



# AN INTRODUCTION TO OUR CLUB

## **A very warm welcome to Rutherglen Lawn Tennis Club!**

We are run by our members for our members, with many volunteers giving up their time to make sure we can all get what we want out of our club, whether this is playing informally with friends and family, socially with other club members, in competitive teams, as part of our coaching programme or as part of our very active social scene.

This document is intended for new members to help them settle-in quickly but serves as a handy reminder for established members.

There's too much happening around the club to detail everything in this document. Rather, this serves to provide the basic information to get you started and direct you to the information or people to help you get the most out of your membership.

This document is updated regularly so make sure to check back from time to time to stay fully informed. It is posted in the "Documentation" section of the "Members Zone" of our website at:

<https://www.rutherglenltc.com/MembersZone>

## **Accessing our Courts and Clubhouses**

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First things first; getting in! Our facilities are not manned – members come and go as they please and have full access to both our Viewpark and Burnside venues. If you are first to arrive, you will need to open-up and the last person out is expected to lock-up, leaving our venues safe and secure.

Full details on how to access both our Viewpark and Burnside facilities (grounds and clubhouses) can be found in our "Club Access" document posted on our website at the following link:

[Club Access Instructions](#)

For obvious reasons, this document is password protected. New members will be given the password for this document when they join. If you forget this, please contact [membership@RutherglenLTC.com](mailto:membership@RutherglenLTC.com).

Members and their friends are free to use our clubhouses and all the facilities within. Please help yourself to tea and coffee - make yourselves at home, this is your space to enjoy. Please tidy-up after yourselves and if you are the last person to leave the clubhouse, please ensure that it is locked up and that the heating is turned off.

It is important to note that - in line with National Society for the Prevention of Cruelty to Children (NSPCC) advice - all children under the age of 13 attending the club outside of coaching programmes and other organised club activities should be supervised by a parent or known adult.

## **Floodlights**

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Floodlights at both venues are free of charge for all members. These should be used only when necessary and turned off by 10pm out of courtesy to our neighbours and to comply with planning constraints.

At Viewpark, the control box mounted on the outside of the clubhouse adjacent to Court 1. An internal key is hung on a chain and this is used to switch on the lights on each court via separate key switches. At Burnside, the control box is mounted on the rear of the clubhouse at the terrace end (keysafe for clubhouse key is mounted off this) and the lights on each court are operated by a push-button switch on the right hand side of each individual controller within the box.

The floodlights are timed to switch-off automatically just after 10pm each night. If they do cut-out automatically, please make sure to switch them off manually at the control box as normal, otherwise they'll come back on when the timer resets the following day.

Electricity is our single biggest cost, so please help us reduce this by only operating lights on courts in use and switch lights off immediately after use. Please also ensure that the control box is properly closed and locked to prevent water ingress.

## **Booking a Court for Play with Fellow Members**

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All 7 courts across both venues are available for play 08:00 to 22:00 Monday to Friday and 09:00 to 22:00 Saturday and Sunday, 365 days per year.

Any member wishing to play outwith organised club activities (social tennis, matches and coaching) must book a court in advance using our online court booking system which you can access by clicking the "Book Courts" tab on our website at [www.RutherglenLTC.com](http://www.RutherglenLTC.com).

Individual members can book a court up to a week in advance and can book up to 4 sessions in a rolling 7-day period with each session being 30, 60 or 90 minutes in length. Only one member needs to book a court and that member must be on court for that session.

If you wish to book a court for 60 or 90 minutes please select the full duration when making the booking rather than building-up your booking via separate 30 minute slots, otherwise it will use up two or three of your allocated bookings instead of one. This will therefore restrict your ability to make further bookings.

To ensure the court booking system operates fairly for everyone, members are not permitted to play longer than 1.5hrs in any one visit/session regardless of who booked the court(s). Therefore, members should not book back-to-back sessions nor remain on court to play with another member via their court booking.

Also, members should try to avoid 30 minute gaps between sessions to avoid dead-spaces.

Finally, members should cancel any booking they can no longer make as early as possible but even just at the last minute if unavoidable, so that the courts are available to others.

Our court booking system is provided via the Lawn Tennis Association's ClubSpark software platform which we also use to manage our membership as well as our coaching programme. New users will need to register with ClubSpark first but once this is done you'll be able to access these wider services through your account.

The ClubSpark "Booker" App, available for iOS and Android, is very simple to use and allows you to book courts quickly and easily on the move.

## **Guests/Visitors**

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Members are welcome to invite six visitors (non-members) to the club to play at either venue over the course of the membership year (April to March), but not more than two per day. The same visitor shall not be introduced to the club more than four times per year by any member.

Visitors/guests are welcomed into the club on an honesty basis (there are no visitor books) and we rely on everyone applying these rules fairly to ensure a positive experience for all members.

