Cavehill Tennis Club Information Booklet

Whether you are new to the club or an established member, we hope that this booklet will be a useful reference for you. If there is anything in it on which you need clarification, please email info@cavehilltennis.com.

We try to keep this booklet up to date, but there may be changes from time to time, which will be communicated to members by the committee.

How the Club is Run

Cavehill Tennis Club is part of Cavehill Bowling & Lawn Tennis Club Limited, which is run by a Board of Directors, elected by the shareholders at the Company AGM.

The Tennis Club is managed by a committee elected by members at the Tennis Club AGM. Members may also be co-opted during the year. All committee members are volunteers and extra assistance from members is always welcome. The club does not have any employees, which helps us to keep our fees competitive - however, it means that we rely on members playing their part in making sure that the club runs smoothly and safely.

Committee members are:

Maurice Roberts	Chairperson & Board Rep
Mervyn Kelly	Deputy Chair & Board Rep
Vincent Hughes	DSCO
Angela Kelly	Membership Secretary
John Whitmore	Communications Officer, Treasurer, Chairman of Board
Feargus Wilson	Match Secretary
Trevor Parkhill	
Emma McAllister	DSCO
Joel O'Neill	Welcoming Officer
Jaroslaw Luszcz	

Will Boyd	Coach
Gary Smith	Junior Coordinator
Dean Lee	Safeguarding Liaison Officer
Daniel Bouvier	

Club's Bank Details

For payments to the club – membership fees, visitor fees etc – please make bank transfer to Cavehill Bowling & Lawn Tennis Club Limited, Account Number 71087088, Sort Code 95-01-01, with your name as payee reference.

Opening Hours:

Monday-Saturday 8am-10pm*

Sunday 10am-10pm

*Opening hours may occasionally be extended during the week to enable completion of Belfast & District League Fixtures, but not beyond 11pm as floodlights must be switched off by that time,

Club Communication Channels

The club uses a variety of communication channels:

- Club noticeboards, at the shelter adjacent to tennis courts 1-3, and inside door of clubhouse.
- Club website: www.cavehilltennis.com
- Email communications to members via MailChimp or ClubSpark
- We have a Cavehill Tennis WhatsApp group, which all adult members are invited to join. We would ask members of the WhatsApp group to use the communication channel sensibly, including observing the following informal rules:
    - Avoid sending messages at what some may consider unsocial hours (between 11pm and 8am).
    - Conduct one-to-one conversations by private messages rather than to the entire group.

  It is particularly important that the WhatsApp group is not used to air grievances or criticisms – these are best expressed by email to the committee. Any member using the club WhatsApp in that manner may be subject to removal from the group and/or disciplinary action. The same applies to any member making

comments deemed by the committee to be clearly inappropriate. We ask that members not post anything of a political or potentially contentious nature – the committee or a designated member may intervene to delete posts of that nature or any posts that are causing controversy and may remove a member from the group to prevent such posts.

- You may email the club at the email addresses below.

Type of Communication:	Email:
General	info@cavehilltennis.com
Membership	membershipsecretary@cavehilltennis.com
B&D Leagues	matchsecretary@cavehilltennis.com

- We have a Facebook page @TennisCavehill and an Instagram page @cavehilltennis, which we use to promote the club. We would ask members to like our pages and share with their friends.

Access to the Courts and Clubhouse

There are two entry points to the club - **North Circular Road** and **Cavehill Drive**. The fob you received upon joining opens the outside gates and the clubhouse doors.

For security reasons please:

- when entering or leaving the premises, close the gates after you
- if you are the last person to leave, make sure that the clubhouse and gates are locked. **Also please make sure that floodlights are switched off.**

Defibrillator

The Club has a defibrillator situated in the outside foyer of the clubhouse at the bowlers' entrance.

Facilities

Floodlights are available free of charge and are easily switched on at the control unit located in the entrance hall of the clubhouse. They must be switched off after use.

