



MEMBERSHIP INFORMATION

www.lancastertennis.co.uk

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**** for Data Protection/GDPR reasons, these Appendices have been omitted from the website version of the Handbook**

Revised March 2023

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 floodlit astro-turf courts which were re-surfaced in 2016 and a mini-court (which is also now used for Pickleball) with a practice fence – funded by Sport England and loans from Tennis Lancashire and five 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 games of tennis and pickleball at whatever level and to provide them with the opportunity to play socially and competitively in a friendly atmosphere. We provide coaching for juniors and for adult beginners & improvers, knock-out competitions, club tournaments and regular social 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 still encourage all members to register as British Tennis Members (BTM) and register for Wimbledon tickets, which are now allocated centrally.

Our Club is run entirely by volunteers, and we welcome contributions by members to the organisation of the Club and to maintenance of our courts and clubhouse.

In this pack, we give information on the Club and introduce you to the activities and events that take place during the year.

We look forward to meeting you on court

For additional information see:

www.lancastertennis.co.uk or email lancstennis@gmail.com

March 2023

. MEMBERSHIP AND FEE ARRANGEMENTS

The membership year runs from 1 April to 31 March and fees are due before the end of April. Membership forms can be found on the club website or in the tennis clubhouse, see <https://lancastertennis.co.uk/membership/>

There are various categories of membership:

NEW Adult membership is a special lower annual fee for new members in their first membership year.

Full Adult membership is renewable each year.

Student membership is for full time students aged 18 and over.

Second Club membership is for members who pay the full fee at other tennis clubs but who also wish to play tennis at our club.

Pickleball only adult membership

Junior membership is for children up to age 18. All juniors being coached at the Club now need to be members – there are different rates for primary and secondary school pupils. See Appendix 1 for the rates.

Parent/guardian membership is for a parent, grandparent or guardian who only wishes to play tennis with their child but not join in with other tennis sessions.

Couple/family membership is for couples or families who wish to join the club. There are special couple rates for new and continuing players. The family fee varies depending on the number who wish to be members – email lancstennis@gmail.com to enquire

The fee for all members (excluding junior and parent) includes associate membership of Lancaster Cricket and Sports Club which allows reduced prices on drinks at the main club bar.

With the exception of standing order arrangements, all fees need to be paid by cheque, cash or by BACS – to **NatWest Bank** – sort code 01-04-92; account no 35510765 to **LANCASTER TENNIS with your name as a reference.**

See **Appendix 1** for membership fees of all categories and any queries about membership arrangements should be made to *Sandra Eccles on email: sandra.eccles10@gmail.com*

3. ADULT TEAMS, COACHING AND SOCIAL TENNIS

Lancaster Tennis Club has several adult mixed, men's and ladies doubles teams in the Lancaster & Morecambe, Kendal and Fylde leagues. Two pre-season team training events are held each year in mid-April for anyone who would like to be considered for one of our teams.

Evening matches usually start at 6.30pm, home and away but each season see the published match fixtures for any changes to this time – <https://lancastertennis.co.uk/adults/adult-fixtures-and-results/> Each team has an allocated day for home fixtures. See **Appendix 3** for details of league teams, captains and home nights.

During the **winter months** we have two teams in the *Lancaster & District Winter Veterans League* Division 1. Matches start at 1pm to ensure daylight.

1st team Eagles – *home fixtures Wednesdays*

2nd team Falcons -*home fixtures Tuesdays*

The Club has also entered a mixed doubles team in the summer Lancashire Small Clubs competition which we have won on a number of occasions. Any queries about the adult teams and fixtures to Susan Lucas on lancstennis@gmail.com

Michael Cartmell of Cartmell Tennis Academy leads the Club's coaching team, and sessions are now offered for adults on Wednesdays (beginners at 5.30pm) and Fridays (7pm). The fee for 45-minute sessions is f40 for 6 weeks and for one-hour sessions is £45 for 6 weeks.

