

Key information for Members v23 July 2023

Carisbrooke Tennis Club

Kenwood Road, LE2 3PF

<https://www.carisbrooketennis.co.uk/>

Enquiries@Carisbrooketennis.co.uk

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| Who are the key contacts at the club | Club Chairman Andy Bayford andybayford@gmail.com 07740733364 | Head Coach Jack Simpson jacksimpson275@hotmail.com 07816 067 652 (Text or email please) | Welfare Officer Shahab Ejlali shahab.ejlali@gmail.com 07505 619478 | Club Secretary Mick Corley michaeljcorley@hotmail.com Membership John Simpson jcdsimpson@sky.com 07443 647699 (Text only please) | ClubSpark Manager Zak Allard Zaks.phone@gmail.com 0752 8686754 (Text only please) |
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Getting Started

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| How do I become a member of the LTA and get a British Tennis Membership (BTM) number? | As soon as your Carisbrooke membership is confirmed you will need to: <ol style="list-style-type: none">1. Sign up to LTA British Tennis via www.lta.org.uk – this is free. Go to the members section to sign in and link to Carisbrooke LTC.2. The LTA will provide you with a BTM number. You should note this number since it is required for joining the Carisbrooke court bookings app (ClubSpark), for senior and junior team tennis, and in-order to take part in Carisbrooke’s annual Wimbledon ballot. |
| How do I access the club premises? | When your membership is confirmed, you will be sent the codes for the gates (car park/club entrance/courts). These must be kept confidential and not made available to non-members. If you are the first one at the club you will need to open the gates, if you’re the last one to leave, you will need to lock them (even if you are leaving at 6pm and there is no one else at the club). |

Playing Tennis

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| When can I play tennis? | The club wants members to play whenever they wish, therefore the club can be used from as early as 7am till as late as 10pm (subject to lighting and availability of courts). | | |
| How do I arrange to play games with other members? | As well as arranging your own sessions with members, the Club has Social mix-ins which are designed to help members meet other members in a friendly but competitive doubles environment. <u>All members are welcome and are encouraged to join any of the following:</u> <table border="1" data-bbox="399 1881 1436 2016"><tr><td>Mixer Sessions</td><td>A good start for new, less experienced players Mondays 6pm onwards and Saturdays 2pm onwards <u>How to join:</u> If you want to join the Monday mixer sessions please text Carol 07979 911778. Your name will be added to the WhatsApp mixer</td></tr></table> | Mixer Sessions | A good start for new, less experienced players Mondays 6pm onwards and Saturdays 2pm onwards <u>How to join:</u> If you want to join the Monday mixer sessions please text Carol 07979 911778. Your name will be added to the WhatsApp mixer |
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| | group. You will need to download the Heja App, which helps members manage their bookings for mixer sessions. Please let Carol know when you have downloaded and Carol will add you to the Heja Group. |
| Adults Doubles Master Class | For adults who wants to improve their doubles Mondays 6.30pm |
| Adult mix-in | Tuesdays 10am-12pm adult mix-in and coffee morning (Must book by contacting Head Coach Jacksimpson275@hotmail.com or text 07816067652. |
| Club Nights | A turn up and play evening welcoming all abilities. Weekly on Tuesdays 6pm onwards. In the summer all outdoor courts are used (unless matches are on). In the winter the dome is available free of charge (Members are charged to use the dome except for club night). |
| Singles Ladder | All members are welcome to join the singles ladder and compete against other members in a singles match. If you would like to join please contact jacksimpson275@hotmail.com 07816 067652 |

Coaching

How do I contact the Tennis Coaches for lessons?

The Club has **3 experienced LTA accredited Coaches**, headed by Jack Simpson. Carisbrooke is proud to have one of the strongest coaching programmes in the county, led by Head Coach Jack Simpson and supported by Club Coaches Sam Preston and Jonny Cloke. The trio have had highly successful tennis careers, with all winning multiple county titles and being selected for the Leicestershire men's summer and winter county teams.

