



PROCEDURE FOR NEW MEMBERSHIP APPLICATIONS AND RENEWALS

1. New Members
 - a. Membership Secretary deals with new enquiries
 - b. All prospective members complete the application form and submit it to the Membership Secretary together with their appropriate membership fee.
 - c. The Membership Secretary accepts the application unless when referred to the Committee, admission to membership of the Club is deemed to be contrary to the best interests of the sport or the good conduct and interests of the Club.
 - d. Membership Secretary sends welcome e mail or letter with members' pack (Appendix 1 and 2) to the new member(s).

2. Membership Renewal
 - a. The Membership Secretary sends by 1 February of each year a renewal application form by e mail or letter (Appendix 3) inviting existing members to renew their membership
 - b. The application form contains a section allowing the member to confirm their membership renewal (or otherwise), sign up to the Club's Rules & Regulations, and make any amendments to their personal details.
 - c. The letter also requests information relating to the new season including the Wimbledon Draw and BTM numbers.
 - d. The member returns the renewal application form to the Membership Secretary together with payment for the appropriate membership class. A Member who has not paid their subscription by 1 March will not be entitled to the privileges of membership until such time as the due fee is paid and, further, if the Member has not paid by 30 April, the Committee shall be entitled to cancel the membership.

3. Processing the information
 - a. The Membership Secretary processes the relevant information on the Club's data base.
 - b. Access to the data base is strictly limited to the Membership Secretary, the Treasurer and any other person approved by the Committee.
 - c. The Membership Secretary passes all payments to the Treasurer for banking and recording onto the Club's accounting system.
 - d. The Treasurer ensures that the fees recorded on the data base balance with the fees entered onto the accounting system.



Henfield Tennis Club
The King's Field
Northcroft
Henfield BN5 9QB
Tel: 07815 048609

Dear Member

Whether you are new or renewing, young or young at heart, player or spectator

A Very Warm Welcome to Henfield Tennis Club (HTC).

I hope you really enjoy your tennis here and are able to make the most of all the great facilities and opportunities that the club has to offer so that you can get maximum benefit, value and enjoyment throughout your membership.

So now you can head down to the courts with racquet and ball in hand to meet up with others keen for a few hits. (Please refer to the Welcome Pack for guidance on how to get started and booking a court). But the club offers more to its members than just the 'free' use of the courts. To give you a flavour of what goes on at the club, there are a wide range of activities to get involved in most of which are either free or incur a discounted fee for its members: from junior tournaments and social tennis, 'Rusty Racquets' (blow the cobwebs off your wooden Donnay), 'Cardio Tennis' (similar to gym circuits but on court and much more fun), to match practice, competitive tennis and tennis ladders, not forgetting our calendar of socialising and fundraising events. There really is something for everyone. Your Welcome Pack and 'The Club Folder' in the pavilion contain further details about these various sessions and events.

For a wealth of up to date information I highly recommend regular visits to our website www.henfieldtennisclub.com where you will find the weekly schedule, latest news, upcoming events, the courts' timetable, match fixtures and results, club competitions, ladders, coaching sessions, contact details for committee members and more. The Members' Section, which is accessed using the password **henfieldtc**, is where you can view your Welcome Pack, Minutes of Committee Meetings and leave comments and feedback for the committee. The Welcome Pack really is an invaluable resource for all members and presents concise instructions on 'How to...' book a court, join in a social session, get a key, use the floodlights, bring a guest and more. Spending a few minutes familiarising yourself with this will certainly enhance your initial experience of the club by helping you to get going quickly with minimal fuss.

The Club has a 'buddy' system in place should you have any questions, comments or need introductions; please contact any person shown on the Buddy List below and in the Welcome Pack. This person can brief you on the range of club sessions available and help point you in the right direction depending on your particular interests, needs and tennis proficiency. Please contact the person below who you feel may be best placed to answer any of your queries.

'Buddy' List:

- General membership queries – Liz Hodgson – membership@henfieldtennisclub.com
- Senior day time social tennis – Jerry Sirley – jerrysirley@btinternet.com
- Senior evening social tennis – Digby Stephenson – chairman@henfieldtennisclub.com
- Senior competitive tennis – Tony Jackson – vc@henfieldtennisclub.com
- Rediscovering your inner tennis or lapsed players – Liz Brindley – lizzybrind@btinternet.com
- Juniors, coaching for all ages – Joerg Schlueter – headcoach@henfieldtennisclub.com

The club is very fortunate to have an LTA Approved Head Coach, Joerg Schlueter, who runs a series of sessions and lessons, workshops and tennis camps both juniors and seniors.

As with most community run organisations the club's success is determined by its members giving their time willingly and freely so please do get involved, from playing or encouraging from the sidelines, helping with the organisation or running of events, to baking, weeding and washing up. It all helps. The club is a friendly bunch who wants all its members to have a good time on and off the court. Whatever interests, skills or time you have, the club is always very happy to hear from you.

So please don't hesitate to get in contact with me, or any member of the club, should you have any further questions or suggestions regarding all things Henfield Tennis Club.

Welcome Aboard. See you on court.

Digby Stephenson
Chairman HTC, 07815 048609



MEMBERS' INFORMATION PACK 2014/15

Here are some hints and tips to help you make the most of your membership. Please take a few minutes to get acquainted with these guidelines as knowing a few concise basics will considerably improve your initial membership experience. The information here is available in greater detail on the website at www.henfieldtennisclub.co.uk.

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1. Overview of the Club Facilities

- 4 floodlit macadam courts. Courts 1 and 2 are directly in front of the pavilion and 3 and 4 to its left.
- 1 mini court open to all.
- Pavilion with a meeting room and small equipped kitchen area.

Inside there is a Club Folder housing useful information and outside there is a notice board displaying important notices and upcoming events.

- Henfield Leisure Centre provides shower and toilet facilities, changing rooms and lockers as well as a licensed bar. It also holds a key to the courts but not the pavilion.
- The club has full LTA affiliation.

2. Club Timetable or Court Utilisation Programme

This is a good starting point as it will show you at a glance the availability of the courts. At various points during the week some are blocked out to the club for team practice, social tennis, match play and coaching sessions. Check the website regularly as session times can alter depending on the time of year and take up. A copy can also be found on the notice board outside the pavilion.

3. Booking a Court

The club has an on line booking system. You will be provided with a User Name and Password when you join which will enable you to book a court. You can also book by contacting the Henfield Leisure Centre (HLC 01273 494984) and this can be done up to a week in advance. Just give them your name, the time and duration of the booking and a court preference if you have one. The mini court is always unlocked, free of charge and open to be used by all. It is just turn up and play.

4. Playing Tennis

Courts 1 to 4 are locked. Collect the court key from HLC and open up the court you plan to use. Once it is unlocked the key must be returned to HLC before you start playing. Upon finishing your game please lock the court gate by snapping shut the lock; a key is not needed for this. The mini court does not have a lock and so is always open. All courts are available to play between the hours of 8am to 10pm. Shower and toilet facilities are available at HLC.

5. Balls

You can either bring your own, borrow from the club sessions or purchase new balls for £4 per tin from specified club members (Digby 07815 048609, or Dorrit Bernascone 01273 493675) or £4.50 from HLC (01273 494984). The club provides new tennis balls for inter-club home matches and the finals of the annual club competition which are then available for use in club sessions. In addition, at the Monday evening match practice session, players typically buy 3 or 4 tubes of balls from the club which are then very generously left for all to use during the week. If suitable balls are available to borrow please feel free to use them and then return them. If there are no suitable balls from these sources then you can of course supply your own.

6. The Pavilion and the Pavilion Key

As an adult member, for a small fee of £6, you can have your own key to the pavilion. Once you are a key holder you will be able to access all the courts with the key that is inside the pavilion, to the right of the entrance. You will no longer need to get the court key from HLC each time you play. But please remember to return the court key to the pavilion before you start your game in case it's needed to unlock the other courts by other players. When you have finished playing remember to lock the court

gate behind you by snapping shut the lock, ensure the court key is hanging up inside and then lock up the pavilion with your own key. But please do checks before locking the pavilion door that if other members are present that they have a pavilion key and can lock up if necessary.

Having a key has the added benefit of giving you access to the pavilion facilities of a mini kitchen and seating area, the log book for registering any guests, the cash box for any payments and the key for the flood light box. There are also some spare junior racquets to borrow in a trunk at the back of the meeting room. The pavilion also provides welcome respite from inclement weather. To obtain a key please contact Vas Siantonas on 01273 492240.

