



encouraging and improving  
the playing of tennis since 1923

## **Welcome to Merrow Tennis Club!** **Useful information for new Adult Members**

Most of the information you need to know about our club is on the club website: [www.merrowtennis.com](http://www.merrowtennis.com). If you have any questions about the club, our Club Administrator will be delighted to help or point you in the direction of the right person to help. They can be contacted at [merrowltc@gmail.com](mailto:merrowltc@gmail.com)

### **Safeguarding**

MLTC acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and LTA requirements. A copy of the club's full safeguarding policy is available from our website (<http://www.merrowtennis.com/safeguarding.html>) or from the Club Administrator ([merrowltc@gmail.com](mailto:merrowltc@gmail.com)). Information regarding Safeguarding is displayed on the notice board in the Clubhouse. Any safeguarding concerns that are raised at the venue will be dealt with confidentially and in line with safeguarding policy.

Our Welfare Officer is **Julie Pearn** who can be contacted on 07952 525149.

There is a [Code of Conduct](#) for both our adult and junior members which can be found on our website and on the notice boards in the clubhouse.

### **Club Social Mix-in Tennis Sessions**

We welcome members at the club social tennis sessions. If you have not attended a club social mix-in tennis session before, please contact the club administrator, who will be happy to organise an introduction to the sessions. The administrator or one of the club committee members will be able to advise about the tennis standard required prior to joining a club mix-in social tennis session.

**"The Inbetweeners" Session** is held every Wednesday evening from 6pm to 8.00 pm and Sundays from 2.00-4.00pm. These sessions are intended to provide an opportunity for people who are new to the club or perhaps a bit intimidated by even the social tennis sessions. We are always glad to see new faces and often have visits from members who are having Rusty Rackets lessons and are looking for somewhere to start playing games without too much pressure. There is no minimum standard and it is a very welcoming atmosphere. There is an Inbetweeners WhatsApp group, please email the Club Administrator if you wish to be added to the group.

### **Committee/ Useful Email Addresses**

The club committee is appointed at the AGM each year which is usually held in March. The Committee consists of the Chair, Secretary, Treasurer and up to nine elected committee members and the Club Coach. The Club also has a President too. Information about who the members of the committee are can be found on our website at:

<https://www.merrowtennis.com/committee.html>. We are always looking for new people to get involved with the committee so if you would like to know more, please get in touch.

The Chair can be contacted at [chairmerrowtennis@gmail.com](mailto:chairmerrowtennis@gmail.com)

The Treasurer can be contacted at [treasurermltc@yahoo.co.uk](mailto:treasurermltc@yahoo.co.uk)

The Secretary can be contacted at [secretarymltc@gmail.com](mailto:secretarymltc@gmail.com)

The Club Administrator, who is not a committee member, can be contacted on [merrowltc@gmail.com](mailto:merrowltc@gmail.com).

### Coaching

- We offer a range of group coaching sessions to help you improve your game. Coaching is booked through our website at <http://www.merrowtennis.com/adult-coaching.html> and download the booking form <http://www.merrowtennis.com/coachingfiledownloads.html>
- If you have a query regarding booking lessons, please call 07539 045371 or email for more information **Jorge Martin Munoz** at [munozjorgemartin@yahoo.com](mailto:munozjorgemartin@yahoo.com)
- Individual private lessons can be book directly with one of the coaching team. Their contact details are available at <http://www.merrowtennis.com/private-coaching.html>

### Court booking

- The on-line court booking system is available at <http://merrow.clubsolution.co.uk>, or via the club website or the touchscreen in the club house. Please book a **maximum** of two, 1 hour slots in a row or one, 1 ¾ hour slot in an evening.
- Please log in to the court booking system in the clubhouse otherwise you will be recorded as a no-show for your booking. After a certain number of no-shows your court booking rights will be suspended for a certain period of time.
- There is a mobile App available for iPhone and Smartphone users that can be downloaded via this website if you access it from your mobile
- If you forget your password or have problems using the on-line booking system, contact the Club Administrator. Please also check that the contact information for you on the system is correct.
- Some courts are booked for matches, club sessions, coaching, junior or family priority so please check court availability before turning up to play. See <https://www.merrowtennis.com/weekly-tennis-schedule.html>

### Club House

- To access the clubhouse please email the Club Administrator and request the door code - [merrowltc@gmail.com](mailto:merrowltc@gmail.com)
- The club offers free use of tennis balls to all adult members. Three or Four balls are available from the ball rack in the clubhouse. Please make sure you return **all** used balls to the rack when you have finished playing. Balls are currently replaced 3 times a week. Members are free to use their own balls if they wish to.
- **Floodlights** are free of charge for members. The switches for the floodlights are on the wall to the right-hand side of the kitchen. Floodlights can only be switched on in order from court 3 to 1, and court 6 to 4 (i.e. court furthest away from houses first).