The clubhouse is a shared facility with the bowling club members. The tennis section has its own club room and a small kitchen area upstairs,

with changing rooms, toilet facilities and showering facilities on the ground floor. The main hall and kitchen are used mainly by the bowling club members but are available to tennis members when required.

Court Availability, Booking, Visitors

- Members may book courts up to 7 days in advance via the ClubSpark booking system.
- Members aged over 16 may introduce visitors for a fee of £3 per guest (£2 for under-12's). Note:
    - No visitor may be introduced more than 3 times in one membership year.
    - The booking in ClubSpark must be in the name of the member introducing the visitor or visitors. The visitor or visitors must be recorded as "GuestAdult1, Guest Adult2, GuestAdult3" etc as appropriate. Only a single court may be booked.
    - At the time of booking, the member must also email membershipsecretary@cavehilltennis.com with the name of the visitor or visitors.
    - Guest fees should be paid preferably by bank transfer with your name and "guest" as reference or in cash to any member of the committee.
- We occasionally receive enquiries from adults who are interested in joining the club but want to try it out first. In such cases, we will offer attendance at one of our club play sessions for a fee of £5, payable in advance by bank transfer. This will be offset against the membership fee if they decide to join.
- Courts may be assigned at times to club play, competitive B&D League matches, coaching, schools etc – these bookings will be recorded in the ClubSpark system.
- Minors (under 12) are not permitted to use the courts unless supervised by an adult.
- Minors are not normally permitted to play after 7 pm.

Opportunities for Playing Tennis at Cavehill

Members are of course free to arrange informal matches (book via ClubSpark) and the Club WhatsApp group is a useful way of finding members to play with.

We also offer many opportunities for both club play and competitive play:

Club Play (all year round, free of charge)

All club play sessions consist of a series of short matches with different partners and opponents. They will generally run on the following courts and at the following times of the day, but these may amended or cancelled dependent on factors such as courts being needed for Belfast & District League matches, Club Championships etc. Specific times and court allocation will be advised by the committee from time to time.

- Beginners Club Play Monday evening 7-8pm and Saturday afternoon 1-2pm
  These sessions are for members who are new to tennis and provide them an opportunity to learn to rally, score etc. They will generally be supervised by a committee member or volunteer. 3 courts are reserved for this activity, although more or fewer may be assigned dependent on demand. Juniors are permitted to play only if:
    1. They are at secondary school.
    2. They have parent/guardian's permission

- General Club Play Tuesday evening 5-7.30 pm, Friday morning 10-12pm, Saturday afternoon 2-4pm
  These sessions are open to all who are able to serve, rally, score etc (i.e. all who have progressed from Beginners). 6 courts are reserved for this activity. Juniors are permitted to play only if:
    1. They are at secondary school.
    2. They have parent/guardian's permission
    3. The coach confirms that they are at a reasonable enough standard to participate in regular club play.
- Advanced Club Play. Tuesday evening 7.30-9pm. These sessions are open to club members who meet criteria communicated by the committee from time to time. 3 courts are reserved for this activity.

Competitive Play

Details of all below will be publicised via club communication channels.

- Internal Club Competitions
    - Club Championships, including over 50s competitions (small entry fees will apply).

- Singles & Doubles Leagues. Open to members of all standards, with separate divisions for players of different levels.
- American Tournaments etc. Fun, competitive-light, round robin events played on occasional Saturday afternoons or public holidays.

- External Competitions - Belfast & District Leagues
  Cavehill Tennis Club competes in the Belfast & District Leagues. The following is a list of competitions normally run by B&D:

Singles League	March - April
Juvenile League	April – June & Sept -Oct
Mixed League	April - June
Evergreen League (40+)	April - June
Knockout Cup	July
Summer League	July - September
Floodlit League	September - December
Autumn League	October - December
Winter League	December - February

Note that selection for teams is made by the selection committee and is merit based.

