



## 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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19. Members should aim to enter their opponent as soon as possible. Failure to enter the opponent before the booking commences will result in a penalty, equivalent to the guest fee, which will be automatically debited the following day.
20. If booking is made within 48 hours of play an opponent must be entered in order to secure the booking.

### **PEAK TIMES**

Summer (April-Sept inclusive)	Monday-Friday 16:00-21:30	Saturday-Sunday until 1800
Winter (Oct-March inclusive)	Monday-Friday 07:00-08:00 and 16:00-21:30	Saturday-Sunday until 1800

### **GUEST FEES**

21. Visitors are welcome at the Club as guests of ELTC members.
22. It is the responsibility of the Member to ensure the guest follows the rules set out in the Court Etiquette and Dress Code section below.
- 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 £6.00 (adults indoors), £4.00 (adults outdoors) and £1.50 (juniors) for each 30-minute slot
  - Ensure you select all playing slots for your session
22. Members (both senior and junior) are limited to 12 hours of guest fees over the annual membership period. For the avoidance of doubt, this means if you have more than one guest on a court, each guest will account for one of your 12 hours
23. During peak times, the Management Committee reserves the right to restrict Guest bookings. Guests are not allowed to play on the indoor courts at weekends 11am-6pm for the period 1st October - 31st March.

### **JUNIORS**

24. Juniors have access to play on the Junior Coaching Programme.
25. Juniors can play on the mini tennis courts at all times.
26. A Junior can play with a regular playing adult member at any time.
27. Other than the above, Juniors have booking restrictions - see restricted court booking table below.

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

28. Internal matches can be booked using the court booking system.
29. 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.
30. Members competing in external postal leagues (as opposed to team leagues entered by the club) can book courts through MyCourts and are required to pay a Guest Fee.

### **COURT ETIQUETTE AND DRESS**

31. Play in the spirit of the game.
32. Treat other members with respect.



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33. Misconduct, such as racket abuse or swearing, shall not be tolerated.
34. Recognised tennis clothing and shoes must be worn by all players.
35. No chewing gum permitted on court.
36. When going on court all players should try to enter at the same time to minimise the disruption of play on other courts.
37. Refrain from entering the court prior to your allotted booking time so as not to disturb those still playing. At the end of your session please vacate the court promptly.
38. 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.
39. If balls from the adjoining court enter the court, please return these reasonably promptly.
40. The clay courts should always be dragged after use.
41. Nothing should be left on the court or its surrounds (including balls) at the end of a game.

### RESTRICTED COURT BOOKING

CATEGORY		RESTRICTION
M1, M2	MIDWEEK	Can only book and play from Monday-Friday 7 days in advance
M3	MIDWEEK (DAY)	Can only book and play from Monday-Friday from 10:00 until 16:00 7 days in advance
J1, J2, L1	JUNIORS PARENT/GUARDIAN PLAYING	Can book and play at all times but only book 3 days in advance ( effective 1st May 2025 until 30th September 2025, with ongoing review)
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
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'.
- 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.
- There should be no more than 2 coaches on the same surface at any time - unless indicated in the allocated times.
- There should not be more than 6 courts used for coaching at any one time, unless agreed on the schedule.
- During the peak times after 7pm midweek and weekends 11.00-4.00pm (11.00-6.00 winter) - no more than 2 courts to be booked for coaching and none indoors.
- In the summer, if a dome is available **on the day**, then it may be booked for coaching at peak times i.e. after



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7pm midweek and weekends.

- During camps - no more than one other coach can have a court and it must be outdoors
- When matches are taking place courts then the allocated court may change i.e. clay to grass/ tarmac or tarmac to clay/grass.