should not be on club premises unsupervised under the age of 14 years.

Appendix 3 - Safeguarding Policy Statement

Lancaster Tennis Club is committed to ensuring all children (i.e. all persons under the age of 18) participating in tennis have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within tennis at, or for, our club provide a welcoming, safe, and fun experience for children
- Adopting and implementing the LTA (Lawn Tennis Association) Safeguarding Strategy, 2018-2020 - <https://www.lta.org.uk/globalassets/about-lta/safeguarding/safeguarding-strategy.pdf>
- Appointing a Club Welfare Officer and ensuring she/he attends all training required by the LTA,
- Ensuring all people who work in tennis at, or for, our club (such as volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how this safeguarding policy operates;
- Ensuring the name and contact details of the Club Welfare Officer is available - as the first point of contact for parents, children and volunteers/staff within the club safe and positive experience.

- As a local source of procedural advice for the club, its committee and members

- As the main point of contact within the club for the LTA Safeguarding Team, and

- As the main point of contact within the club for relevant external agencies in connection with child safeguarding *is Club Welfare Officer **Annabel Orr** and she can be contacted on 07545314750*

Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.

- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Welfare Officer
- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities.