



Rules and Guidelines

**Ashbrook Lawn Tennis Club
Bushes Lane,
Grosvenor Road (Rear),
Rathgar,
Dublin 6.
www.ashbrooktennisclub.ie**

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Management Committee

All affairs of the club shall be under the management of the Management Committee. All other committees or sub-committees shall report to the Management committee.

It is a condition of club membership that all members abide by the rules of the club and the directions of the management committee

The committee shall comprise of the President, Chairperson, Ladies Captain, Gents Captain, Honorary Treasurer, Honorary Secretary, Club Development Officer, Facilities Officer, Bar Officer, Events and Marketing Officer.

See the website for the current committee members.

Note :

If you have any suggestions or ideas on how we can improve the club or have a concern about how the club is run, please talk to a Committee member. Being run by volunteers, the club welcomes all help offered by club members.

All general communications should be directed to the Honorary Secretary
info@ashbrooktennisclub.ie

All financial communications should be directed to the Honorary Treasurer
treasurer@ashbrooktennisclub.ie

All communications relating to the club facilities etc. should be directed to the Facilities Management Officer

Tennis Committee

The Tennis Committee is responsible for:

- League team selection
- Competition scheduling
- Competition draws
- Handicapping
- Ladder Management

The Committee shall comprise of the Ladies Captain, the Men's Captain and five ordinary members. See the website for the current members of the tennis committee

Note:

Members should contact the Tennis Committee if they are interested in playing league for the club. League players need to be available to play at least 4 out of 5 matches.

Dress Code

All members are required to wear recognised tennis attire. Proper tennis shoes must be worn on court.

Covid

Using the Courts

Players must:

- Be a current member of Ashbrook
- Members may have a guest attend. Pay the guest fee (€5 per guest) by going to [Visitors and Miscellaneous Payments on the website](#)
- Book before playing – no exceptions - use Skedda system, and name all participants
- Have a parent/guardian accompany any player under 16 years
- Not be subject to Government quarantine rules
- Not have been around someone with symptoms of COVID-19 in the last 14 days
- Not be in a period of self-isolation and/or cocooning under the current Health Policy Rules
- Not be displaying COVID-19 symptoms
- Not have flu-like symptoms or are feeling unwell

Booking Courts

- Every member must book a court in advance (up to 1 hour before playing), naming all participants.
- If you have not booked, you cannot play. If you turn up at the club without a booking hoping to play you will be asked to leave.
- Doubles and singles can be played
- Changing rooms and showers may be used up to 50% capacity

Playing:

- Always maintain social distancing.
- Sanitise hands before entering the court.
- Enter the court one at a time.
- Change ends at opposite sides of the net.
- Refrain from handshakes and high fives.
- Use their racquet / foot to pick up balls and hit them to their opponent and should avoid using their hands to pick up the balls.
- Remain apart from other players when taking a break.
- Avoid touching face after handling a ball, racquet, or other equipment.
- If a ball from another court comes across, players should send it back with a kick or with a racquet.
- Equipment such as towels, food, and drink must not be exchanged between players.
- Items brought on court should be taken home afterwards.
- Players should ideally bring a small bottle of hand sanitizer with them and keep it in their pocket or bag for use.
- Physical distancing should be observed throughout the period of play, particularly on change of ends and entering and exiting the court and venue.

Court Usage

1. All games should be prebooked using Skedda, naming all participants in the game
2. Competitive matches are entitled to stay until they are complete.
3. Matches do not take precedence over friendly games if there is a queue.
4. Members are responsible for turning off lights if they turned them on
5. Floodlights on all courts are timed off at 11 pm.
6. Chewing gum and cigarettes are not permitted on the courts.
7. Do not leave any litter on the courts.
8. Where necessary, the Committee reserves the right to close all the courts, for example, Finals Day.

Visitors

1. Any member may bring a visitor twice in any one month.
2. Before a visitor can play, the member must have paid a green fee of €5.00 to cover insurance (This can be paid through the [Visitors Fees and Miscellaneous Payments](#) link on the website www.ashbrooktennisclub.ie).
3. Members are asked to bring visitors outside busy times.