Coaching

A range of coaching classes is available from our Club Coach, Will Boyd. These are publicised by MailChimp, WhatsApp and Facebook.

Designated Safeguarding Children Officers (DSCO's)

Our DSCO's are Gary Smith (contact number 07753336219) and Emma McAllister (07902746560). Their role is to make sure that junior members feel welcome and safe at the club. Gary and Emma are always available for junior members to speak to if there is something they are worried about or even if they just want to say 'Hello'!

Our safeguarding policy may be viewed on our website Policies – cavehill tennis

First Aid

We will endeavour to provide first aid treatment for injury, accidents, or cases of ill health during both coaching sessions and organised play

where first aid volunteers are available.
Our first aid volunteers are:

- Christina McCavana
- John Whitmore
- Anne McDaid
- Will Boyd
- Luke Ward
- Feargus Wilson
- Michael Rodgers
- Lee Irvine
- Emma McAllister
- Vincent Hughes
- Dean lee

The full first aid policy may be viewed on our website Policies – cavehill tennis

Buddy Scheme

New joiners may find it helpful to have a specific point of contact to help them get integrated into the club. This can involve advice on how the club runs and what is available, introducing them to other members and giving them games. The buddy scheme is open to all new joiners, adult or junior. Parents of junior members can also sign up to be a buddy for parents of new junior joiners.

If you would like to volunteer to be a Cavehill Tennis Club "buddy", or if you are a recent joiner who would like to be assigned a buddy, please email membershipsecretary@cavehilltennis.com and she will send you the appropriate form for completion.

Parking

We ask members to be considerate of our neighbours when parking and to voluntarily observe the following:

1. No parking on the tennis club side of Cavehill Drive (including the wide section at the end of the street adjacent to numbers 1 and 2).
2. Please leave plenty of space to allow residents to comfortably turn into and out of their driveways.
3. Please do not block pavements on Old Cavehill Road.

4. Members are encouraged to park on N Circular Rd to help alleviate problems with parking in Cavehill Drive and Old Cavehill Road.

If you see other members or visitors to the club failing to observe these protocols, could you please gently remind them to do so.

Dogs

Dogs may be brought onto the premises as long as the following rules are observed:

- Dogs must be kept on a leash at all times whilst within the club grounds.
- Dogs must be kept under the direct control of their owner at all times i.e. they cannot be tied up whilst the owner plays a tennis match, and the owner remains solely responsible for their dog's behaviour.
- Dogs must be kept off all court surfaces, bowling green or out of the club house at all times, i.e. must remain on the tarmac walkways
- Owners are responsible for ensuring that they tidy up after their dogs if necessary.

Court Attire

It is preferred that members wear recognised tennis attire and avoid wearing football etc tops, particularly with team markings. Note that stricter guidelines may be in place during official Tennis Ireland sanctioned tournaments.

It is important to use proper tennis shoes with non-marking soles, to protect the court surface and also for personal safety.

Court Etiquette & Conventions

Tennis is a game that requires cooperation and courtesy. The following are some conventions and rules that may be helpful. For greater detail on some aspects of these, you may refer to the USTA Code.

- Do not walk onto or behind a court when a point is in progress. Wait patiently without interference until there is a break in play.
- Players make calls on their own side of the net.

- A ball touching any part of a line is good.
- A ball that cannot be called out is good. Don't ask for a let if you are not sure.
- Spectators may not make calls or be asked to make calls.
- Ordinarily, you are not allowed to reach over the net to hit the ball in tennis. However, your racquet in follow-through may cross over the net as long as you make contact with the ball on your own side of the net.
- If the ball bounces on your side of the net and then spins or is brought back by the wind over to your opponent's side, you may reach over to play the ball.

Further Questions

Do not hesitate to ask any member of the committee if you have any further questions or if you would like to meet with someone to introduce you to the Club.

The Committee

Cavehill Tennis Club