

# St. Paul's Lawn Tennis and Croquet Club – Tennis Section

## MEMBERSHIP DETAILS

16<sup>th</sup> March 2018

The **2018/2019 Season** will start on Saturday 7<sup>th</sup> April 2018.

### **Annual Subscriptions:**

<b>Full</b>	£97.00 (members aged 18 years + not in school on the first day of the season)
<b>Junior Secondary</b>	£48.00 (members in school years 7 – 13 on the first day of the season)
<b>Junior Primary</b>	£27.00 (members in school up to year 6 on the first day of the season)

**Court Availability:-** Members may play tennis at any time outside of Club Sessions, (apart from Sunday mornings when no play is allowed before 10 am or on Tuesday afternoons between 2pm and 4pm when adult coaching takes place) with priority given to club matches and tournaments. *Parents are responsible for their children's safety when they are using the club premises.*

### **Club Sessions:-**

Saturdays from 2 pm (1.30pm in winter) and Tuesday afternoons from 4 pm in summer;  
Wednesday evenings from 7 pm (summertime only);  
Any adult member of a reasonable standard is welcome to play at club sessions.

**Coaching:** Group coaching for adults on a private fee basis takes place on Tuesday afternoons at 2pm. Anyone interested should contact Bridget Wray on 01689 847081.

**Joint Tea with the Croquet Section** is planned for Saturday 30<sup>th</sup> June 2018 at 4pm. All members are welcome to this annual social event which will take place after normal club play.

**Finals Day** will be held on **Saturday 1<sup>st</sup> September at 11am** when all members are invited to come along and watch the Men's Singles Final. Refreshments will be provided at lunchtime, awards will be presented to all tournament winners, followed by general club play in the afternoon. In case of rain the fall-back Finals Day date will be Saturday 8<sup>th</sup> September.

**Visitors' Fees** must be paid at the time of play: Adults £2.00 and Juniors £1.00.

A person may only play as a visitor a maximum of six times in a season and not on Saturday afternoons (unless seeking membership). The fees should be put in an envelope and taken to 20 Essenden Road.

### **Wimbledon Tickets**

The LTA has stipulated that tickets are available for purchase through the club to **British Tennis Members only who have opted-in online to the Wimbledon Ballot and who are successful in the annual club draw**. (If you have not already joined British Tennis, you will find the information at [www.lta.org.uk/members](http://www.lta.org.uk/members)).

Priority will be given to those club members who were unsuccessful in the previous year. Anyone who is successful will be emailed by the LTA and must accept and pay or decline within 14 days. Tickets are offered as pairs, are NOT transferable and are only available to those over 18.

**The next Annual General Meeting** of the Tennis Section will be held at 7.45 p.m. on Monday 4<sup>th</sup> March 2019 in St. Paul's Church Hall, Croham Park Avenue, South Croydon, immediately followed by the Main Club A.G.M. at 8.30p.m. All members are welcome to attend.

With best wishes

*Ros*

**Ros Cox**  
**Tennis Secretary**

Mrs Ros Cox, 19 Hurst View Road, South Croydon CR2 7AJ  
Tel: (020 8681 5395 or 07970 244408) E-mail:- [roscox19@gmail.com](mailto:roscox19@gmail.com) for any queries.

# St. Paul's Lawn Tennis and Croquet Club – Tennis Section

MEMBERSHIP APPLICATION FORM FOR SEASON 2018/2019 starting 7<sup>th</sup> April 2018.

Completed Application Forms should be returned to the Club Secretary (details overleaf).

The Annual Subscription is:

**Full (Adult Member)** £97.00      **Junior Secondary** £48.00      **Junior Primary** £27.00

**A Family Membership Discount of 15% is applicable to the total sum payable:-**

This is available for 3 or more members of one family which must include at least one adult member and one junior member.

**The Key** to the grounds and tennis pavilion is available to new members for a £5 **cash** deposit to be given to the Secretary with the completed application form.

