

## **APPENDIX: COURT BOOKINGS AND PLAY REGULATIONS**

### **GENERAL BOOKING REGULATIONS**

1. Courts should be booked every time members play on them even if other courts are unoccupied. Bookings should be written in the Diary, which is located in the Diary Room.
2. Bookings shall be made by writing the member's name against the appropriate court, time and date on the Booking Sheet. Booked periods shall start on the hour or half hour.
3. One court shall be booked per session and each member is limited to booking three sessions per week.
4. There should be no more than 4 people on a court at any one time. A maximum of 6 balls are allowed per court. Proper tennis shoes must be worn.
5. Courts may be booked up to two weeks in advance or members may book a court on arrival. Bookings not taken up within ten minutes of the start time booked shall lapse.
6. Courts that are being played on but have not been booked may be claimed and booked by other members. Members who reserve an un-booked court on which others are playing shall start their booking at the next or succeeding half-hour interval. Example: members arriving at 1.18 pm may start their booking to be effective from either 1.30 or 2.00 pm etc.
7. Singles sessions may be booked for a maximum period of ninety minutes and doubles sessions for a maximum period of two hours.
8. A member may book a number of courts for a party or a specially organised event for a longer period by prior arrangement with the Committee.
9. The practice wall may be used at any time but cannot be booked. However, the wall must be relinquished when members wish to play on Court 6 and no other courts are available.

### **BOOKING REGULATIONS FOR SPECIFIC MEMBER CATEGORIES**

The following procedures apply at all times subject to court availability.

1. **Full Members (A); Students (S); Junior (C)** - i.e. juniors aged 16-17 years at the previous 1<sup>st</sup> May  
On weekdays, may book any court at any time.  
At weekends, may book Courts 1 to 5 at any time.

2. **Off-Peak Adult Members (B)**

On weekdays, may book any court at any time.

NOTE: A, S, C and B members should only book courts 4 to 6 when Courts 1 to 3 are not available. This gives D and E Junior Members the maximum opportunity to book Courts 4 to 6, since they cannot book courts 1, 2 or 3.

3. **Junior Members (D and E)**-i.e. juniors under 16 years at the previous 1<sup>st</sup> May  
May book Courts 4, 5 and 6 at any time.

At weekends, juniors have priority over other members for booking Court 6.

If, on arrival on a weekday, Courts 4 –6 are being used juniors may book and play on Courts 1– 3. However Courts 1-3 shall be relinquished when required, at whatever time, for use by A, B, C and S members.

Juniors playing with adult(s) full members may play on Courts 1- 3 at weekends if Courts 4 - 6 are already booked. Please only do this if the juniors are able to play well enough not to interfere with play on neighbouring courts.

4. **Off-Peak Junior Members (G)**

On weekdays, may book Courts 4, 5 and 6 at any time.

If, on arrival on a weekday, Courts 4 –6 are being used juniors may book and play on Courts 1– 3. However Courts 1-3 shall be relinquished when required, at whatever time, for use by A, B, C and S members.

## **5. Non-Playing members**

May participate in Club social events only.

## **BOOKING MATCHES**

### **1. Team Matches**

- 1.1. Courts for team matches should be booked more than 2 weeks in advance.
- 1.2. Team captains shall co-ordinate to ensure that no more than one home match is playing at any one time.
- 1.3. Teams may choose to book any two adjacent courts.
- 1.4. Courts may be booked for longer than the maximum booking times.

### **2. Junior Team Matches**

- 2.1 Matches shall take place in the summer and shall be played on Courts 4 and 5.

### **3. Individual Single and Doubles Matches**

3.1 Match bookings for any event organised by the Club, e.g. Club Championships, Winter Doubles or match bookings for any tournament sanctioned/recognised by the LTA (at a national or county level), by Richmond Borough Council, or by an organisation recognised by the Club, e.g. "Will to Win" may be made more than 2 weeks in advance. Players wishing to book courts in advance for any other match shall first seek permission from the Club Committee.

3.2 Match bookings shall state the nature of the match (e.g. Club Championships; LTA, Borough or Surrey League or Ladder [this could include playing a fellow club member]).