We have informal adult **SOCIAL tennis sessions** where members just turn up and play throughout the year on

Monday mornings (10am to 12 noon) alongside U3A members

Tuesday, Wednesday and Thursday mornings (10am to 12 noon)

Friday mornings (10am to 12 noon) alongside a group from Bolton le Sands

Friday evenings - from 7pm on one court

Sunday mornings (10am to 1pm)

Mary Rosenberg is the organiser but initial queries about daytime sessions can be answered through lancstennis@gmail.com.

Organised adult doubles also take place from late September to April on Thursday and Friday evenings from 7pm. Members need to register for these sessions with Steve Garland who organises these sessions through a WhatsApp group – he can be *contacted on* steve@stevegarland.co.uk.

4. ADULT TOURNAMENTS

A number of friendly, fun adult tournaments (including Speed Tennis) are organised during the year. We begin the main season with the Good Friday social round robin and BBQ, which kick starts the summer season with a popular and enjoyable informal event. A fee is charged to fund prizes and the first BBQ item.

There are Club ladies and men's singles competitions (for players of 15 years and older) starting with a round robin stage in September. A small charge is made for each of these events to cover expenses. There are also plans to organise Club doubles and singles knock out competitions in the future.

5. JUNIOR TENNIS

FULL DETAILS of all coaching, competitions for juniors and the teams in local junior leagues can be accessed from the website:

<https://lancastertennis.co.uk/juniors/>

In 2023 there is an U17 teams in the summer *Fylde League* and we hope to enter a team in the autumn *Ribble League*.

Michael Cartmell of Cartmell Tennis Academy leads the junior coaching team, and sessions are now offered from aged 4 upwards after school on Mondays, Wednesdays and Fridays and on Saturday mornings. The fee for 45-minute sessions is f40 for 6 weeks and for one hour sessions is £45 for 6 weeks. All juniors attending coaching sessions are now required to become junior Club members – see the fee rates in Appendix 1.

Up to date details of the coaching sessions are on the website – <https://lancastertennis.co.uk/juniors/coaching/> and information on the Cartmell Academy is on <https://clubspark.lta.org.uk/CartmellTennisCoaching> **It is hoped that junior singles tournaments and competitions can be arranged during the season.** Full details will be added to the website as they are organised, see <https://lancastertennis.co.uk/juniors/competitions-tournaments/>

Contacts:

Michael Cartmell tel: 07523 866116 ; cartmelltennis@gmail.com - *Coach*
Annabel Orr tel: 01524 842890 or 07545 314750; catbells5@gmail.com – *Club Welfare Officer*

The U17 junior team will play matches on Saturday afternoons and the main organiser this year is Michaela Parkinson – tel: 07443 467495. Match fees are £2.50, home matches only to cover the cost of balls.

6. PICKLEBALL

We now offer Pickleball, a very popular game in the USA, on our mini court. It uses paddles and plastic balls and a lower net than tennis, but still uses racquet skills. In good weather **social sessions are offered usually on Fridays and Sundays at 10am.** In autumn and winter when it's windier and wetter, courts are hired in the sports hall at the University of Cumbria Sports Centre – typically Tuesday evenings and Sundays. Indoor sports hall players do not need to be Tennis Club members. The charge is £3.50 per hour.

All Club members are very welcome to play this new game and we have a pickleball only membership fee for those not wanting to play tennis.

There is a *WhatsApp* group for Pickleball players and the mini court can be booked on the Club's on-line court booking calendar. *Anyone who would like to join this WhatsApp group should email : laurenhall1@gmail.com*

7. SAFEGUARDING ARRANGEMENTS

The Club Welfare Officer for Children and Vulnerable Adults is Annabel Orr who can be contacted on tel: 07545 314750 and mail: catbells5@gmail.com. The Club has a full Safeguarding Policy **Appendix 5** which can also be accessed from the Club's website - <https://lancastertennis.co.uk/policies/>

Michael Cartmell and his coaching assistants as well as Club Welfare Officer Annabel Orr have been DBS checked and a list is kept of other members who have been checked.