**General Data Protection Regulation.** In accordance with the new GDPR rules, St Paul's has developed a Data Protection Policy which is attached and will be published on our website. Please tick to indicate that you have read and agree with this policy

**PLEASE USE A SEPARATE APPLICATION FORM FOR EACH MEMBER**

NAME .....

Address (incl postcode) .....

..... Date of Birth if under 18    /    /

Telephone No ..... Mobile No.....

Email address.....

**I wish to apply for: FULL / JUNIOR SECONDARY / JUNIOR PRIMARY / FAMILY membership**

**PAYMENT – Please add any tournament fees (£2 per tournament) to the total payable and complete either (a) or (b)**

(a) I enclose a cheque payable to **St. Paul's Lawn Tennis Club for £**

(b) I confirm I have paid an amount of £            on **date**    /    /    by online banking

Please use the following details and **quote your surname as the reference:**

Account Name: St Paul's Lawn Tennis Club    Sort Code: 09 01 27    Account No 72806562

**Signed** .....      **Dated**.....  
**(Parent or Guardian if under 18)**

# St. Paul's Lawn Tennis and Croquet Club – Tennis Section

## **IF YOU WISH TO ENTER CLUB TOURNAMENTS OR THE WIMBLEDON TICKET BALLOT THEN FORMS NEED TO BE RETURNED TO THE SECRETARY BY 21<sup>st</sup> APRIL 2018**

### **CLUB TOURNAMENTS** (Adults only)

I wish to enter the following club tournaments at £2.00 per entry payable with the club subscription.

Please note the Men's Singles Finals Day will be on Saturday 1<sup>st</sup> September 2018.  
All other Finals can be played at a convenient time for all concerned and preferably before 1<sup>st</sup> September.

Ladies Singles Tournament \*Yes / No      Ladies Doubles Tournament \*Yes / No

Men's Singles Tournament \*Yes / No      Men's Doubles Tournament \*Yes / No

Mixed Doubles Tournament \*Yes / No      (*\*delete as applicable*)

### **WIMBLEDON TICKETS**

**Only British Tennis Members over 18 who have opted-in online to the Wimbledon Ballot are eligible to take part in the club ballot.**

**All tickets allocated by the LTA to St Pauls must be distributed in pairs and must not be split between more than one successful British Tennis Member. Any successful British Tennis Member in the club ballot must use the tickets for themselves with a guest. The guest can be of the successful member's choosing and does not have to be a British Tennis Member, or a member of that venue.**

I wish to apply for the Wimbledon Ticket Draw and agree that if I am successful I will not pass the tickets on to anyone else. Tickets may be for mid-week or weekend matches and must be paid for directly to the LTA if you are successful in the draw.

Signed .....

# St. Paul's Lawn Tennis and Croquet Club – Tennis Section

## USE OF ST. PAUL'S TENNIS COURTS

The grounds and facilities at St. Paul's Tennis and Croquet Club are shared between the Tennis Club and the Croquet Club. The following are intended to be helpful guidelines for use of the facilities by all Tennis Club members.