## **SESSIONS NOT SUBJECT TO THE TWO-WEEKS-IN-ADVANCE RULE**

The sessions listed below may be booked more than 2 weeks in advance. These sessions require the Committee's approval and are subject to regular review. Suggestions or concerns relating to these sessions should be raised with a Committee Member.

### **1. Publicised special events/one day tournaments**

### **2. "Turn Up and Play" Sunday Club Sessions**

- 2.1 March – October sessions run from 14.30 – 17.30 on Courts 1-5.
- 2.2 October – March (i.e. in line with the clock change) sessions run from 10.30 – 1.30 and any 3 courts may be booked, however Team Matches have first choice of court surface.
- 2.3 Members, e.g. with children, may play on Courts 4 –6 when they are not being used by the Club Session or for Coaching. However Courts 4 - 5 shall be relinquished if, and when, required for use by the Club session.

### **3. "Turn Up and Play" Thursday Evening Club Sessions**

- 3.1 Sessions run from 18.30 - 21.30 on Courts 1-4.
- 3.2 "First Thursdays in the Month" run April to October from 18.30 – 21.30 on Courts 1-6 and are hosted events.

### **4. Family Fridays**

- 4.1 Sessions run April to September from 18.30 - 21.00 on Courts 1-6.

### **5. Club Team Practice Sessions**

#### 5.1 General

- Sessions may be run on any two adjacent courts.
- After the first hour the number of tennis balls being used shall be limited to 6 per court.
- Sessions shall be organised by the Team Captain/s and a reserve list shall operate in order to maximise court usage.

## 5.2 Ladies Teams

- Sessions may be run between 13.00 and 15.00 on Wednesdays and Thursdays.

## 5.3 Mens Teams

- Sessions may be run between 20.00 and 21.30 on Wednesday evenings.

## 6. **Book-In-Advance Organised Sessions**

### 6.1 Monday Morning Ladies Tennis

- The Organiser may book up to 5 courts between 10.00 and 12.30, as required.

### 6.2 Tuesday Afternoon Mixed Tennis

- The Organiser may book up to 4 courts between 14.00 and 16.30 in summer and 13.30 and 16.00 in winter, as required.

### 6.3 Tuesday Evening Mens Tennis

- The Organiser may book up to 3 courts between 18.00 and 21.30, as required.

### 6.4 General

- In addition to maintaining a list of regular attendees the Organiser shall operate a reserve list in order to maximise court usage.
- Sessions are open to Intermediate and Advanced players. However the decision of who is invited to play is at the discretion of the Organiser.
- For the Ladies and Mens sessions players shall be contactable by both e-mail and telephone.

## **COACHING SESSIONS**

### 1. **Pay and Play Group Coaching Sessions for Adults**

- 1.1 Sessions shall be limited to 3 Courts and a maximum of 12 players.
- 1.2 Details of sessions shall be publicised on the Notice board.
- 1.3 Tuesday sessions shall use the hard courts. Wednesday and Saturday sessions may use the carpet courts.

### 2. **Junior Coaching Sessions**

- 2.1 Junior coaching may take place on Courts 4-6 between 15.30 and 18.30. However the floodlit courts may be used when the fading light necessitates this.
- 2.2 Details of sessions shall be publicised on the Notice board prior to the start of each term.

### 3. **Individual Coaching Sessions**

- 3.1 Individual Coaching Sessions shall be booked on Court 6.
- 3.2 Hitting Sessions (i.e. sessions with a Coach but using 6 balls or less) may also be booked on Court 3.  
Note: Court 3 may not be booked in advance of 2 weeks.
- 3.3 Although Individual Adult Coaching Sessions are booked on Court 6, coaching may transfer to a carpet court for as long as there is a free and unwanted adjacent court.

## **SCHOOL PRIORITY**

A condition of our lease is that, on some weekday afternoons, two courts are to be reserved for the use of local state schools. Consequently, only four courts are potentially available for members use during term time, but no school currently takes advantage of this access. However the Unicorn School has an arrangement to use Court 6 between 14.00 and 15.00 on Thursdays in term time.

*In preparing these regulations the Club Committee has attempted to cater for the needs of all members. If anyone has any comments, criticisms or suggestions please contact any member of the Committee.*

01 November 2007