



MEMBERS' GUIDE

V1.5.3 Dec 10th 2014

Welcome to Bracknell Lawn Tennis Club.

This guide has been prepared to give you a head start in getting to know more about the club and what it offers to our members. It provides an 'easy-index' as you'll see, on the left hand side to jump to a topic of choice.

We really hope that you enjoy playing at the club and that you will make good use of the facilities available to you. This guide should help you find your way around.

The guide is arranged alphabetically by topic. We'll keep updating this guide over time.

Please let any member of the Committee know if you see any errors or omissions. You can email club@bracknelltennis.com with any suggestions/additions/corrections.

If you need help or have a query concerning particular aspect of the club, see the list of email ids on the last page.

Many thanks

The BLTC Committee

Ball Machine and Speed Gun

The ball machine is available to all members 18 and over. There is a key that secures it in its present location, ask a committee member for more information about how to use it. Please ask a committee member for information on the speed gun and remember to sign it out on the sheet provided.

Bar and Lounge areas

The bar is 'manned' by volunteer members who form the BLTC Bar Sub-committee. The bar is usually open from 8pm to 11pm Tuesdays, Wednesdays, and Thursdays. In addition, the bar is often open on Monday evenings and Saturday lunchtimes, and may also be open at other times/days.

*** NOTE: The bar and lounge areas are not intended to accommodate large tennis bags and other equipment. The tables should be kept free from tennis bags and equipment. Bags should generally be kept in the changing rooms or outside the clubhouse on clement days, particularly during peak periods. Note that there is additional space too in the 'utility' storage area/understore to the left of the ball box ***

Box Leagues (Competitive Singles)

The Box Leagues are run throughout the year (usually based on 7-8 weekly cycles) and cater for singles players of all abilities. Both males and females participate in the same leagues and it is free to enter. To take part, put your name on the waiting list which is on the Competition Noticeboard adjacent to the bar, or email the Match Secretary at match@bracknelltennis.com with your name, email, mobile and LTA number and rating*.

The organiser will enter you in an available slot, usually in the last division but, depending on your ability and availability, could place you higher in the leagues if there is scope to do so. The league sheets are posted on the Noticeboard by the bar and are also held online in Tennis Jeannie** – this is where results are entered, though in the spirit of things, the scores are also written up on the league tables on the noticeboard.

*Please note that you must be a British Tennis Member (BTM) and have a British Tennis rating to enter the box leagues (this is free of charge – go to www.lta.org.uk and 'join as a BTM', **making sure you tick the box to request a BTM rating too**). Each box has 6-8 competitors and two are promoted and two are relegated in each round.

Matches are usually best of 3 tie-break sets in format; but you can agree with your opponent (in advance) if you wish to play (for example) a 'Championship tie-break' to 10 points as the deciding set. The Competition noticeboard provides the rules and format of play.

** The leagues are managed online in Tennis Jeannie; see www.tennisjeannie.com. Members can arrange matches through Tennis Jeannie itself using an invitation feature. You can invite a specific player to play or 'broadcast' an invite to many using TJ. This results in an email being sent by Tennis Jeannie to those in your league. An opponent will receive this email and click on a link to accept/decline the invite on Tennis Jeannie. Alternatively – a membership contact list is on the Noticeboard by the bar, or a PDF of this can be emailed to you containing email addresses and phone numbers. It's important that your details are up to date – any changes can be emailed to club@bracknelltennis.com. On completion of a match -

- 5 points are awarded for a win;
- 2 for a 3 set loss; and;
- 1 for a straight sets loss.

The Match Secretary will email you your username and password to begin using Tennis Jeannie. Note that this username is not the same as that used for the Court Booking system, for which you'll also be notified of a username /password.

There is also an annual Grand Prix 'Race' around the box leagues (across all the divisions) and prizes awarded to the lady and gentleman accumulating the most points in the calendar year. Good luck!

Broadband & Wireless

The club's wireless facility is free to members and associated guests. There is a security code to connect to it (available from behind the bar). Note that sometimes, when live tennis is being streamed through the laptop/TV, it can be slower but generally speaking both can operate at the same time.

*** NOTE: Please do not use our broadband for video / music downloads or extensive work use and note that the traffic and associated named devices are monitored. ***

Club Constitution and Rules

A copy of the constitution and rules are posted on the Management Committee noticeboard in the lobby area.

Club Sessions (turn up and play)

There are 5 open Club session using a 'mix-in' doubles format. The sessions are available to membership categories (see 'Membership Categories' paragraph below) as follows:

Tuesday: 09:00am to 12:00 noon (Cat A, B, C, D, E, F, G, H)

Tuesday: 18:30 to 21:00 or 21:30 depending on courts or time of year (A, B, C, F, G, H)

Thursday: 09:00am to 12:00 noon (A, B, C, D, E, F, G, H)

Thursday: 18:30 to 21:00 or 21:30 depending on time of year (A, B, C, F, G, H)

Sunday: 13:30 to 17:00 (A, B, C, F, G, H)

The club uses a doubles grading ('peg') system, and the first player waiting to play can, at his or her discretion, choose 3 other players based on their grading and ability to ensure a good standard of play and avoid disparity and frustration. A full description of doubles grading (including the list of names and grades) is on the Competition Noticeboard adjacent to the bar. Please note it is in your interest to read what the grades are and why they are used. A coloured peg with your name and colour grading should be on the 'peg board', but contact the Club Captain via match@bracknelltennis.com if not. Any player can bring out the peg board (and mount it on the hooks outside, by the patio door) to apply appropriately graded doubles tennis during club sessions. The peg board itself is normally kept on the wall to the right of the changing room doors.

Four courts (no. 1 – 4 respectively, as you look out from the clubhouse) are usually allocated for these sessions at the times shown above, although this may be subject to change. One court is usually allocated to box leagues or club tournament matches. Please check the court booking system via www.bracknelltennis.com - or the PR & Social Noticeboard - for the latest information on court bookings for Club evening sessions or Sunday afternoons.

Coaching

Our coaching team offers a variety of coaching options for both adult and junior players. Email coach@bracknelltennis.com or call Trevor Kotchie club coach on **07703 256922** to have an initial discussion about your particular needs.

Adult Coaching is available with any of the coaches and can be booked as a one-off lesson or a regular slot, as an individual or as part of an organised group. Check with the coach for availability of group based sessions in the first instance.

Junior group coaching sessions are run after school and on Saturday mornings during term time and are available for member and non-member players. In addition 'Holiday Camps' are run during the school holidays. Again – always contact Trevor by mobile to check availability first. Individual lessons for juniors are available to members only. For further information please see our [Juniors Page](#) on the club website.

For all other enquiries regarding coaching, please contact our Head Coach Trevor Kotchie on 07703 256922 or coach@bracknelltennis.com

Court Booking System ('iClick') – the club's online court bookings facility

Our 5 courts are bookable using an online booking system. It is called 'iClick' and the link can be found on the left hand side of the www.bracknelltennis.com homepage. You can obviously [bookmark it](#) for convenience. You will be emailed a username (id) and password to get started. You simply login to book a court, although bookings can be viewed without logging in. If necessary you can use the 'lost my password' facility on the iClick website (not the club website) to get a reminder of your password sent to the email id you have updated in the system – or, if that doesn't work (ie you used an old email id no longer accessible?), email the club secretary at club@bracknelltennis.com for a reminder or reset. Ensure you update your latest email address on the system please!

You're advised to bookmark the link (<http://www.supersaas.com/schedule/BLTC/courts>) for convenience. Once logged in, you can book a court for up to 2 hours per day and up to 14 days in advance. You can also 'stay logged in' if you wish. You can use your mobile or tablet or use the PC upstairs in the meeting (common) room to book courts or to check existing bookings. Please note that there are court booking 'rules' too, which you should familiarise yourself with – these are [here](#).

*** NOTE: The demand for courts at certain times in the week is very high so it is extremely important that, if a booked court is not going to be used for any reason, the booking is cancelled at the earliest opportunity. Be aware that we do 'police' the system to see it is being used appropriately

Court Etiquette & On-court Guidelines

We know that most players observe good etiquette :-), but a small reminder to observe BLTC's 'Regulations of Play' defined in the Club Rules and on the green mini-noticeboard on each of the court gates (ie entry to courts 1 & 2 and 3 & 4). Some general ones are:

- As a general courtesy to other members, do not enter the court area or walk behind the court, when play is in progress. Players using courts 3 and 4 should use the gate adjacent to those courts.
- Glasses and mugs/cups must not be taken onto court at any time – use the plastic beakers or plastic glasses provided in the servery area in the clubhouse or use your own plastic-based water bottles.
- When you leave the court, please make sure that you take away everything you have brought onto court. Sometimes, ball tins and their ring pulls are left on court, these present a serious hazard to our younger members if left lying around. We would encourage you to 'bin' such items as you leave - there's a bin on the decking area.
- Also, if you are last on court – please retrieve any balls left lying around and put back in the ball box in the clubhouse. Thank you.

Dress Code

- Clothing shall be recognised tennis apparel. T-shirts are acceptable, but not articles from other sports such as football shirts. Tracksuits may be of any colour.
- Correct tennis shoes must be worn. Please only use proper, non-marking tennis shoes which do not have ridged or aggressive soles. Running shoes are not acceptable please note. We'd like to preserve the quality of the surface as much as possible - thank you for your understanding!

Entry to and Exit from the Clubhouse

The clubhouse uses both a secure key and security fob. The club secretary provides these on payment of a returnable deposit of £30. The fob 'swipe' is used to 'take down' the alarm or, if you are last to leave the club, to 'alarm up' the building. If you cannot set the alarm, it is usually because a door is open. Please check the sliding patio doors in particular.

*** NOTE: It is the responsibility of every member to ensure that the clubhouse is securely locked up when there is nobody on the premises. If, when you leave the club there are fewer than 6 members present, please check that one of them has club keys, and will take responsibility for locking the clubhouse. ***

The last person leaving the premises should:

- **check that you are the last person** (Note: 'do' call out, if you're unsure there is still someone left in the building including upstairs)
- **check that the sliding doors are locked** that is - the door handles are 'centred' or in a horizontal position - and the security 'catch' is locked 'upwards' (ie in the centre of the frame) - (or the lock at bottom of the door is 'tapped in', in the case of the sliding door 'facing the block of 4 courts'). These doors now have alarm sensors and the alarm will not set if they are not properly closed and locked.
- **check that all court lights are switched off.** These are located next to the coaches' office on the wall above the radiator. Even if the court floodlights are off (they can go off automatically late at night), ensure the actual light switch(es) inside the clubhouse is/are also off (eg. in line with all the other 'off' switches!)
- **check that the ball box is padlocked** – it's right next to the exit door of the lounge.
- **check that all the clubhouse lights** have been switched off including both changing rooms and upstairs.
- **finally - 'swipe' your fob across the alarm panel** and it should start beeping, indicating that the alarm is being set. Leave the building. 😊
- lock the clubhouse front door by key. The alarm should stop beeping after about 30 seconds, but even if you've not locked yet the door from the outside, you can still do so comfortably - the alarm is set and not affected by door lockup.
- ensure that the 3 external court gates are securely closed (ie check court 5's gate too).
- close the wooden car park gate as you leave the actual site.

***** NOTE: NEVER LEAVE THE CLUBHOUSE UNLOCKED. IF NECESSARY CONTACT A MEMBER OF THE COMMITTEE FROM THE MEMBERSHIP CONTACT LIST BY THE MAIN BAR PHONE OR THE COMMITTEE LIST IN THE LOBBY AREA, TO LOCK THE CLUBHOUSE. *****

Floodlight Use

There is currently no extra charge for the use of the court floodlights. However, please note that there are significant costs involved in the provision of the floodlights, so it is important that these are only used as and when required. All members are requested to make sure that they switch off the lights after vacating the court, unless they are sure that that the court will be used within a short space of time. Note that, once lights on a court are switched off, they will take up to 15 minutes to illuminate (following a cool-down period) if switched back on again for play.

*** NOTE: **Please do not leave the court and exit the site, assuming someone else will switch off the lights for you.** You must take responsibility to turn the switch off inside the clubhouse, even if, the lights go out automatically after a late night match (ie the light switch still needs to be switched off). Thank you for your understanding. ***

Gates

The Gate code is usually changed twice yearly during April and September. The new code is emailed to people or notified to non-email members in person or just email club@bracknelltennis.com for the code.

Guest Fees

Non-members, invited by members to play, pay a 'green fee' or guest fee. Guest fees are £3 for adults and £2 for juniors with a maximum 3 guests per member per visit. An invited visitor may play up to 6 times max in a membership year. As the hosting member, you must sign the visitor(s) into the green book (by the telephone on the bar) FIRST and then put £3 per visitor in an envelope together with payment slip through the office letterbox upstairs – before going on court. The envelopes can be found on the box league noticeboard, or by the court light switches hanging in a plastic sleeve, along with payment slips. They are already marked 'visitor fees'.

Help ??? Need Information??

A list of email Help IDs are shown at the [bottom page of this document](#). A list of committee members and phone numbers is shown at the club in the lobby area.

[Holly Spring Junior and Infant School.](#)

In the unlikely event of an emergency evacuation of the school, BLTC is now their **safe off site meeting point**. The chances of this happening are very slight but if it does happen and you are playing at the time, please make every effort to accommodate them until a committee member arrives.

Internet

Free superfast Wifi is available to club members. The Wifi 'SSID' name is by the bar along with the security key. Please ask any member of the Bar Sub-committee for details.

Junior members

The club has a Junior Co-ordinator who is also the Child Protection & Welfare Officer. For all questions regarding junior tennis please contact on email at junior@bracknelltennis.com

Lost Property

From time to time, we collect items such as clothing, water bottles etc that are left on court or just lying around in the clubhouse. If you've left something or misplaced an item at the club, you can

check the 'lost property' storage bin first (it's dark blue, and situated in the 'utility storage' area to the left of the ball box) or the shelf just above the blue bin. For more valuable items found, ask a committee member – if it indeed has been found, it would most likely be secured upstairs in the office and a notice advising if something has been found.

Management Committee

The club is run by the Management Committee. Committee members are all volunteers. Their roles and responsibilities are defined in the Club Rules. Committee members are normally elected at the Annual General Meeting held in October. Nomination forms are available in the clubhouse several weeks before the AGM. The election process is fully described in the Club Rules.

The current committee is displayed just outside the coach's office in the lounge area and a list of contact numbers is shown in the lobby area. See last page in this guide, for email information.

Membership Categories

The current list of Membership Categories and Letter codes (as referred to in 'Club Sessions' earlier) is shown below:

A	Senior
B	Couple (Two Adults at Same Address)
C	Country (over 25 miles - as per AA Routefinder)
D	5-Day member (Mon-Fri to 1730pm)
E	5-Day 'plus' (Mon-Fri to 1730 + Sun Club Session to 1700)
F	Student (full time) or Young Adult (18 – 23)
G	Student (full time over 25 miles away)
H	Junior with Senior Status (as endorsed by the Match & Tournament committee)
J	Junior (under 18 at 1 April of subscription year): - With parent a member:
K	Mini Junior (age 10 or under at 1 April of subscription yr): - With parent a member:
	<i>Family membership is deemed to be calculated via the categories above. If you are aged 65 or over, deduct a 10% discount (categories 'A' through 'E' apply).</i>

Noticeboards

There seven club noticeboards as described below. In addition, the Management Committee and Sub-committees endeavour to send out e-mail notifications of upcoming events to all members who have provided an e-mail address.

