



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***

August 2025

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. We are also members of UK Pickleball.

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

2. 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 membership is for members who only want to play pickleball and we now also have winter only and summer only memberships particularly for those wanting to play indoors

Junior membership is for children up to age 18, with different fee levels for primary and secondary school pupils. A combined reduced membership is also available for any junior who wishes to play both cricket and tennis.

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 membership is for couples, with different rates for new and continuing members.

Family membership is for families who wish to join the club, with the fee varying depending on the number in the family and determined on an individual basis.

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 or preferably by BACS – **to NatWest Bank – sort code 01-04-92; account no 35510765 to LANCASTER TENNIS with your name as a reference. We now prefer our members to pay their fees by BACS.**

See **Appendix 1** for membership fees of all categories and any queries about membership arrangements should be made to *Sandra Eccles, whose contact details are in Appendix 2.*

3. ADULT TEAMS, COACHING AND SOCIAL TENNIS

Lancaster Tennis Club has summer 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 a team in the ***Lancaster & District Winter Veterans League*** Division 1. Matches start at 1pm to ensure daylight. Eagles – *home fixtures Wednesdays*

In the past Club has 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

Through our new coaching team, Cartmell Academy, there are now sessions for **adult beginners (Wednesdays 5.30pm – 6.30pm) and intermediate players can arrange individual 1:1 sessions directly with the coach – on tel: 07523 866116**. He can also confirm the fees charged for the group and individual sessions.

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

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

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

Friday mornings (10am to 12 noon)

Friday evenings - from 7pm

Sunday mornings (10am to 1pm)

Organised adult doubles take place from late September to early April now just Thursday evenings from 7pm. Members need to register for these sessions with Steve Garland who organises them through a *WhatsApp group*. His contact details are in **Appendix 2**.

4. ADULT TOURNAMENTS

A number of friendly, fun adult tournaments 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) currently starting with a round robin stage in September. A small charge is made for each of these events to cover expenses.

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 2025 there are U14 and U16 teams in the summer and 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 fees for coaching are decided each year.

Up to date details of the coaching sessions, including the half-term and holiday multi-sport camps are on the Cartmell Academy website

<https://clubspark.lta.org.uk/CartmellTennisCoaching>

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 junior team play matches on Sunday afternoons and the main organiser is Harry Dingle – tel: 07368 261837. 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 outdoor mini court. It uses paddles and plastic balls and a lower net than tennis, but still uses racquet skills. In good weather there are currently **social sessions** on Sundays at 10am and we are exploring whether to offer other sessions at other times/days**.

** and there is a U3A session on Mondays, Wednesdays & Thursdays. Fee £2 per session.

Indoor sessions are also now organised in the sports hall at Salt Ayre Leisure Centre (Tuesdays 8pm) and the LRGS Sports Hall (Thursdays 7.30pm). And other indoor options are being explored.

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 are also summer only and winter only memberships. Non-club members are charged the £3 guest fee, per session on our outdoor court.

There are now two *WhatsApp* groups for Pickleball players – one for play outdoors and one for the indoor sessions - and the mini court can be booked on the Club's on-line court booking calendar. And bookings for weekly sessions are organised through the SPOND app. *Anyone who would like to join either or both of these WhatsApp groups should email : slphillips72@gmail.com to ask to be added.*

7. SAFEGUARDING ARRANGEMENTS

The Club Welfare Officer for Children and Vulnerable Adults is Annabel Orr, whose contact details are in **Appendix 2**. 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 all his coaching assistants as well as 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 one Open Day every year, typically at the start of the season (late March/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 to make those attending feel welcome and enjoy playing tennis. **The date for the 2026 Open Day has not been fixed.**

9. CLUB WORKING PARTIES

The Club organises at least one Working Party per year to repair and paint the clubhouse, clear the grounds and clean the clubhouse - usually before the main summer season starts. All members are asked to contribute, and any help provided is very much appreciated. Malcolm Dow has taken responsibility for cleaning the courts with the Club's new power cleaner and Sandra Eccles manages the mowing of the grass around the courts with the Club's new petrol mower.. See **Appendix 6** for a list of jobs that need doing regularly which members can help with throughout the tennis year.

10. WEBSITE, FACEBOOK and WHATSAPP

The membership secretary and Susan Lucas send out regular emails to members with news and important information. Increasingly members use the various **WhatsApp groups** that have been set up for members. These include a general tennis, winter doubles players, Pickleball players , team captains etc.