7. Floodlights

- The timers take 50p coins only. Only use 50p coins. Other coins will jam the mechanism and the lights will not work until fixed.
- More than one 50p coin can be inserted at a time.
- Each 50p will give you 20 minutes of play.
- There are 2 external boxes that house the controllers. The left box is for courts 1 and 2 and the right box is for courts 3 and 4. Ignore the extreme left box as it houses fuses etc.
- You will need to open the metre box with a black key with a yellow Seeboard tag that is usually found hanging to the right of the pavilion door.
- On courts 3 and 4 one floodlight has a courtesy light fitted which will stay on for about 5 minutes after the other floodlights go out.
- The lights cannot be used beyond 10pm in order to comply with local planning restrictions.
- If you are the last player leaving the club please lock the box properly and return the key to its usual hanging place and then lock the pavilion.

8. Joining in Social Tennis Sessions – refer to timetable

These sessions occur Monday and Thursday and Saturday afternoon, Sunday morning and Tuesday and Thursday evenings. These sessions are open to all senior members, just turn up for the start time of the session and all players either draw for partners or the session leader will organise the games. Please note that for the Monday and Thursday afternoon sessions there is an email system in place to ensure that at least one other person is going to turn up. To be included in this email group contact Jerry Sirley at jerrysirley@btinternet.com or take your chance and just turn up. Another point of contact is Liz Brindley at lizzybrind@btinternet.com who has experience at Rusty Racquets, social tennis and Match Practice. For those interested in coming to an evening social session, and would like an introduction, please feel free to contact Digby Stephenson at chairman@henfieldtennisclub.com.

9. Playing Competitive Tennis : Squads and Ladders – refer to timetable

The club enters teams in the Sussex LTA Leagues and currently there are 2 Mens, 2 Ladies and 2 Mixed Veterans Teams (Summer only). There is also a mixed all-aged team which plays in an organised series of friendlies. If you are interested in representing the club in a team game please contact Tony Jackson at vc@henfieldtennisclub.com. A Team Practice session happens on a Monday night and players are put on a rota which the team captains organise. The club session – Squad Practice – is on a Wednesday

evening. It is similar to Team Practice but is a turn up and play session rather than a rostered one and is co-ordinated by David Nias at d.nias@btinternet.com . Club matches are generally held on a Saturday morning and Wednesday evening. There is a Singles Ladder that all members are entitled and encouraged to participate in. They are designed to be fun and social but with a competitive edge, giving all players a chance to meet other club members. Ladder rules can be found on the Henfield tennis website. Keith Brown co-ordinates the ladder and can be contacted at webmaster@henfieldtennisclub.com Every year the club holds a tournament which is open to all adult Henfield TC members. The events are singles and doubles for both men and women and mixed doubles. An entry form will be circulated notice at the beginning of each season . If you wish to enter a doubles event but do not have a partner, the tournament organizers will try and find you a suitable partner. A junior tournament is also planned for 2014 season.

10. Club Coaching Sessions for Seniors – refer to timetable and adult coaching flyer

These are held most days of the week in various guises and at various times. Some are only open to members, some open to all, some you pay for at members' rates and some are free. Joerg Schlueter is the club Head Coach and is an LTA Licensed Level 3 Coach and can be contacted at headcoach@henfieldtennisclub.com and the best person to contact about club coaching sessions. The club also has a LTA Licensed Level 3 Coaching Assistant, Keith Brown, who works alongside Joerg. Keith is also our webmaster and the person to contact if you need a racquet restrung. Adult coaching at the club includes Rusty Racquets, Cardio Tennis and Skills and Drills for which you pay Joerg direct. Joerg also holds a Team Coaching session on a Monday evening prior to the Team Practice session and this is free to all potential team players.

11. Juniors – refer to junior coaching flyer

The mini court is always open and works on a turn up and play basis. Children can play on the larger courts that should be booked in the usual manner through HLC. There are some junior racquets in the pavilion that can be borrowed while on court. Some younger juniors may find the yellow balls too fast and bouncy. It is a good idea for juniors to play with the colour balls recommended by the LTA, ie, red balls for 8U, orange balls 9U and green balls for 10U. Juniors usually progress to yellow balls at around age 11. The club only has yellow balls, when available, to borrow at any time. If juniors happen to be playing on a court when Joerg is there he is happy to lend them some colour balls according to their level. Otherwise you may want to think about purchasing your own junior balls. Joerg, with Keith, currently coach Mini Red and Mini Orange on Monday and Wednesday, Mini Green on Wednesday and Junior Yellow Ball on Friday afternoons. There is also a Mini Red session on a Saturday morning. During school holidays the coaching team often hold Tennis Camps, Tournaments and other extra coaching opportunities. Throughout the year juniors are encouraged to participate in local LTA tournaments whatever their level; firstly, it's great fun and, secondly, it's a fantastic way to improve their tennis skills as they have to learn to play against others whose styles and tactics may be less familiar than their friends'. Regarding Wimbledon and Juniors please see point 13.

