



# Ealing Lawn Tennis Club

## COURT USAGE POLICY

***ELTC provides courts for members Social play, Competitive play and participation in the Club's Coaching Programme.***

***We aim to make The Club inclusive and welcoming for all members, by spreading the opportunities to book courts according to the policy explained below.***

### **COURT BOOKING SYSTEMS**

1. Courts can be booked by an 'online booking system' or by an 'on-site paper booking system'.
2. Dome block bookings, regular coaching bookings, matches and external hire are shown on the MyCourts system.

#### **ONLINE BOOKING SYSTEM**

<https://ealingtennis.mycourts.co.uk/bookings.asp>

- Online court bookings can be made up to 7 days in advance.
- When booking 7 days in advance, the new booking sheets become available at 00:00 on the day when booking.
- The MYCOURTS booking system will implement fair usage policies with booking restrictions which are explained with friendly "error" messages.
- Online booking fees vary based on the day/court/time as displayed on the booking sheets.
- Members must have sufficient credit on their booking system accounts in order to book courts with fees.
- Members can top-up their booking system accounts online with a credit/debit card transactions, which are securely processed by Stripe.
- Booking fees can be shared using the facility to "transfer credit".
- Members must cancel their bookings when unable to play, and must do this as soon as possible so that other members may use the courts.
  - If the cancellation is made more than 48 hours prior, the booking fee is automatically refunded as system credit.
  - If the cancellation is made within 48 hours, the booking fee is non-refundable and shown as a "late-cancellation" charge on the member's booking system account, however, if the same court and time is rebooked by another member, this late-cancellation charge is automatically "reversed" (removed from the member's account), in other words, the booking fee is refunded as system credit.
- If a member does not take up their booking on a regular basis, they may have their ability to logon suspended.
- Members can only play in a maximum of four 30-minute slots per day
- We ask that members play singles in 60-minute slots and doubles in 90-minute slots

#### **PAPER BOOKING SYSTEM**

- Paper bookings can be made from 7am each day in the club lobby
- A court is only officially booked once it has been filled out on the paper booking system
- Bookings can only be made when all players are "ready for play". For clarity, if any player is already on court in another booking they are not "ready to play"
- Booking in advance may only be made when there is a current booking in play and all players should remain at the Club in case the current booking finishes early and they can then adjust the booking
- When making a paper booking, the players can play for a minimum of 45 minutes without having to vacate the court for the next booking.
- Should after 45 minutes there not be another booking on the court, the players may continue to play on the existing booking until such time as another booking comes on court or the game is completed. For clarity on this, after 45 minutes members should not make another booking for another 45 minutes, they should only re-book when they have had to vacate the court
- Players may use courts without booking, but may be asked to leave if an official booking has been made
- Players will be asked to leave the court if there is a regular booking (junior/adult coaching, social or team match) or if a booking has been made using the online booking system
- Adults have priority on the paper booking system and can ask a junior to leave after they have competed their 45 minute slot



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### **COURT BOOKING GENERAL**

3. The court booking arrangements above apply only at the times where the membership category is valid  
There are restrictions on the following categories: M1/M2/M3/J1/J2/J4/A/L1/S1/F
4. The exception to this is the mini tennis courts which can be booked at any time for playing with junior members
5. Additionally, members in the categories above can play at other times up to 3 times a year providing they pay a guest fee (details below)
6. Members can continue playing on their court booking if the court is free after, but must leave promptly once the following booking starts
7. If a member moves court to carry on playing after their booked slot has finished, they must re-book on the booking system
8. Members are permitted to book up to 3 x 30-minute booking slots in one day (including any coaching received)
9. *During the Covid-19 period:*
  - i) *Please follow latest guidance from the Government/LTA regarding safe tennis and court usage*
  - ii) *All courts must be booked with the online booking system*
  - iii) *All playing partners must appear on the booking system*  
*Bookings will be cancelled if playing partners do not appear on the system within 24 hours*
  - iv) *The Club cannot permit any 'walk-on' play where courts are played on but not booked*
  - v) *The Club cannot permit bookings made out of restricted times 'on the day' by Coaches, J1/J2/L/F*