Individual coaching sessions can be **arranged by contacting Head Coach Jack Simpson** who will advise and put you in contact with the best fit coach.

Jack Simpson (Head Coach) jacksimpson275@hotmail.com 07816 067652

Are there group coaching sessions I can attend?

There is a programme of **coaching sessions available (see below)** for both adults and juniors at all levels, including group sessions and individual one-on-one lessons. Adult group lessons are scheduled throughout the week and Junior Group coaching is available during term time with Junior Camps available during the holidays. Details about coaching sessions can also be found on the club website <https://www.carisbrooketennis.co.uk/coaching>

To book sessions below contact Head Coach Jack Simpson, jacksimpson275@hotmail.com 07816 067652.

Coaching Programme

| Coaching Programme 2023/24 | |
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| Mondays | <ul style="list-style-type: none"> • 6.30pm-7.30 pm Adult doubles masterclass (check with Coach) |
| Tuesdays | <ul style="list-style-type: none"> • 10am-12pm Adult mix in coffee morning (must book) • 4.15pm-5pm U-8s Club session • 5pm-6pm -U-10s Club session • 6pm – Club night Adults |
| Wednesdays | <ul style="list-style-type: none"> • 7.30pm-8.30pm Cardio tennis (outside under flood lights) |
| Thursdays | <ul style="list-style-type: none"> • 6.30pm-8.30pm U18 performance (Invite only) |
| Fridays | <ul style="list-style-type: none"> • 4.30pm-6pm U-14 Performance (invite only) |

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| | <ul style="list-style-type: none"> • 5pm-6pm Teen Club Coaching |
| Saturdays | <ul style="list-style-type: none"> • 9.15am-10am U-8s Group • 10am-11am U-12 Club Group • 2pm-3pm – U-8/U-9 Performance (invite only) • 11am Ladies match practice (Feb-March only) |
| Sundays | <ul style="list-style-type: none"> • 11am-12noon Adult Improver Coaching |
| Other | <ul style="list-style-type: none"> • Men’s match practice (spring only) will be organised separately by Team Captains, different days of the week. If you are interested in joining a squad please speak to Head Coach Jack Simpson 07816 067652. |
| Inter-Club Competitions | <ul style="list-style-type: none"> • There are inter-club competitions i.e. singles ladder and a mixed doubles ladder. If you are interested please speak to Jack Simpson 07816 067652. |

How do I book a court?

What courts are available?

You can arrange your own play with members, which will require you to book court/courts. Courts are booked via Clubspark app. When you have your BTM number (see details above on how to get your BTM number) upload the Clubspark app via: ClubSpark/Booker App and/or Visit the ClubSpark website:

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

Enter your BTM number to get access to Carisbrook LTA booking system.

All court time is managed entirely online via Clubspark (Booker App) and members must pre-book courts via this system. Bookings can be made up to 14 days in advance with a limit on how many bookings you can make in a set time period. This is to ensure everyone has the opportunity to book courts. You cannot play on a court if it has not been booked.

Our winter dome (up from October to March) gives players the opportunity to play tennis all year round whatever the weather. Members have preferential rates which are charged when booking the dome courts.

Outside courts: Throughout the year, members have access to 10 full size outdoor courts available 7 days a week:

- Savannah - Courts 1, 2 & 3 (floodlit) *
- Clay - 6, 7 & 8 **
- Hard courts - 4, 5, 9 & 10
- Mini courts for children - A, B, C & D

***Floodlights** ‘light box’ is located at the outside front of the clubhouse. Lights must be switched off by 9.30pm. Full instructions on use can be found on the light box.

****It is very important, and a rule of the Club, that when you play on the Clay Courts you sweep them** using the sweepers provided when you have finished. This will mean you will have to stop play 5 minutes before your allotted time to complete this. The courts should be swept a least 1 meter behind the base line and up to the nets on both sides. Ideally sweep in a circular motion to keep the sand on the courts. If it has been raining heavily please do not attempt to sweep the courts.

