

The A to Z of SPLTC

(2023-24 version to be finalised after agm)

AGM - The 2023 Annual General Meeting will be held on 8th October 2023 at 4pm at the clubhouse (following the Ray Horner Tournament).

Accidents

All accidents should be recorded in the accident book that can be found by the microwave.

Ball Machine

There is a ball machine available for use for £5. It can be booked on the court booking system. Please remember to fill out the usage log as it helps keep track of maintenance issues, new ball replacement etc. It's self funding, so please remember to make payments after use. Please note that the balls are designed for machine use and are not to be used for general use. The machine should not be used in wet conditions.

The ball machine can be booked - remember to book a court also.

Balls

The club provides new balls on mens captains night (Thursday) and Ladies captains night (Wednesday). Used match balls (that are only 4 sets old) are also circulated into the clubhouse which means there are always good / reasonable balls available.

New balls can also be purchased - please contact Anne Milne T) 07427 154768

Bank Details

For payment of balls, lights, guest fees, membership etc please use the following:

Stoke Poges Lawn Tennis Acc:00193384 sort: 30 97 73

Booking a court / Court availability

Courts can be booked through Clubspark or the Clubspark Booker App. LTA / advantage membership required (see below).

All members will have received a link for registration. For assistance please message Anne Milne who can resend an invitation.

There are 2 x dedicated club nights (see below).

Monday nights is generally a coaching evening with 2 courts often booked.

Tuesday and Friday evenings are available for general play / bookings etc

Saturday am generally has 2 courts booked for coaching.

Club league matches are generally scheduled for Sat & Sun from 12:15 or 1pm, usually for 3-4 hours.

Daytime social play is scheduled for:

Sundays 10 - 12

Tuesdays 10 -12

Wednesdays 10 - 1pm

Fridays 10 -12

Please remember to cancel any courts that you will not use....as early as possible.

Club nights

There are 2 dedicated evenings for organised social doubles play:

Wednesdays 6pm - 9pm is a club night organised by the Ladies Captain

Thursdays 6pm to 9pm organised by Mens Captain (Divinder 07880 786869).

There are WhatsApp groups for both evenings.

New balls are supplied for these evenings. There is no cost for members except for £2 fees to be paid to cover floodlights (charges apply after the AGM meeting until clocks go forward in Spring).

Guest fees for these evenings is the standard £5 guest fee, plus £5 for the "club night session".

Coaching - Stephen Wright is our club coach. He and his team offers individual lessons and group coaching for all levels. He can be contacted on **07946 491696**. E) s.wright@internationaltenniscoaching.com

* Please note that it is against club rules to use SPLTC courts for lessons with any coach not affiliated with Stephen or SPLTC

Committee

Every year the Stoke Poges Tennis Club committee is appointed at the clubs AGM. All committee members step down so all roles are available, although some role holders are willing to stand for re-election. The roles below marked with an * are either currently vacant or the current holder is not seeking re-election.

Committee Posts

There are 12 positions to be filled. Where there is more than one candidate for a role, members will be asked to vote for their preference with the votes being counted at the club AGM.

Chairperson

Secretary*

Membership Secretary

Treasurer

Club Captain*

Mens Captain

Ladies Captain*

Junior Organiser*

Fixtures Secretary

Midweek Organiser*

Social Secretary

Maintenance Officer

Website / Clubspark admin

Non-Committee Posts

Mixed-1 Captain

Mixed-2 Captain

All Committee members give up their free time for the benefit of the club and we collaborate and support each other during the year. Some posts require more experience than others, but a key attribute is a willingness to work both individually and as a team to get things done and make a difference. There are typically 5 evening Committee meetings a year where attendance is required, and each role comes with defined responsibilities. If you would like any additional information on any post, please contact stokepogeslawntennisclub@gmail.com for more details.

The club doesn't run itself so please consider getting involved and ensuring the future of the club. We always welcome fresh faces on the committee to keep the club vibrant!

If you would like to put yourself forward as a candidate for a post, please email stokepogeslawntennisclub@gmail.com by Saturday 30th September 2023. This is the cut-off date for nominations.

All nominations received by that date will then be circulated to all members shortly afterwards via email.

Voting

Where there are two or more candidates nominated for a position, members are asked to vote in one of two ways.

If you are unable to attend the AGM, you can vote via an email sent to stokepogeslawntennisclub@gmail.com no later than noon on Friday 6th October.

Alternatively you can vote in person at the **AGM on Sunday 8th October 4pm** at the club house.

Please note that per the club Constitution, only Full club members are entitled to vote

If you have any queries, please speak to a member of the committee.

Diversity and inclusion policy

This is available on the website.

Etiquette

There is a detailed etiquette guide on the club notice board and on our website: <https://www.stokepogestennisclub.co.uk/etiquette-policy-2/>

Probably worth everyone taking a look at it, but the main things to consider are to avoid going onto or leaving courts whilst people are playing on adjacent courts, not collecting balls from another court if play is in progress etc.

Finals Day

In 2023 finals day was held on Sat 9th Sept. Play commenced at 10am...finished early evening....the hottest day of the year.....bbq...drinks...tennis....

Congratulations to our **2023 club champions**:

Men Singles	Bernado Contrera
Ladies Singles	Ms Grace Whittam
Mens Doubles	Phil Nash & Frank Bulley
Ladies Doubles	Ms Grace Whittam & Ms Finella Daywan
Mixed Doubles	Ms Grace Whittam & Phil Nash

First Aid

There is a first aid box on the wall in the kitchen area. Please record all injuries and log any items used. We are also looking to add to our welfare poster a list of First Aiders. Please advise Diana if you have any relevant training, experience or would be willing to receive training.