- the Match Noticeboard (team fixtures and selection, match paperwork) located in the 'lobby' area, to the right as you enter the clubhouse main door.
- the Management Committee Noticeboard (meeting notices, minutes) located on the left hand side of the club entrance hall as you enter.
- the Junior Noticeboard located on the right hand side of the club entrance hall.
- the Coaching Noticeboard located on the right as you enter into the main club room

- the PR & Social Noticeboard (social events and tournaments) located on the left, opposite the serving hatch, as you enter the main club room.
- the Competition Noticeboard (box leagues, doubles gradings, club tournaments) located immediately adjacent to the bar.
- the Administration Noticeboard (legal notices, Wimbledon ticket info, Berkshire notices) located on the right hand side of the servery.

Pavilion Facilities

We offer a full range of pavilion facilities including free tea and coffee. Please always bear in mind that our club works largely through the efforts of volunteers so remember to do your bit with regard to the dishwasher (emptying or loading/switching on) and keeping the pavilion and the grounds tidy and free from litter.

Renewing your membership

Subscriptions are due 1st April each year. Please make the effort to pay by bank transfer; it's easier for the Treasurer to track. Subs that are paid before 1st April in a subscription year are eligible for a renewal discount (appropriate to the category in question, and where a discount is offered). To renew, simply email treasurer@bracknelltennis.com and the Treasurer will tell you how much to pay and the reference to quote for your bank transfer.

Social events

Social events are run periodically throughout the year. Emails and/or notices on the PR & Social Noticeboard provide details of planned social events in the coming months. We are always on the lookout for new ideas and for new members to run events, so please contact a member of the Management Committee if you want to get involved.

Subscriptions

Subscriptions are payable for 12 months in advance and are due on April 1st each year. The only exception is for **new members** joining later in the year, when pro-rata rates apply. Members renewing (and paid in full for his/her membership category) before the 1st April, are entitled to a discount advertised at the time. Your membership entitles you to use all the club's facilities including the use of tennis balls, floodlights, and entry to the box leagues on presentation of a British Tennis membership number and rating (you can get this from www.lta.org.uk for free).

Table Tennis

Table tennis facilities are provided for adult members in the main upstairs room in the clubhouse. Please remember that this is primarily a meeting room / lounge and should be treated accordingly. All the equipment should be tidied away when you have finished with it and the room left in the same state prior to use.

Teams

The club has a number of successful Men's and Ladies' and Junior teams that compete in the Berkshire Winter and Summer Leagues and the Aegon Team Tennis competition. If you're interested in playing in the teams please contact a member of the Match and Tournament Sub-committee via

match@bracknelltennis.com . Please note that team members are required to pay a small match fee for home and away matches, which goes towards new match practice balls, and to provide refreshments for home matches.

Tennis Balls

The club makes every effort to provide tennis balls of a reasonable standard for Open Club Sessions and for general adult play. The ball box is located underneath the PR & Social noticeboard. For this to work fairly we need members to return all balls to the box after play. Balls hit out of court should be retrieved whenever possible. We 'recycle' old tennis balls through various worthy causes so please do not abandon even very old balls.

Tins of new tennis balls may be purchased from any member of the Management Committee (can of 4).

Tournaments

The club runs several tournaments during the year. Details of these can be found in the Club Newsletter and/or on the PR & Social noticeboard. Entry to a tournament requires the payment of a small entry fee.

TV / Live Tennis

The TV in the club lounge is for the use of all club members and offers terrestrial and BT Openview selection of channels (such as Eurosport 1 and 2 HD, as well as BT Sport), as well live streamed tennis matches through a laptop via <http://www.tennistv.com/>. This includes matches from the ATP and WTA, and includes Masters events. Grand slams (Wimbledon, French Open) can be viewed through the terrestrial route on HDMI1 (using the BT Youview - it has its own remote control). The Laptop broadcasts its matches through HDMI2 – just launch a browser and TennisTV is offered through the TV screen. Full details on how to operate the equipment are provided on instruction sheets kept on top of the white cabinet underneath the TV. It's really not that difficult!