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| | <p>Dome:</p> <p>Availability: From October to end of March for members and non-members. Lights switch off automatically at 22.00.</p> <p>Courts: Two hardcourts (4&5) for indoor play</p> <p>Booking: Pre-booked and pre-paid for via ClubSpark. The dome can also be block booked at a discounted price. To do this please contact Zak Allard Zaks.phone@gmail.com 0752 8686754.</p> <p>Charge: The Dome is chargeable for members and non-members. Charges are per half hour. Payment by credit/debit card confirms your booking. Should you need to cancel your booking do so via the booking system. Note that cancellations need to be made prior to 24 hours in advance to receive a full refund.</p> <p>The last one to leave the dome will need to lock the gates and switch off the lights (if not already done automatically). Instructions can be found on the dome notice board.</p> <p>More information on booking the dome can be found on the club website at https://www.carisbrooketennis.co.uk/indoor-tennis</p> |
| <p>What is Tennis Etiquette?</p> | <p>All Members should note/action the following:</p> <ul style="list-style-type: none"> • As above – ensure you sweep the Clay courts when you are finished playing (at least 1 meter behind the base line, up to the net on both sides, in a circular motion). Do not sweep if it has been raining heavily. • Do not walk across/behind courts while matches are in play – please wait for breaks in play. • Try and keep track of tennis balls to avoid losing yours/gaining someone else's. • Respect players on the court (and on adjacent courts). • If a ball lands in neighbouring court, wait for an appropriate time in your match, and theirs, to retrieve it. |
| <p>Carisbrooke LTC Code of Conduct</p> | <p>All members, staff, volunteers and children are to adhere to the Carisbrooke Tennis Clubs Code of Conduct. A copy is attached below for Adults and Children. If you have any queries or want to raise concerns please contact the Chairman Andy Bayford andyjbayford@gmail.com</p> |
| <p>Can I join a team to play in the tennis league?</p> | <p>Our summer league consists of 10 men's, 6 ladies' and 5 mixed teams. We also have men's, ladies' and vets winter league teams, plus our junior league teams. These teams compete in a variety of competitions, from summer and winter Leicestershire leagues to national leagues and annual knockout competitions. Jack Simpson, Head Coach will be able to advise: jacksimpson275@hotmail.com 07816 067652</p> |
| <p>What competitive club tennis is available to enter?</p> | <p>Club Champs: The club runs an annual club championship for members towards the end of the summer, when members compete for splendid historic club trophies. Details are sent out nearer the time. The event is friendly and fun, with a high emphasis on the social aspect of the champs.</p> |

