

TENNIS BROCHURE

2024/2025

Bromley Sports Club



Index

1. Message from the tennis Chair
2. Club Social Sessions
3. Type and cost of tennis memberships
4. Payment method for subscriptions and ability to split subscriptions.
5. Injury or illness policy
6. Moving out of the area
7. Membership Card
8. Booking courts
9. Forgotten or no password.
10. Cancelling courts
11. Cancellation charges
12. Confirming that you have turned up to play and paying for guests.
13. Guests
14. Other Court booking features
15. Viewing your account online
16. Editing your personal details or making your details not viewable to other members
17. Booking Floodlit courts
18. Booking the Air Hall
19. Court Charges
20. Paying for courts
21. Safeguarding
22. Bar and Kitchen opening times.
23. Club Tournaments
24. Social Tournaments
25. Matches against other Clubs.
26. Team Teas
27. Tennis Coaching
28. Individual coaching lessons and extra charges.
29. Court Allocation
30. Wimbledon Tickets
31. Tennis Committee
32. Useful club contacts
33. Coaches contact details.

1. Message from the Tennis Chair

Welcome to Bromley sports club.

My name is Wendy Kean and I am chair of the tennis committee and also represent the tennis section on the board of directors.

This year is a particularly exciting time for the club as we are constructing 2 padel tennis courts and converting two of our tennis courts to clay surfaces. We hope these new developments will help grow the membership as well as introduce a new and very popular sport to the club.

Bromley sports club is a friendly and inclusive club which encourages all members to take advantage of the tennis opportunities available. Participation in Coaching sessions, social sessions at different levels, inter match competitive play, tournaments and box leagues are all available at the club.

We have a tennis committee made up of volunteers from the tennis section that meets monthly to arrange the tennis events for the club as well as social events such as the Christmas meal, evening entertainment and fund raising events.

We work closely with the tennis coaches to ensure that members needs are catered for whatever the level - beginner, intermediate or advanced.

We welcome feedback from members about their experience of the club so please let us know your thoughts and ideas about how things can be improved by contacting us at tenniscommittee@bromleysportsclub.co.uk

2. Club Social sessions

Winter: Generally, this is when the grass courts are taken out

Day	Time	Courts	Standard	Cost
Monday	8.30 – 10pm	Airhall – Coach led	Novice/Improvers/rusty rackets	£5
Wednesday	1.00 – 4.00pm	Airhall + Court 9	Intermediate +	£5
Thursday	1.30 – 3.30pm	Courts 11 & 12	Novice, Improver & Intermediate	£0
Thursday	6.00 – 8.00pm	Courts 11 & 12	Intermediate	£3
Friday	1.30 – 3.30pm	Courts 11 & 12	Novice, Improver & Intermediate	£0
Saturday	1.30 – 4.30pm	Airhall + Court 9	advanced/experienced intermediate level.	£5
Sunday	12.30 – 2.30pm	Airhall	Under 35's	£5

--	--	--	--	--

Summer: Generally, this is when the grass courts are in play

Day	Time	Courts	Standard	Cost
Monday	8.30 – 10pm	Courts 7 & 8	Novice/Improvers/rusty rackets	£0
Wednesday	1.00 – 4.00pm	3 x Grass Courts	Intermediate +	£0
Thursday	1.30 – 3.30pm	2 x Grass Courts	Novice, Improver & Intermediate	£0
Thursday	6.00 – 8.00pm	3 x Grass Courts	Intermediate	£0
Friday	1.30 – 3.30pm	2 x Grass Courts	Novice, Improver & Intermediate	£0
Saturday	1.30 – 4.30pm	3 x Grass Courts	advanced/experienced intermediate level.	£0
Sunday	12.30 – 2.30pm	TBC	Under 35's	£0

3. Type and cost of tennis membership

The club aims to offer sufficient choice that fits into different people's lifestyle. The following memberships are on offer to our members and potential members. If you feel you would like to change your membership category at renewal, then please let the office know.

Renewal dates are varied. We have 12 renewal dates – the first of each month: This depends on when you first joined. All memberships are annual.