First Aiders

If any member has first aid training or experience please can you advise the committee. We're currently down to one member on the first Aiders list. Please let a committee member know if you are willing to be added to the list, or are prepared to undertake a course / training to be first a "First Aider".

Gates

Please ensure all gates are locked if you are the last to leave. If opening the main gate, please attach lock to gate and scramble numbers.

Guests - Members can bring guests for £5 per visit guest fee.

There is a guest book must which should be filled out **BEFORE** guests play, payment to be made into treasurers box (envelopes provided) before play commences.

Please note that a guest can only play up to a maximum of 6 times per membership year (April to March).

Info - We add all members to the **SPLTC info** group chat as this is the preferred method to communicate / update members. You can of course remove yourself from this (and other) groups at any time. Emails are also used.

Junior Play

Karen has resurrected junior play. It is currently on Weds afternoons from 4:30 to 6pm. Age group generally 10+, please contact Karen on 07984 626685 for more info or to be added to group.

Stephen Wright, our club coach runs regular coaching sessions, generally Sat am or Mon eves (see coaching for his details).

Generally, Children aged 11 and under must be accompanied to and from the courts to any adult led session unless written confirmation by the parent otherwise. Children 11 & 12 can come to the club unaccompanied but cannot be on the courts or in the clubhouse unsupervised, 13 and above can use courts unsupervised. Please ensure all children using the facilities are familiar with the court etiquette document.

Keys for clubhouse and shed are in the keysafe box at the end of the club house.

League matches / match fees - We have 8 teams in summer (mens, ladies and mixed doubles) and 8 x veterans teams (age 45+) in winter (as above) plus 2 x mens singles (all ages). Contact Roger (07557 140972 mixed), Divinder (mens), Triona (Ladies) or Kieran (07969 272105 singles) for more information.

Matches are played home and away, generally 5 or 6 games per season.

Each player pays £2 per match

Lights - Tokens for lights are £2 each. They last 30 mins. Floodlights turn off automatically at 9pm. Payment for tokens can be deposited in Treasurers box (there are envelopes in clubhouse) or bank transfer.

Locking up - When leaving the club, please ensure all lights inside the clubhouse are off, clubhouse and shed are locked, rear & side gates are locked, keysafe lock is scrambled and main gate is locked and keycode scrambled.

LTA membership - You need an lta /advantage membership to play in league matches and for the box league. Its free, easy to set up, and worthwhile having if you play tennis and (I "think") you can access the Wimbledon tickets ballot earlier.

<https://www.lta.org.uk/register/>

Maintenance

Most maintenance is carried out by members volunteering their time. Some jobs are very important and don't take up much time - ie small and regular like cleaning the club house, removing rubbish / recycling etc to a bit more time / less regular - ie weeding, mowing the grass, blowing the courts.

There's generally a couple of dedicated maintenance days a year when bigger projects are undertaken (repainting, repairs etc). Please contact Mark (07714 456944) if you are aware of any maintenance issues, or if you wish to be on the maintenance WhatsApp group.

Membership - <https://www.stokepogestennisclub.co.uk/membership/>

Notice Board

Please keep an eye on the club notice boards for updates etc....especially if you're not on the relevant WhatsApp groups or never check your emails.

Open Day

The club has an open Day, usually in April. Date for open Day 2024 will be announced..

Policies

All SPLTC policies can be found on the website.

Recycling & Rubbish

Please use the recycling box for glass and plastic. If any members who live close to the club are able to periodically use their blue recycling bins to empty the box this would be much appreciated. Same re rubbish bags. Thanks.

Safeguarding

Any issues should be directed to Diana Seagrove, the safeguarding officer (spltcwelfare@outlook.com 07754583079)

Singles Box League

As of Sept 2023, 3 x round of singles box leagues have been played, with up to 4 x divisions and almost 30 players involved. It's a great way to meet players and compete in a friendly league format.

Round 4 will be commencing late Sept / early Oct 2023, please contact Mark 07714 456944 for more info.

LTA / Advantage number required

Social play (mornings) -

Social doubles play is played on

Tuesdays 10:00am to 12:00pm

Wednesdays 10:00am to 13:00pm

Fridays 10:00am to 12:00pm

Sundays 10:00am to 12:00pm

Please contact Karen 07984 626685 for more info

Team Tennis

We have 8 teams in summer (mens, ladies and mixed doubles) and 8 x veterans teams (age 45+) in winter (as above) plus 2 x mens singles (all ages). Contact Roger (mixed), Divinder (mens), Triona (Ladies) or Kieran (singles) for more information.

Visitors

See Guests (above)

Washing up

If you're using mugs / glasses etc please ensure you wash them up afterwards

WhatsApp Groups

There are several general Whatsapp groups. We add all members to the SPLTC info group chat as this is the best method to communicate / update members. You can of course remove yourself from this (and other) groups at any time.

The main SPLTC groups are as follows:

SPLTC Info

Wednesday Tennis

Thursday Tennis

Singles Box League (contact Mark for more info or to be included in future rounds)

WWW www.stokepogestennisclub.co.uk for news, membership info, various documents

Zzzzzzz.....Floodlights go out at 9pm.....