Web Site ([bracknelltennis.com](http://www.bracknelltennis.com))

Keep up to date by checking out <http://www.bracknelltennis.com/>. A new club members' area is available – it contains things like team fixtures, availability sheets for competitions, club championships info, Wimbledon ballot info etc etc. Note the 'club website' is not the same as the 'court bookings' website (called 'iClick') – and the latter is available as a [link](#) (from the left hand side on the home page of www.bracknelltennis.com) – iClick uses its own login username and password (to book courts or amend).

Wimbledon Tickets / Wimbledon Ballot for club members

The Wimbledon Ballot is open to all club members who are

- a) signed up 'British Tennis Members' (it's free to sign up) and "opted in" on the LTA website.
- b) affiliated with Bracknell Tennis Club through one's profile on the LTA website (ie as a 'place to play'). You need to login to the LTA website to update that.

Club members who are not 'BTMs' can register to become a 'BTM' for free at www.lta.org.uk/. Once registered, you should login to the LTA website and choose 'Bracknell LTC' as your tennis venue in

your member account profile. The same applies if you've joined BLTC (eg. from another club) and are already a BTM – simply add BLTC as a place to play in your LTA login profile. You can then opt in to the Wimbledon ballot on the LTA website. The club will then receive a list of opted in members.

At 'ballot time', usually in April each year, you must also 'opt-in' on a sign-up sheet, to enter the ballot at the club. A printed list of names will be posted on the Administration noticeboard (see section on Noticeboards) and to be 'in', with the chance to win Wimbledon tickets, just 'initial' alongside your name on the list. If your name is not on the list you may have forgotten to opt in with the LTA.

The draw for Wimbledon tickets will be held on an appointed evening and members are encouraged to come along for the event. If you are not present on the evening, you will be notified by email or phone if you are successful in the ballot. Please let us know immediately if you do not wish to take up the tickets so that these can be allocated to another member on our reserve list.

Once BLTC has sent the winning names through to the LTA, the winners of tickets will have up to 14 days to pay through the LTA website at www.lta.org.uk. You pay the LTA direct, not BLTC, for the tickets.

If you choose to decline the tickets after winning in the ballot (for whatever reason) – you must log in to the LTA site and click the option to 'Give up' your allocation – then they will get re-allocated by the LTA back to Bracknell LTC to re-allocate them. This is important. It means we then can pass them on to the next club member who is on the reserve list of the ballot. Note that - following expiration of all reserves (which is the exception, rather than the rule – as we usually use 20 reserves), the club can try to allocate them at its discretion, before, worst-case scenario, the remaining tickets are returned to the LTA.



BRACKNELL LAWN TENNIS CLUB

EMAIL HELP

MEMBERSHIP INFO / CHANGE OF ADDRESS / CHANGE OF EMAIL ID / MEMBERSHIP ENQUIRIES / GUEST INFO

Ann Bruce

info@bracknelltennis.com

SUBSCRIPTIONS / PAYMENTS / RENEWALS / ONLINE TRANSFERS

Angela Davey

treasurer@bracknelltennis.com

COURT BOOKING SYSTEM / NEED A USERNAME / PASSWORD (FOR MEMBERS ONLY)

Ann Bruce

club@bracknelltennis.com

COACHINGS FOR BEGINNERS/ IMPROVERS / SENIORS OR JUNIORS CONTACT ?

Trevor Kotchie

coach@bracknelltennis.com or phone Trevor 07703 256922 for course info

BOX LEAGUES / FIXTURES / MATCHES / JOCKS LANE BOOKINGS

Peter Blyth

match@bracknelltennis.com

JUNIORS AND MINIS / JUNIOR CO-ORDINATOR / CONTACT

Tracy Barnard

junior@bracknelltennis.com

BAR LEADER / BAR CO-ORDINATOR

James Delmege

bar@bracknelltennis.com