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| | <p>Singles Ladder: This is your chance to go up against other players in singles matches. If you want to join, please contact Paul Jessop on 07773782022</p> <p>Mixed doubles ladder: Another chance to play against other members in mixed doubles, just find a partner and contact Yvonne 07453367367.</p> |
| <p>Can I bring my family and friends to the club to play tennis?</p> | <p>If you have friends interested in joining Carisbrooke then they can join you for a game or two to help them decide. We do ask that you inform the committee of this via Andy Bayford andyjbayford@gmail.com. Guests can play up to 2 times before needing to join. Parents have the option of taking our Parent Play membership which allows them to play with their children (no adult social play). The club also welcomes people to join as social members only.</p> <p>Membership details and prices can be found on the club website https://www.carisbrooketennis.co.uk/membership</p> |
| <p>Are there tennis sessions for Children?</p> | <p>See above coaching programme. The club caters for all levels/ages. A complete range of tennis abilities and ages can be found at the club, from mini tennis players starting from age 5, through to our most senior players.</p> <p>Contact jacksimpson275@hotmail.com 07816 067652</p> |
| <p>What coaching is available for children</p> | <p>See above coaching programme. Our coaches teach young players from Mini-red, orange and green level right through to performance-level standards.</p> <p>Details of children's coaching sessions can also be found on the club website at https://www.carisbrooketennis.co.uk/coaching</p> |
| <h2 style="background-color: #4F81BD; color: white; padding: 5px;">Safeguarding</h2> | |
| <p>Guidance and contact</p> | <p>Carisbrooke LTC recognises our moral and statutory responsibility to safeguard and promote the welfare of all children (anyone under 18) and adults at risk. We are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and with LTA safeguarding standards, which can be found here: https://www.lta.org.uk/about-us/safeguarding/venue-standards/. The Welfare Officer is: Shahab Ejlali, 07505 619478, shahab.ejlali@gmail.com</p> <p>The safeguarding policy can be found on the club website https://www.carisbrooketennis.co.uk/club-policies</p> |
| <p>What parents need to know for children under the age of 13 years</p> | <p>Children aged 12 years and under are required to have parental supervision whilst at our venue and not participating in any venue sessions, such as coaching lessons or tennis camps.</p> <p>For coaching activities, we comply with the LTA guidance on coach-to-player ratios. Children aged 12 years and under should not be allowed to arrive or leave Carisbrooke LTC alone unless there is written consent * from the parent/carer. Parents/carers should ensure they arrive to collect children on time and inform the coach leading the session should they be running late.</p> |

Please note that it is not enough to drop off outside or at the front door of the venue. Parents must ensure that their child has been delivered to the coach

See the Carisbrooke LTC Unsupervised Children Policy below for more details or the club's website <https://www.carisbrooketennis.co.uk/club-policies>

Carisbrooke LTC Code of Conduct

Code of Conduct all members have to comply to

Attached at the bottom of this document are the codes of conduct all members (adults, children and volunteers) are required to comply with. It is in the interest of all members that each member upholds these. It can also be viewed on the club's website <https://www.carisbrooketennis.co.uk/club-policies>

Health and Safety & Security

Are there security cameras at the club?

Yes, these are 24/7 and currently located in the clubhouse and dome.

Who locks up the club?

We expect members to lock the gates securely if they are the last ones to leave. You will be sent the codes to the locks as soon as you are confirmed as a member. If there are any issues contact Club Chairman, Andy Bayford 07740733364, andyjbayford@gmail.com

Who are the first aiders?

All our coaches are qualified first aiders.

Does the club have a Defibrillator

Yes, the defibrillator can be found outside the clubhouse opposite court 3 with instructions on how to use.

Social at the Club

How do I meet other members?

There are plenty of opportunities to meet other members at mixer sessions and other social events organised by the club. Our club bar is open whenever possible for a drink after (or before) tennis. Details of social events will be advised via the monthly newsletter and sent via WhatsApp and published on the club's notice board and website. Our social events include: Quiz nights, Wine tasting, Lawn Bowls (next door) and general parties!

Darts Team

If you like darts, you'll love the Brooke. Not only do we have a league team we also host our own annual tournament 'The Tony Jessop' trophy in honour of one of our member's late father. If you want to get involved contact enquiries@Carisbrooketennis.co.uk

Facilities and extras

What facilities are available at the club?

The club has the following facilities available:

- Fully licensed bar
- Kitchen (Fridge, microwave, hob, sink)
- Clubhouse & table tennis (also available to hire)
- Darts Board

Members get preferential booking rates for clubhouse hire. It can host up to 120 people for parties and social functions. To hire the clubhouse contact Andy Bayford

andybayford@gmail.com 07740 733364 or via the website:

<https://www.carisbrooketennis.co.uk/clubhouse-hire>

Is there a Carisbrooke Team Kit available?

Yes, we want our members to be proud of their tennis club and wear clothing which promotes it, especially when representing the club at local and national level. If you'd like some Carisbrooke Kit then please pay a visit to Martial Art Superstore, 21 Meadvale Road, Leicester, LE2 3WN, Tel: 0116 2704279 who have very kindly agreed to add our logo to a wide range of clothing at a competitive price.