- The courts are reserved for club sessions on Saturday afternoons, Tuesday afternoons and Wednesday evenings in the summer. They may be used for general play outside of these times although priority must be given to any matches or tournaments. You may play on Sunday mornings after 10 a.m. unless there is a match. Out of respect to our neighbours, please keep noise to a reasonable minimum at all times.
- All visitors using the courts (i.e. anyone who has not paid a membership fee) shall be liable to pay £2 (adults) or £1 (child). A person may only play as a visitor a maximum of six times in a season and not on Saturday afternoons (unless seeking membership). The fees should be put in an envelope and dropped round to 20 Essenden Road.
- Please wear clothing appropriate for tennis, and in particular shoes with non-marking soles should be worn so as not to damage the surface of the courts.
- After unlocking the main green gate, please attach the padlock to the back of the gate, as this gate is used by both tennis and croquet club members.
- The courts should only be used for tennis. No other games, toys, bicycles, skates, etc. should be used on the tennis courts as they could cause damage to the surface.
- The net height can be adjusted by using the measuring poles located on the end of each net. Please **slacken** the nets very slightly after use.
- If other people are waiting to use the courts, each set played should consist of no more than 11 games.
- If needed, the keys to the toilet block can be found on the coat hook inside the "pavilion" door to the right. Please replace the keys on the hook after use.
- In the pavilion, balls in tins and in the white plastic tubs are for club sessions only.
- Balls in the metal or yellow plastic hoppers may be used for general play, but please ensure they are returned to the pavilion after use.
- The electric fence on the croquet lawn has been erected to prevent lawn damage by foxes and badgers. This fence is switched on 24/7 so please take care not to touch it or to try and retrieve tennis balls from the croquet lawn. **Please do not allow children to play around or near it.**
- If balls go into the neighbours' gardens they will probably be returned in due course. You must not go into any of the gardens to retrieve them.
- Please do not leave any litter, water bottles etc. on the courts or in the pavilion. Please take it home with you!
- Please ensure that anything taken out of the pavilion is returned, that lights are switched off and the doors are securely padlocked before leaving.
- The two wooden gates between the upper and lower tennis court should be hooked closed after use so that they are not damaged in high winds.
- Finally, please ensure that the padlocks on the entrance gates to each tennis court are re-locked after use, as well as the main gate.

*Many thanks and we hope you enjoy your tennis games!*

# St. Paul's Lawn Tennis and Croquet Club – Tennis Section

## DATA PROTECTION POLICY

### Policy statement

St Paul's LTC is committed to protecting the rights and privacy of its members and others in accordance with the Data Protection Act 1998 (DPA1998). This policy applies to anyone involved in the work of St. Paul's LTC. As a matter of good practice, individuals working with St Paul's LTC who have access to personal data, that is personal information which is processed either electronically or on organised paper records, will be expected to have read and to comply with this policy.

### Legal requirements

The purpose of the DPA1998 is to protect the rights and privacy of individuals and to ensure that processing of personal information is not carried out without their knowledge, nor wherever possible, without their consent. The Act requires us to acknowledge the right of 'subject access' – members and others must have the right to copies of their own personal data we hold.

Any misuse of personal information will be taken seriously and appropriate measures will be taken where necessary.

### Purpose of data held by ST PAUL'S LTC

We process personal information to enable us to provide a service for the benefit of our members; administer membership records; fundraise and promote the interests of the club; maintain our own accounts and records.

### Data protection principles

In terms of the DPA 1998, ST PAUL'S LTC is the 'data controller', and as such determines the purpose for which, and the manner in which, any personal information is, or is to be, processed. We will make every effort to ensure that we have:-

**1. fairly and lawfully processed personal data**

**2. processed data for limited and lawful purposes**

We will not use data for purposes other than those agreed by data subjects (members and others).

**3. only retained adequate, relevant and not excessive data**

We will monitor the data held for our purposes. If information given or obtained is excessive for such purposes, it will be deleted or destroyed.

**4. kept data accurate and up-to-date**

It is the responsibility of ST PAUL'S LTC to act upon the notification of any changes in personal data, amending records where necessary. Members are requested to ensure that any change to their data is notified to ST PAUL'S LTC as soon as possible.

**5. not kept data longer than necessary**

We discourage the retention of data longer than is required. All personal data will be deleted or destroyed by us after an appropriate period, which will depend on the type of data.

**6. processed data in accordance with the individual's rights**

All individuals for whom ST PAUL'S LTC holds data have the right to:

- be informed upon request of all the information held about them within 30 days;
- the removal and correction of any inaccurate data about them;
- prevent the processing of their data for the purpose of direct marketing.

**7. kept data secure**

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction.

**8. not transferred data to countries or territories outside the European Economic Area unless the country has adequate protection for the individual**

No transfer without the explicit consent of the individual concerned. ST PAUL'S LTC takes particular care of this when publishing information on the internet that can be accessed from anywhere in the world.