Juniors

Junior coaching times are:

- September to June, 3pm to 6pm, Monday to Friday (three courts max in use)
- July to August, 1pm to 5pm, Summer camp (all courts)

Child Protection Policy

The Club abides strictly by the Code of Ethics and Good Practice for Children's Sport published by the Sports Council of Ireland and monitored by Tennis Ireland. The Club is adhering to the criteria for Child Protection compliance 2013 issued by Tennis Ireland. The Club participates in the Annual Child Protection Audit published by Leinster Tennis. The Management Committee has appointed two Child Protection Officers. See the website for the current Child Protection Officers

If you have any issues concerning Child Protection you should contact one of the Child Protection Officers above. If you require to know the criteria for compliance, please contact the Hon. Secretary.

Ashbrook Tennis Club is fully committed to safeguarding the well-being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport.

Please refer to the Ashbrook Child Protection Policy Document

Adult Supervision of Children

Camps and Tournaments

For Junior camps and Junior tournaments, the club will arrange for the presence of a male and a female adult.

Coaching

For individual, group or family Junior coaching, the parents/guardians and coach must arrange for the presence of a second adult of opposite gender to the coach. Alternatively, it will suffice if a member of opposite gender to the coach is on site (e.g., playing or on the grounds) for the duration of the session

Casual/recreational play

In the case of casual /recreational play, juniors over the age of eleven may, with the permission of their parents/guardians, attend the club. In such cases, the club carries no responsibility for supervision.

Code of Conduct

At all times Juniors are expected to obey the Code of Conduct, and act in accordance with current Covid19 sanitisation and social distance requirements.

Court access for Juniors at Ashbrook TC

The courts are accessible to juniors during the periods indicated below. The particular times indicated will not apply on days of club events.

Group	Age	Access
	16 years and over	Full access as for Seniors
	11 to 16 years	Full access up to 7 pm
	10 years and under	Adult supervision at all times Access up to 6 pm

Bar

The bar is open for special tennis occasions and functions. It may also open at regular specified times if the Committee considers this advisable.

General Rules

1. When parking outside the club do not obstruct access to our neighbours houses or garages.
2. Switch off the lights when you are finished using the changing rooms.
4. If you do not have a set of keys to gain access to the clubhouse, contact the Club Secretary at info@ashbrooktennisclub.ie or leave a message at the club.
5. Codes for entry to courts and clubhouse must not be shared with non-members, except in exceptional cases.
6. Please remember to clean your shoes, using the brushes provided, before and after using the courts.
7. All users are asked to adhere to the rules.

If you do not have a set of keys to gain access to the clubhouse, contact the Club Secretary at info@ashbrooktennisclub.ie or leave a message at the club.

Please remember to clean your shoes, using the brushes provided, before and after using the courts.

Data Protection

The **General Data Protection Regulations (GDPR)** is EU legislation that came into effect on May 25th 2018.

These regulations deal with the way that 'personal data' should be used, and Ashbrook, as with all sports clubs, is obliged to adhere to the requirements.

In terms of GDPR the club is deemed to be a **Data Controller**. This is because the club collects, stores and processes personal data about members.

The regulations require the club to:

- Ensure that club members are aware of the application of the GDPR,
- Inform club members about (a) the types of information the club requires and (b) how the information will be used

The club:

- 1) Collects members' personal data: name, home address, email address and phone numbers and date of birth of junior members
- 2) Uses the information for the purposes of managing the legitimate activities of the club e.g. registering members, registering players for official league teams if information is required by the officially recognised organising body e.g. Tennis Ireland or Dublin Lawn Tennis Council (DLTC), informing members about club activities and communicating with members on club related issues.

Distributes lists of Names, and Telephone Numbers of members to club members to facilitate the arrangement of games and interaction between members (Members may request an opt-out of this list). This is done under the legal basis of legitimate interest whereby it is reasonable to expect that members will contact other members to arrange to play tennis at the club.

- 3) Publishes the names and contact details of management committee members, coaches, and other office holders on the club website and on club documents
- 4) The club may display photographs of members on the website and other social media.
 - Members may request an opt-out
 - Parents/Guardians will be asked for consent prior to any pictures of juniors being displayed

The club:

- Ensures that the information stored is kept safe and secure and is not passed to third parties without the member's express permission.
- Can keep your information on file only while there is a continued need for it.
- Must review the information regularly for completeness and accuracy (at least yearly)

Members may refer any issue concerning data privacy to info@ashbrooktennisclub.ie or directly with a member of the management committee, and the committee will deal with the matter

Ashbrook Club Competitions

Exact dates of events are communicated to members nearer the time.