They switch off automatically at 9.30pm weekdays and Saturdays, and at 6pm on Sundays. Please remember to turn off the floodlights when you have finished using them, as they use a lot of electricity.

- **Ball Machine** – The club has a ball machine that members can use to practice. Keys to the club ball machine can be purchased at £10 each from Dave Clarke email: [Clarke\\_dm@hotmail.com](mailto:Clarke_dm@hotmail.com). Please be careful when moving the ball machine as it is **very heavy and awkward**.
- **Free Wi-Fi** is available to members. The passcode for the Wi-Fi can be found on the notice board near to the club balls.
- **First Aid/ Defibrillator** – these are found in the area where the notice boards are. If you use items in the First Aid box, please notify the Club Administrator so they can be replaced. The First Aid box only contains ice packs, dressings, tape, plasters, bandages, alcohol free wipes, scissors and saline eye wash. Members may wish to carry their own painkillers, waspeze, after sting etc as the club cannot stock these on a members behalf.
- **Bar** – the club bar is an honesty bar; prices are displayed on the fridge and members should pay for their drinks in the cash box opposite the fridge (left hand side of the bar as you go in). We also have a SumUp machine which means that you can pay for by card. Team captains and committee members have bar keys and can open the bar for members. If you would like a bar key please email the administrator and they can arrange for you to have one. There is a £5 deposit for a bar key. When the bar is closing all money from the cash box should be put in an enveloped, labelled “Bar” and posted into the letter box outside the bar (under the tv). Members failing to pay for drinks will result in the bar facility being withdrawn.

### **Clothing and Shoes**

Recognised tennis shoes should be worn when playing, as they provide appropriate ankle support and grip for play. Normal trainers do not offer good ankle support and provide poor grip which can result in injury. Black soled trainers **MUST NOT** be worn, as the soles mark and damage the courts.

### **Club Matches**

We have a wide range of men’s, ladies and mixed teams who play matches all year round, in the local Woking, Surrey and Chaucer leagues. If you are interested in playing matches for the club, please contact Eugenia Wachters our match secretary at [E\\_wachters@hotmail.com](mailto:E_wachters@hotmail.com), who can introduce you to the relevant team captain.

### **Singles League**

If you are interested in playing singles, the club runs a competitive singles league (for men and women). Leagues run in two-month cycles, rules and information are displayed in the club house. For further information contact the singles league organiser Dave Clarke at [merrow-results@hotmail.com](mailto:merrow-results@hotmail.com).

### **Ladders**

We have just started a singles ladder. The ladder is held on the tennistrungs app. If you join the ladder, then you challenge people that are a certain number of places above you to a match. You have a set period of time to play the match. There are a mixed singles ladders,

mixed doubles ladder, men's doubles ladder and a ladies' doubles ladder. If you would like to join a ladder, please email Dave on [merrow-ladder@hotmail.com](mailto:merrow-ladder@hotmail.com).

### **Visitors**

You are welcome to bring visitors to play at the club on an occasional basis. The Adult visitors fee is £5, and child visitors fee is £2.50 (child guests must be signed in by an adult member). Please sign visitors into the Visitors Book which is by the ball rack in the clubhouse. Place the fee for visitors in one of the brown envelopes provided and post the envelope into the letter box under the bar. Alternatively you can pay by bank transfer and state visitor and your surname as the payment reference. Please write in the visitors' book if you have paid by cash or bank transfer. Visitors can play at the club up to five times a year.

### **Juniors**

Please refer to the information leaflet for new junior members if you have children who are members of the club. Specifically please remember that juniors under 13years old must be supervised by their parent or carer whilst at the club.

### **Wimbledon Ballot**

Merrow Lawn Tennis Club is affiliated to the LTA. As a member you can opt-in to the LTA members ballot for Wimbledon. From 2021 the ballot will be run centrally by the LTA. To be eligible you need to be a member of an affiliated club and have opted-in by a certain date. More information can be found on the LTA website.

### **Policies**

The following can be found on our website:

- [Anti-bullying Policy](#)
- [Club Rules](#)
- [Comments, Complaints & Suggestions Policy](#)
- [Safeguarding](#)
- [Diversity & Inclusion Policy](#)
- [Health & Safety Policy](#)
- [Data Management & Privacy Policy](#)