Complaints and Issues

Who do I contact if I have an issue or complaint

Please contact (Club Chair) Andy Bayford via mobile 07740733364

Safeguarding

For all safeguarding issues please contact our Welfare Officer Shahab Ejlali either by email

shahab.ejlali@gmail.com or mobile 07505 619478.

The safeguarding policy can be found on the club website

<https://www.carisbrooketennis.co.uk/club-policies>

Carisbrooke LTC Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to their coach
- Take care of their equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adults agree to:

- Positively reinforce their child and show an interest in their tennis
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass their child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage their child to play by the rules, and teach them that they can only do their best
- Deliver and collect their child punctually from the venue
- Ensure their child has appropriate clothing for the weather conditions
- Ensure that their child understands the code of conduct
- Adhere to Carisbrooke's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about their child including medical history

General Management Committee

January 2023

CARISBROOKE LTC UNSUPERVISED CHILDREN POLICY

July 2023

Carisbrooke LTC is committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice (NSPCC, LTA) requirements.

To maintain these standards we kindly ask parents and carers to note the following:

Social Play

Whilst at Carisbrooke LTC we recommend that children aged 12 years or under are supervised by their parent/carer at all times.

Children under the agreed age of supervision should never be left unsupervised by a parent/carer even if there are other adult members or coaches present. If the parent/carer is unable to supervise their child, arrangements need to be made by the parent/carer to designate an alternative adult to supervise. The venue and child must be aware of any such arrangements.

Coaching/Tennis Camps

Whilst children aged 12 years and under are attending sessions with our LTA registered coaches, we recommend that parents/carers remain at Carisbrooke LTC with their children who are in the Red (5-8yrs) and Orange (9-10yrs) groups.

Arriving and leaving a venue alone for coaching/tennis camps

Children aged 12 years and under should not be allowed to arrive or leave Carisbrooke LTC alone unless there is written consent * from the parent/carer.

Parents/Carers should ensure they arrive to collect children on time and inform the coach leading the session should they be running late.

*Written consent may be sent by email/text to the LTA registered coach leading the session.

Safeguarding policy can be found on the club's website at <https://www.carisbrooketennis.co.uk/club-policies>

For children (under 18 years of age, attending away matches)

It is the responsibility of parents to ensure appropriate transport arrangements are in place for their children when travelling to and from the venue. Similarly, it is the responsibility of the adult at risk (or their carer) to ensure transport arrangements are in place. Where the Team Captain or other adult players are arranging to provide transport the following measures must be in place

- There will be two adults in the front of the car, irrespective of the number of children or adults at risk being transported.
- Children are always seated in the back of the vehicle.
- The driver has a valid UK driving license, DBS/PVG, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints.

Carisbrooke LTC will support members to obtain a DBS to ensure compliance and meet the costs of this process

Coaches and other staff/volunteers are not responsible for transporting children or adults at risk to and from the venue or other locations (except if it is an emergency), unless it is as part of a venue organised trip in which case the following measures will be in place

- The adult at risk or child's parents are informed of the destination, reason for the journey and who the driver will be.
- The adult at risk or child's parents return a completed consent form and the driver will have a copy of this and emergency contact details during the journey.
- There will be two adults in the front of the car, irrespective of the number of children or adults at risk being transported.
- Children or adults at risk are always seated in the back of the vehicle.
- If there is a mixture of female and male children or adults at risk, we will seek to have adults of matching gender where possible.
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving license, DBS/PVG, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints.

Parents may choose to make private arrangements with another adult (such as a family friend) to transport their child, however, they should let the team captain know of this arrangement in writing (*this can be done via text message to the team captain).

If you have any queries or want to raise concerns please contact the Welfare Officer is:

Shahab Ejlali

07505 619478

shahab.ejlali@gmail.com

We would greatly appreciate all parents co-operation in following these guidelines in the interests of all children and vulnerable adults.