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 also 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>

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 used by members only from the home page of the club website. Please contact Sandra Eccles if you have any problems in using this – see her contact details in Appendix 2.

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. 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 or support the junior coaching programme. 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.

Revised August 2025

APPENDICES

Appendix 1

2025/6 Membership Fees.

Membership forms can be found in the clubhouse or on
<https://lancastertennis.co.uk/membership/>

NEW Adult membership **£80**

This is a special lower annual fee for new members for their first membership year which includes associate Membership of Lancaster Cricket and Sports Club entitling members to drinks at reduced prices at the main club bar. Reduced fees *pro rata* are charged for those joining later in the membership year.

Full Adult membership **£132**

Payment can be made either through a £10 monthly standing order, or as one-off payment before 30 April. Membership includes the Lancaster Cricket and Sports Club associate fee, which gives price reductions on bar drinks.

Student membership **£50**

This is for full time students aged 18 and over and includes associate membership of Lancaster Cricket and Sports Club which gives price reductions on bar drinks.

Second Club membership **£70**

This is for adults who are fully paid-up members of another tennis club but who also wish to play tennis at our club. This includes the associate membership of Lancaster Cricket and Sports Club.

Juniors **£15/£25**

All juniors attending coaching sessions are now asked to become Club members and pay £13 (primary) or £20 (secondary) a year.

Parent/Guardian membership **£45**

This is for parents, grandparents or guardians who just want to play with juniors and not in teams

Pickleball only membership **£40 for full year**

There are lower fees for summer only and winter only memberships. And there is a special rate for couples

Family membership

This is for couples or families - there are different rates for new & continuing members. As each family is different the fees will be determined by the Committee members.

As the tennis year starts on April 1st membership fees need to be paid before May 1st. Players will not be permitted to play matches in any team until they have paid their membership fee and may be charged an additional amount for late payment.

Appendix 2

OFFICERS AND CONTACTS – removed for GDPR reasons

Appendix 3

ADULT LEAGUE MATCHES

CAPTAINS AND HOME DAYS 2025/6 – removed for GDPR reasons

Appendix 4.

Club Rules

1. We expect all members to sign up as British Tennis Members on the LTA website
2. We expect all members to respect the Club's facilities and other adult and junior members
3. We expect all members, both junior and adult, to be good ambassadors for our Club when playing in teams and matches
4. We expect junior members to abide by the junior behavioural code of practice
5. We ask members to use the on-line court booking system for social and personal use
6. We ask members to contribute to the maintenance and cleanliness of Club grounds and courts
7. We ask members to return the Club's tennis balls to the box in the clubhouse after use
8. We ask members to lock the courts after use
9. We ask members to return the keys for the astro turf courts, mini court and disabled toilet to the clubhouse after use
10. We ask members to be aware of players on court and not to cross courts when play is taking place, especially during league matches
11. We ask members to be sensitive to the proximity of houses on both sides of the Club, and keep noise levels to a reasonable level at all times & especially early in the day and later in the evenings – with play starting no earlier than 8.30am and no later than 10pm when the floodlights need to be turned off
12. We ask members to return glasses to the bar
13. We encourage members to place paper, cans, plastic bottles etc in the recycling box in the clubhouse
14. We expect members to pay their annual membership fees in good time and before the end of April each year
15. We expect non-members to pay guest fees when they use the Club's facilities
16. We expect any adult member who coaches or organises junior activities to undergo a DBS check
17. We expect members who do not wish to renew their membership to return any clubhouse keys to the Membership Secretary – and they will receive their deposit fee back.

Appendix 5. 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.
- Junior members should behave in an acceptable manner at all times and any bullying will not be tolerated
- All members should have respect for any property belonging to the Club

Appendix 6. Safeguarding Policy Statement

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

We will do this by:

- Recognising all children and vulnerable adults 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 7. Tasks for members to consider helping with

Outside area, including courts

Sweep courts and regularly using the Club's power wash
Remove weeds near the courts
Cut the weeds and grass at the back of the courts using the Club's petrol mower
Remove any rubbish around the court area and in the car park
Paint the outside clubhouse cladding

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 the coaching team and team captain at matches

*** key or keypad code available to Club coaches, team captains and organisers*

Appendix 8.

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 has been Susan Lucas.