12. Bringing a guest

When playing tennis with a non-member, a charge of £3 for the duration of each play. Please sign in your guest in the Guest Book and pay the fee into the Money Box both of which are located in the pavilion. For non-members standard tennis fees are £12/court/hour for Seniors and £6/court/hour for Juniors and are payable at the Leisure Centre.

13. Applying for Wimbledon Tickets through the Club

Every member over 9 years old has the opportunity to enter a draw for pairs of Wimbledon Tickets via the club. The number of pairs of tickets that the LTA allocates to the club is dependent on the total number of BTM numbers affiliated to the club. The method to enter the draw is as follows:

- You must have a BTM number. Obtain an LTA BTM number from the LTA website which is free of charge ensuring that you affiliate yourself to Henfield Tennis Club.
www.lta.org.uk/BritishTennisMembership .The LTA instructions are very clear but if in doubt please refer to the club website for further instructions on this.
- Enter this number on to your Membership Application/Renewal Form and tick the box indicating you want to be entered into the draw.
- Provided that you have paid your Membership fees in full and affiliated yourself to HTC , supplied the club with a BTM number and indicated your wish to be included in the draw by 1st April, you are now all set.
- Beginning in the 2014 season, the LTA will be making the draw.
- Watch out for an email and other notices on the HTC website announcing the date of the draw.
- LTA rules regarding the draw must be adhered to and are available on the LTA website

14. The Social Side

The club organises lots of events throughout the year so there are many opportunities to have fun off the court such as the annual Summer BBQ, a Christmas Dinner, The Wimbledon Draw, a mulled wine and mince pies morning and more as well as fundraising events such as the jumble sale and quiz night. Pepe Mastrangelo heads the social side of the club and can be contacted at gmastra@hotmail.com .

15. Club Rules

Henfield Tennis Club is fully committed to the safety and well-being of all its members, and believes that it is important that members, coach, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to share any concerns or complaints that they may have about any aspect of the club with a member of the committee. Committee contacts can be found on the website.

Members are expected to abide by the Club's Code of Conduct which is also displayed in the pavilion and on the website. All members please:

- Wear suitable kit and proper tennis sole shoes at all times for all play.
- Pay your annual subscription(s) and any fees for training or events promptly.
- No smoking in the pavilion or on court.
- Do not go on court under the influence of alcohol or drugs.
- No chewing gum allowed on court at any time.

- Keep to agreed timings for training and competitions, or inform your coach or team captain if you are going to be late. In the case of Juniors, parents take on this role.
- Play within the Rules and respect officials and their decisions.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.

16. Summary of Useful Contacts including Buddy List

Name	Connection/Interest	Phone Number	Email
Digby Stephenson	Chair, evening social tennis, new balls	07815 048609	chairman@henfieldtennisclub.com
Vas Siantonas	Treasurer, key	07808 470806	treasurer@henfieldtennisclub.com
Liz Brindley	Secretary,	07818 060041	lizzybrind@btinternet.com
Tony Jackson	Vice Chair, club teams	01273 492636	vc@henfieldtennisclub.com
Davis Nias	Squad Practice		d.nias@btinternet.com
Joerg Schlueter	All coaching, Juniors	07809 892424	headcoach@henfieldtennisclub.com
Pepe Mastrangelo	Social Sec, fun times off the court	07815 414659	gmastra@hotmail.com
Keith Brown	Webmaster, racquet stringing, Assistant Coach, ladders	07702 983042	webmaster@henfieldtennisclub.com
Jerry Sirley	pm social tennis		jerrysirley@btinternet.com
Liz Brindley	Rusty Racquets, social tennis, Team Practice		lizzybrind@btinternet.com
Liz Hodgson	Membership Secretary		Liz-hodgson@hotmail.co.uk
Dorrit Bernascone	New balls	01273 493675	
LTA website	BTM numbers		www.lta.org.uk/BritishTennisMembership
HLC	Court key, toilets, shower, changing rooms, lockers, bar	01273 494984	
HTC website			www.henfieldtennisclub.com . Henfield Tennis Club is also on Facebook

HAPPY TENNIS, SEE YOU ON COURT

