



# Ealing Lawn Tennis Club

## COURT USAGE POLICY

***ELTC provides courts for members Social play, Competitive play and coaching opportunities. We aim to make The Club inclusive and welcoming for all members, by spreading the chance to book courts according to the policy explained below.***

### **ONLINE BOOKING SYSTEM**

1. All courts must be booked using the MyCourts online booking system:  
<https://ealingtennis.mycourts.co.uk/bookings.asp>
2. All playing partners must be entered onto the booking system.
3. Bookings may be cancelled if playing partners do not appear on the system within 24 hours of the scheduled court booking time.
4. Online court bookings can be made from midday, 7 days in advance.
5. The MyCourts booking system will implement fair usage policies with booking restrictions which are explained with friendly "error" messages.
6. Online booking fees (where applicable) vary based on the day/court/time as displayed on the booking sheets.
7. Members must have sufficient credit on their booking system accounts in order to book courts, where a fee is chargeable.
8. Members can top-up their booking system accounts online with credit/debit card transactions, which are securely processed by Stripe.
9. Booking fees can be shared using the facility to "transfer credit" to other members.
10. Members must cancel their bookings when unable to play, and must do this as soon as possible so that other members may book and use the court.
  - If the cancellation is made more than 48 hours prior, the booking fee will automatically be refunded to the booker's account.
  - If a cancellation is made within 48 hours of the booking time, the booking fee is non-refundable and will be shown as a "late-cancellation" charge on the member's booking system account. However, if the same court and time is rebooked by another member, this late-cancellation charge is automatically refunded to the original booker, as a system credit.
11. If a member does not take up their bookings on a regular basis, they may have their ability to book courts suspended.
12. We ask (but do not insist) that members play singles in 60-minute slots and doubles in 90-minute slots.

### **COURT BOOKING GENERAL**

13. The court booking arrangements above apply only at the times where the membership category is valid.
14. There are restrictions on the following categories: M1/M2/M3/J1/J2/J4/A/L1/S1/F/C  
See 'restricted court bookings' below.
15. Additionally, members in the categories above can play at other times up to 3 times a year providing they pay a guest fee (details below).
16. Members can continue playing after their court booking time has expired, if the court is not booked following their booking, but they must leave promptly, once the following booking-time starts.
17. If a member moves court to carry on playing after their booked slot has finished, they must re-book on the booking system.
18. *Members are restricted to playing only once per day for 90 minutes in a Peak Time Slot.  
(This excludes organised Club Social and Coaching Sessions and Club Team and Tournament Matches).*



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### **PEAK TIMES**

Summer (April-Sept inclusive)	Monday-Friday 1600-1900	Saturday-Sunday until 1800
Winter (Oct-March inclusive)	Monday-Friday 0700-0900 and 1600-1900	Saturday-Sunday until 1800

### **GUEST FEES**

19. Visitors are welcome at the Club as guests of ELTC members.

20. It is the responsibility of the Member to ensure the guest plays in the spirit of the game.

#### **21. The guest needs to be registered and paid for on the MyCourts booking system:**

- Login to your MyCourts members area
- Book a court and press 'select opponent(s)'
- Under 'select partner/opponent' choose the appropriate guest fee
- Your balance will automatically be debited £2.50 (adults) and £1.50 (juniors) for each 30-minute slot
- Ensure you select all playing slots for your session

#### **22. If you are registering and paying for a Guest Fee retrospectively**

- Login to your MyCourts members area
- Select 'transfer credit' on the left-hand side panel
- Under 'select member to transfer credit' choose 'Guest fee paid after'
- Input the appropriate fee into the 'amount to transfer'
- Include the guest name under 'memo' and press 'submit'

### **JUNIORS**

23. Juniors have access to play on the Junior Coaching Programme.

24. Juniors can play on the mini tennis courts at all times.

25. A Junior can play with a regular playing adult member at any time.

26. Other than the above, Juniors have booking restrictions - see restricted court booking below.

### **TOURNAMENTS, LEAGUES AND CLUB MATCHES**

27. Internal matches can be booked using the court booking system.

28. For the Club Annual Summer Tournament, there are temporary arrangements announced at the start of the tournament to allow 3 set matches to be completed, uninterrupted.

29. Members completing in external leagues can book courts through MyCourts and are required to pay a Guest Fee.

### **COURT ETIQUETTE AND DRESS**

30. Play in the spirit of the game.

31. Treat other members with respect.

32. Recognised tennis clothing and shoes must be worn by all players.

33. When going on court all players should try to enter at the same time to minimise the disruption of play on other courts.

34. If balls stray onto adjoining courts, wait for the adjoining court's players to return the balls rather than walking on or behind the court.

35. If balls from the adjoining court enter the court, please return these reasonably promptly.

36. The clay courts should ALWAYS be dragged after use.

37. Nothing should be left on the court or its surrounds (including balls) at the end of a game.



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### **RESTRICTED COURT BOOKING**

CATEGORY		RESTRICTION
M1, M2	MIDWEEK	Can only book and play from Monday-Friday
M3	MIDWEEK (DAY)	Can only book and play from Monday-Friday from 10:00 until 16:00
J1, J2	JUNIORS	Can only book and play at the following times: Monday-Friday until 19:00 and Saturday-Sunday until 12:00
F	FAMILY – UNDER 26	F members under 19 mirror J1 J2 restrictions F members 19 and over have no restrictions
J4, A	JUNIOR & ADULT COACHING ONLY	Access to the Club only for coaching Can only play with coaches in line with the C:COACH restrictions, unless they have a regular booking made by the Club
L1	PARENT/GUARDIAN PLAYING	Can only book and play with their children at the following times: Monday-Friday until 18:00 and Saturday-Sunday until 11:00
S1	SOCIAL ONLY & CARDIO	Access to the Club for social activities and the bar Access to the Club to attend the Cardio Tennis sessions

### **COACHING**

General:

- Club Coaching Programme and individual Regular Bookings are made through The Club.
- The Club will only give regular bookings slots to 'regular (senior) coaches'.
- Coaches cannot book more than 4 hours per day (including regular bookings and group coaching).
- Coaches cannot book and coach after 1900 Monday-Friday.
- Members' individual coaching sessions should always be booked by the coach, with the member showing on the booking system.
- Bookings may be cancelled if members do not appear on the system within 24 hours of the scheduled court booking time.
- The Coach must inform the Club to release any Regular Bookings if they are not going to be used.
- The Coach must release any ad-hoc coaching bookings themselves as soon as possible if they are not being used.

Summer restrictions (start-March - end-September):

- Peak times: Monday-Friday from 1600, Saturday-Sunday until 1800.
- Any coach peak bookings on C1-3 & G1-6 have to be made by the Club as regular bookings.
- Coaches cannot book ad-hoc:  
D1-3 Monday-Friday from 1600, and Saturday-Sunday until 1800  
C1-3 Monday-Friday from 1600, and Saturday-Sunday until 1800.  
T1-3 Monday-Friday from 1900, no restriction Saturday-Sunday.

Winter restrictions (start-October - end-February)

- Peak times: Monday-Friday 0700-0900 and from 1600, Saturday-Sunday until 1800.
- Any coach peak bookings on D1-3 & C1-3 have to be made through the Club as regular bookings.
- Coaches cannot book ad-hoc:  
D1-3 Monday-Friday between 0700-0900 and from 1600, and Saturday-Sunday until 1800.  
C1-3 Monday-Friday from 1600, and Saturday-Sunday until 1800.  
T1-3 Monday-Friday from 1900, no restriction Saturday-Sunday.