8. CLUB OPEN DAYS

The Club organises at least one Open Day every year, typically at the start of the season (April) sometimes as part of the LTA *Tennis Weekend*. These are FREE OF CHARGE and we provide balls and racquets. We welcome adults and children to these events and especially welcome families.

We very much appreciate the support our members provide during our Open Days or Try Tennis events to make those attending feel welcome and enjoy playing tennis. **The 2023 Open Day will be on Saturday April 29th , 2pm to 4pm.**

9. CLUB WORKING PARTIES

The Club usually organises at least one Working Party per year to repair the clubhouse, clear the grounds and paint 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. Steve Garland usually organises the Working Party and/or asks specific members to help with projects. See **Appendix 6** for a list of jobs that need doing regularly which members can help with throughout the tennis year.

We particularly appreciate the hard work of members Dave and Maxine Clark in clearing the grounds and mowing the grass on a regular basis.

10. NEWSLETTER, WEBSITE, FACEBOOK and WHAT'SAPP

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. In addition

>1 the membership secretary regularly emails members with news and important information;

>2 the organiser of social tennis sessions, Mary Rosenberg, sends out information and reminders every week.

The Club's *website* - <https://lancastertennis.co.uk/> - was re-launched in 2015 by Ant Forrest of M6 Media and upgraded in November 2020. Comments and feedback are welcome - to Susan Lucas.

We encourage all members to sign up to our Club members *Facebook* group and we welcome any comments/ feedback on the Club, on:

<https://www.facebook.com/groups/274719436004534>

As a speedy method of contacting team members, Winter doubles players, Pickleball players and those interested in playing singles, **WhatsApp groups** have been set up.

11. KEYS, FLOODLIGHTS AND BOOKING ARRANGEMENTS

All new members are given the padlock code for the Club's external gates. Members will be notified if this changes. New members will also be given access to the online tennis court google booking sheet which can be accessed by members only from the home page of the club website. Please contact Steve Garland if you have any problems in using this – on steve@stevegarland.co.uk

Adult members who wish to access the courts outside social or organised sessions need to purchase a tennis clubhouse key for a refundable £10 deposit from the Membership Secretary. The keys for the courts, mini court and disabled toilet are kept in the clubhouse. The toilet key gives access to the floodlight switches and these are to be *turned off no later than 10pm*.

Team captains and other organisers have code info for a new keypad to access a key for the club's storeroom.

12. 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 disabled toilet adjacent to the main clubhouse which also houses the floodlight switches. A grant from the Dan Maskell Tennis Trust allowed us to purchase 2 tennis specific wheelchairs.

Free tennis coaching was offered to wheelchair users for 4 years, but because of lack of demand this has been discontinued. Any queries about wheelchair coaching to Susan Lucas on lancstennis@gmail.com.

13. SOCIAL EVENTS

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

14. FUND RAISING

The Club is still actively seeking external funding to improve our facilities, including installing LED floodlights. See **Appendix 7** for details of the funding secured since 2010.

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.

March 2023

Appendix 2 and Appendix 3

***** for Data Protection/GDPR reasons, these Appendices have been deleted from the website version of the Handbook***

Appendix 4. 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 5. 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.

Appendix 6. 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

*** access to the storeroom is not possible with a keypad – number issued to the coaches, team captains & other organisers*

Appendix 7.

Funding secured to support projects in the Club

The Tennis Club has been making bids for external funds since 2010 and has so far secured over £130,000 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 LCSC 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 five 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

Members – Pat Clelland, Sandra Eccles, Steve Garland, Susan Lucas, Paddy Maher, Jenny Soothill
EDF Legacy Trust
Dan Maskell Tennis Trust
United Utilities
Ken Riley
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
Neil Hutchinson
Sport England Community Emergency Fund
Ray Parkinson
Anonymous Club member donor
Eric Wright Charitable Trust
Grosvenor Financial Services

Fund raising co-ordinator is Susan Lucas.