Spring Championships

Competition takes place during March and April.

Comprises of :

- Championship Singles & Plate • Men's and Ladies Doubles
- Mixed Doubles.

Finals take place at the beginning of May

Summer Championships

- Competition takes place during July and August.
- Championship & Handicapped Singles.

- Championship & Handicapped Doubles.
- Championship & Handicapped Mixed Doubles.

Finals take place on the day of the **'At Home'**.

Arranging and playing the match

1. All matches in each round must be played before the closing date for the round. Failure to complete a match before the stipulated date may result in either or both parties being scratched.
2. If a player is unable to play the match in the allocated time then he/she must notify the chart steward in good time. If you are going on holiday make sure your matches are up to date or if possible played before time so that the competition will not be held up.
3. All players should be in the club and ready to start at the arranged time or when a court becomes available.
4. Courts should be taken only on a first-come first-served basis.
5. The winner of each match must write the result on the appropriate chart, together with the **score** and the **date played**.
6. In the first round the onus is on both parties of the match to contact the earlier qualifier..
7. In the second and subsequent rounds the last person(s) through to the round must contact the earlier qualifier.
8. Any player who is not on the phone list or is not readily contactable must always have the onus of arranging his/her matches.
9. If you have any difficulty in contacting an opponent or in arranging a match notify the chart steward in good time.
10. In championship matches the tie-break rule only applies in the first two sets.
11. Tie-breaks do not apply in handicap matches.
12. Players who choose to represent a different club in the summer league are not allowed to play in the Singles Championship that summer.
13. Seeding for the Singles Championship should follow from the current ladder positions.
14. On entering the competition you must be available to play the final on the date set by the committee.

Interclub Competitions

Exact dates of events are communicated to members nearer the time.

Summer League

- Competition takes place during May and June.
- Play-offs take place in the latter half of June.
- Ashbrook enters Men's and Ladies teams.

Mixed Doubles League

- Competition takes place during July and August.
- This league is open to lower class Summer League players and also to players who are not taking part in the Summer League competition.

Senior League

- Competition takes place during September.
- Ashbrook enters Men's and Ladies teams.

Flood-Lit League

- Competition takes place during October and November.
- Ashbrook enters Men's and Ladies teams.

Winter League

- Competition takes place during January & February
- Ashbrook enters Men's and Ladies teams.

Social Tennis

Social Tennis events are organised throughout the year and these events are communicated to all members via email and via **Activities** on the club website. Members are welcome to organise social tennis events.

If you do not have a regular playing partner just come down, introduce yourself and join in for singles or doubles.

Club Ladder

- The Club Ladder is hosted on <http://www.clubmanager.ie>
- This is the definitive Ladder for the Men's and Ladies Singles. Challenges should be issued via this system.

- If you are having difficulties logging on to Club Manager please contact your Captain or the Facilities Officer.
- Members may choose to opt out of the ladder by logging on to the Club Manager system or by contacting a Ladder Administrator (Men's or Ladies Captain, Club Facilities Officer or Club Development Officer).

The Gents and Ladies ladder is adjusted as per the following rules:

- Challenge results in the challenge season.
- Results in the Spring & Summer Singles Championship.
- The Tennis Committee is responsible for adjusting the Ladder after the Spring and Summer championships.
- Ranking is based on progress through the Spring and Summer draw, with old Ladder position being used to sort those who reach the same round.

Failure to play in the Spring or Summer Singles Championship will result in the player falling three places on the ladder.

Challenges

The challenge season runs all year through except during the Spring and Summer Club competitions.

1. Any player can challenge another player in order to move up the ladder in the challenge season as follows.
 - Players ranked 3 to 11 may challenge up three places..
 - Players ranked 12 and higher may challenge up five places.
 - New members have one free challenge which they can use to challenge anywhere on the ladder.
 - Free challenges can be issued as rewards for players reaching the finals in the Spring Singles Plate and the Summer Singles Handicaps.
 - The winner of the Ladies and Gents Summer Singles Championship will hold the number one position for the year.
2. A player who is challenged has a fortnight to play the match. If they do not play they will drop 2 or 3 places.
3. Log on to ClubManager.ie in order to make challenges and enter results. The Winner is responsible for ensuring the correct result has been entered.