## **Social Tennis**

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Social tennis gives all our adult members the chance to come together to play and socialise with each other in a fun, informal and relaxed environment and it provides a regular and dependable opportunity to just turn up and play without the need to arrange players, book courts etc. It's a fantastic way to meet other members of similar ability to arrange games outwith organised sessions.

Our wonderful Lead Coach, Cedric Decuyper, also serves as our Social Tennis Convenor and he oversees all our social tennis activities. Everyone who's met Cedric knows how passionate he is about getting people on court and having fun and with his enthusiasm and energy he's brilliant at pulling people together.

Cedric organises two weekly social tennis sessions:

- "Biscuit Challenge" 10:00 to 11:30 every Saturday morning across all four courts at Viewpark.
- "Thursday Thrashers" 19:00 to 21:00 every Thursday evening across all four courts at Viewpark.

Both sessions are doubles only with players rotating frequently so that they gets lots of games with lots of different people. They are not coach-led sessions and are run by those attending. Cedric manages a simple booking system for members to reserve a spot on each session and provides guidance and direction to those attending to make these sessions an enjoyable experience for everyone.

If you would like to join these sessions, please WhatsApp Cedric on 07864 819349 stating which of the sessions you are interested in. You can play in either or both as often or as infrequently as you wish. The idea is that they provide a highly flexible opportunity for all our members to play whenever it suits them. He will then add you to the group

for each session - there are two WhatsApp groups – “Thursday Thrashers” and “Biscuit Challenge”. Each week he sends out an invite to book into each session and members will reserve their places on a first-come-first served basis. Cedric will explain all of this when you register.

Cedric also runs our extremely popular Monthly Club Night Tournament – played on the last Wednesday of every month. Please contact Cedric for details on this.

We also run a number of other social tennis events throughout the year, including events themed around international tennis competitions where members can come together to play and socialise afterwards with food and drink. Look out for details of these via our regular e-mails as well as our social media channels – more on these later.

We are always looking for ways to improve our social tennis offering. Cedric provides a single point of contact for all things “social” and he always welcomes ideas and suggestions and how this can be improved.

In addition to the above, a group of members organise social tennis sessions Mondays and Wednesdays at Viewpark, 09:30 to 11:00. These sessions are open to all and you do not require to book in – just turn up for a game!

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## **Competitive Team Tennis**

The club has lots of different teams playing in various senior and vets league and cup competitions in the West of Scotland (and beyond) throughout the year and across all playing levels from beginner to elite. In addition, we have junior teams at every age group from Red Ball (8 & Under) up to Under 18. For more information on senior/vets teams, please contact our Match Secretary Esther Dingwall at [esandal@btinternet.com](mailto:esandal@btinternet.com) and, for junior teams, please contact our Head Coach Jonny Willcox on 07767 241262 or at [Coaching@RutherglenLTC.com](mailto:Coaching@RutherglenLTC.com).

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## **Club Championships**

Our club championships take place from mid-August onwards, culminating in finals weekend in early October. There are events for all age groups. We encourage all members to take part and entries are usually invited around late-July.

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## **Coaching Programme**

Our Head Coach, Jonny Willcox, and his fantastic team run an expansive, fun coaching programme which offers something for everyone, whatever your age, level or ambitions.

You can view our current programme, book into classes and meet the full team in the “Coaching” section of our website at <https://www.rutherglenltc.com/Coaching>.

For all your coaching questions and queries, including individual lessons, Jonny is your first point of contact and you can reach him on 07767 241262 or at [Coaching@RutherglenLTC.com](mailto:Coaching@RutherglenLTC.com).

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## **Club Diary**

Our online Club Diary, accessible within the “Members Zone” of our website at [www.rutherglenltc.com/MembersZone](http://www.rutherglenltc.com/MembersZone) and directly at [www.localendar.com/public/RutherglenLTC](http://www.localendar.com/public/RutherglenLTC), keeps everyone up-to-date with what’s happening on and off the courts, including all matches and social events. It’s definitely worthwhile bookmarking this page.

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## **Club Clothing**

The “Members Zone” of our website also provides a link to our standalone club shop where you can buy a range of club clothing and accessories in all sizes - the entire Gents range is available in a full range of kids sizes.

This shop is operated on our behalf by a company called Kit Locker who provide this service to a wide range of sports clubs in the UK. We don’t get involved in this – we leave it to the experts to provide a great service to our members.

You can access our club shop directly by clicking the following link:

<https://www.kitlocker.com/racketsports/tennis-clubs/rutherglen-ltc>

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## **Social Scene**

It’s not all about the tennis at RLTC – we run a wide range of social events off the court, including our ever-popular Annual Quiz Night and End of Year Awards. Details of these can be found in the Club Diary with information published via e-mail and our social media channels – more on these later.

## Social Membership of Burnside Bowling Club

Our fantastic facility at Burnside, featuring clubhouse, viewing facility and a state-of-the art artificial clay surface opened to members in August 2017. All adult members also benefit from social membership of Burnside Bowling Club, providing access to the club's bar and lounge area.