### **GUEST FEES**

10. Visitors are welcome at the Club as guests of ELTC members
11. A guest may come to the Club a maximum of 3 times during a year (from April)
12. After three visits the guest must join as a regular member to continue paying at the club, paying the joining fee plus subscription from the month of joining
13. It is the responsibility of the Member to ensure the guest plays in the spirit of the game
14. The guest needs to be registered and paid for on the MyCourts booking system:
  1. Login to your MyCourts members area
  2. Book a court and press 'select opponent(s)'
  3. Under 'select partner/opponent' choose the appropriate guest fee
  4. Your balance will automatically be debited £2.50 (adults) and £1.50 (juniors) for each 30-minute slot
  5. Ensure you select all playing slots for your session
15. If you are registering and paying for a Guest Fee retrospectively or for a guest using the paper booking system:
  1. Login to your MyCourts members area
  2. Select 'transfer credit' on the left-hand side panel
  3. Under 'select member to transfer credit' choose 'guest fee paid after'
  4. Input the appropriate fee into the 'amount to transfer'
  5. Include the guest name under 'memo' and press 'submit'

### **COACHING GENERAL**

16. Club Coaching Programme and individual Regular Bookings are made through The Club
17. Members individual coaching sessions should always be booked by the coach
18. The Coach must inform the Club to release any Regular Bookings if they are not being used
19. The Coach must release any ad-hoc coaching bookings themselves if they are not being used

### **JUNIORS**

20. Juniors have access to play on the Junior Coaching Programme
21. Juniors can play on the mini tennis courts at all times
22. A Junior can play with a regular playing adult member at any time
23. When using the paper booking system, Juniors can book at any time with adults having priority
24. Other than the above, Juniors have booking restrictions – see restricted court booking below



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### RESTRICTED COURT BOOKING

CATEGORY		RESTRICTION
M1, M2	MIDWEEK	Can only attend the Club Monday-Friday
M3	MIDWEEK (DAY)	Can only attend the Club Monday-Friday from 10:00 until 17:00
J1, J2	JUNIORS	Can only book and play at the following times: Monday-Friday until 19:00 and Saturday-Sunday until 12:00
F	FAMILY – UNDER 26	F members under 19 mirror J1 J2 restrictions F members 19 and over have no restrictions
J4, A	JUNIOR & ADULT COACHING ONLY	Access to the Club only for coaching Can only play with coaches in line with the C:COACH restrictions, unless they have a regular booking made by the Club
L1	PARENT/GUARDIAN PLAYING	Can only book and play with their children at the following times: Monday-Friday until 18:00 and Saturday-Sunday until 11:00
S1	SOCIAL ONLY & CARDIO	Access to the Club for social activities and the bar Access to the Club to attend the Cardio Tennis sessions
C	COACH	Winter restrictions (October-April): <ul style="list-style-type: none"><li>• Peak times: Monday-Friday 0700-0900 and from 1600, Saturday-Sunday until 1800</li><li>• Any peak bookings on D1-3 and C1-3 for coaches have to be made by the Club as regular bookings</li><li>• Other peak bookings for coaches can be made on T1-3 - booked as regular slots by the club or ad-hoc bookings</li><li>• At non-peak times coaches can book on all courts (maximum of 2 hours/day on D1-3)</li><li>• No coaching after 7pm Monday-Friday</li></ul> Whilst in Covid-19 Tier 2: <ul style="list-style-type: none"><li>• A certain number of coach bookings will be permitted outside on T1-3 and C1-3. These have to be made by the Club as regular bookings.</li><li>• Other coach bookings can be made on D1-3 throughout the day – booked as regular slots by the Club or ad-hoc bookings (maximum 4 hours/day outside of regular bookings slots)</li></ul>

### TOURNAMENTS, LEAGUES AND CLUB MATCHES

25. Internal matches can be booked using the court booking systems
26. For the Club Annual Summer Tournament, there are temporary arrangements announced at the start of the tournament to allow 3 set matches to be completed uninterrupted
27. Courts for external matches will be booked in advance through The Club
28. Members completing in external leagues can book courts through MyCourts and are required to pay a guest fee

### COURT ETIQUETTE AND DRESS

29. Play in the spirit of the game
30. Treat other members with respect
31. Recognised tennis clothing and shoes must be worn by all players
32. When going on court all players should try to enter at the same time to minimise the disruption of play on other courts
33. If balls stray onto adjoining courts, wait for the adjoining court's players to return the balls rather than walking on or behind the court
34. If balls from the adjoining court enter the court, please return these reasonably promptly
35. The clay courts should always be dragged after use
36. Under no circumstances should anything be left on the court or its surrounds (including balls) at the end of a game