To ensure our relationship with Burnside Bowling Club continues to run smoothly (quite literally in some cases!) can all members please:

- Sign the visitors book if using their bar facilities. This is situated in the vestibule as you enter their clubhouse. It is a condition of their license that all visitors sign-in on using their bar facilities. Under the conditions of their license we are considered visitors and everyone accessing the bar must sign-in.
- Please do not flush anything other than toilet roll down the toilets to avoid the risk of blockages in their sewage systems. A bin is provided within each toilet along with disposal bags for sanitary products.

## Our Values

These values are key to the success of our coaching programme and, indeed, everything about our club. We live and breath these on and off the court - they make us who are...



## Safeguarding & Welfare

Rutherglen LTC takes the safeguarding of children and vulnerable adults very seriously and strives to ensure a safe environment for everyone using either of our venues or when participating in any club programmes and/or sponsored or organised activities or events.

Our primary focus is to minimise risk and, by so doing, deliver a positive tennis experience for everyone.

Welfare Officers - We have two Welfare Officers at the club - Lesley Tyre and Moira Henderson. Lesley and Moira work together to raise the profile and standards of safeguarding at Rutherglen LTC to ensure that safeguarding is everyone's responsibility and everyone should feel safe.

A portrait of Lesley Tyre, a woman with curly brown hair, smiling. She is wearing a grey patterned top.

### Lesley Tyre

mobile: 07802 655032

email: [admin@RutherglenLTC.com](mailto:admin@RutherglenLTC.com)

Lesley is our part-time Club Administrator. Her role is to manage the administrative workload at the club covering membership, communications, coaching and much, much more. She makes our President and Coaching Team look good and despite the associated stresses, always has a big smile on her face.

## Moira Henderson

mobile: 07434 492540

email: [hendy7@mypostoffice.co.uk](mailto:hendy7@mypostoffice.co.uk)

Moira is our Club Secretary and has been a highly valued member and respected volunteer for many more years than she cares to remember. She is passionate about tennis and you may occasionally see her on TV as she travels to support GBs Davis and Billie Jean King Cup Teams. She makes delicious tablet!



Please feel free to contact either Lesley (07802 655032 or [Membership@RutherglenLTC.com](mailto:Membership@RutherglenLTC.com)) or Moira (07434 492540 or [hendy7@mypostoffice.co.uk](mailto:hendy7@mypostoffice.co.uk)) if there is anything you are concerned about, or if you have any questions about safeguarding and welfare at the club.

You can also log any concerns via the [LTA's Report a Concern Portal](#) - all concerns raised will be treated confidentially and sensitively.

In line with National Society for the Prevention of Cruelty to Children (NSPCC) advice - all children under the age of 13 attending the club outside of coaching programmes and other organised club activities should be supervised by a parent or known adult.

Our dedicated [Safeguarding Page](#) provides links to all our associated policies.

## Keeping in Touch

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We do our best to keep in touch with members through frequent emails, providing updates about things going on around the club.

We use the electronic mailing tool "MailChimp" to send all our club communications. We do our very best to include all new members within this system. If for any reason you don't find your way onto this mailing list or you unsubscribe, you can subscribe via the following link:

<http://eepurl.com/gkMEbH>

Unfortunately our e-mails do often get caught in spam filters. These will come from one of the following accounts:

[President@RutherglenLTC.com](mailto:President@RutherglenLTC.com)

[Coaching@RutherglenLTC.com](mailto:Coaching@RutherglenLTC.com)

[Membership@RutherglenLTC.com](mailto:Membership@RutherglenLTC.com)

To ensure you receive all our correspondence, it is worth "approving" these e-mail addresses within your e-mail account. An effective way of doing this is to add them as contacts.

We also encourage our members to follow us on Twitter, Facebook and Instagram, where you'll find a regular stream of posts about goings-on at the club:

<https://twitter.com/RutherglenLTC>

<https://www.facebook.com/RutherglenLTC/>

[https://www.instagram.com/rutherglen\\_ltc](https://www.instagram.com/rutherglen_ltc)

Another great way of keeping up-to-date with what's happening and arranging games with other members is to join our WhatsApp group. This is not an official club communication channel – it is run by one of our members, Katie Semple, and gives members the chance to connect with each other to organise games. If you'd like to join this WhatsApp group, please message Katie on 07799 641596.

If you have any questions at all relating to your membership or any aspects of club life, please feel free to contact our Club Administrator, Lesley Tyre on 07802 655032 or via e-mail at [Membership@RutherglenLTC.com](mailto:Membership@RutherglenLTC.com) and she'll do her very best to help. Alternatively, you can contact Club President, Gareth Ellor on 07368 971263 or via e-mail at [President@RutherglenLTC.com](mailto:President@RutherglenLTC.com).