Subscriptions up until 31 March 2024 – then subject to increase:

For those 30+

Full – 7 day £435

Midweek: (Mon to Fri 8am to 10pm) £330

Midweek to 4pm: £255

Midweek to 4pm Plus Sundays: £295

Out of County (20+miles) 50% of the above

Couples – all couples are two times the above less approximately 15% - you both must have the same category of membership.

Family – this is a couple plus unlimited children under 19. The cost is Couples membership plus £100.

For those 19 – 29-Year-olds

Full £155

University student living away from home in another city/town £77.50

There is no couple's membership for this category as it is already more than reasonable.

4. Payment method for subscriptions

All payments are by Direct Debit. We do not accept any other form of payment.

You may split payments over up to 6 consecutive months:

2 months – no additional charge

3 months - £4 Service charge.

4 months -- £6 Service charge.

5 months - £8 Service charge.

6 Months - £10 service charge.

5. Injury or Illness policy

If any member is likely to have a long-term injury or illness that prevents them from playing they should let the club know immediately. The first two months of the injury or illness, from the time the club is told, in an email, will be payable by the member but after that, the club will extend the membership by the extra months that the member is not available to play.

There are no refunds or reduction of subscriptions.

6. Moving out of the area

This applies to those members who may be moving out of the area during the year and would like to maintain their membership until they move.

These members **MUST** let the club know at renewal or start of their subscription.

The club will then put the member on a monthly subscription. 1/12th of normal subscription.

You must tell us the month before you move that you need your subscription to end.

So, if you tell us in April then May will be the last payment and your membership ends at the end of May.

A £1 per month surcharge is applied to cover the costs of the club for monthly direct debits.

If you did not tell the office, you are moving then we are unable to give any refund.

7. Membership Card

New members will be issued with a membership card. This may be collected from behind the bar. The card is to access the club before 8am or after 10pm.

It is also used to log on to the booking computers. Read on later.

It is useful to carry it with you but not essential.

8. Booking Courts

All courts should be booked.

This helps us determine whether the person playing is entitled to be on the court.

It also helps us to determine court usage and therefore court allocation.

To Book courts when you are not at the club you can use our **online** system on your laptop or your mobile. The booking system is mobile-friendly.

You can use either classic booking or mobile. Classic is where you can see the courts next to each other. Mobile is where you see one column one court at a time or all courts by time or just free courts and the courts booked out for you.

You can search for members, coaching courses and other information by clicking on the appropriate choice.

By clicking on the portrait – to right you can view invoices, change emails and personal details, and adjust settings.

Laptop or mobile

Goto: Our website: bromleysportsclub.co.uk

Book a court at top right of page.

Put in: Username and password. (Or set up from new according to instructions)

The username and password are not case sensitive.

Your username and password will be remembered unless you cancel cookies.
So, you do not need to log in again.

Booking Computer at the club:

With member's card:

Press log-on

Put your member's card near the card reader – you are logged on.

Go to courts, day and time.

Click on courts required.

Press log- off

If you do not have your member's card:

Press log-in

Enter surname and click as soon as you see your name.

Enter password – and you are now logged in.

Then as with member's card

Putting a booking icon onto your mobile phone:

Apple phone: Go to the bookings. At the bottom there is a share button in the middle. It is a square box with an arrow pointing upwards. Open that - scroll down until you see add to home screen. Press that. The icon now appears on your screen.

Others: All have this feature but accessed in different ways.

(Please note the old app is no longer in use and is replaced with the new booking system above)

9. Forgotten or no Password.

If you do not have a password or you have forgotten yours, you can obtain one online or by phoning the office.

The online method is straightforward.

Google: Bromley Sports Club and go to the website.

In the top righthand corner of the home page click on book a court.

Then click on forgotten logon or create log-on

10. Cancelling courts

All members must book courts they want.

If you do not want the court you have booked, then you must cancel it before use - not after you have played.

To cancel a court, you can go onto any one of the booking methods.

With online and the club computers – click on the court and cancel.

11. Cancellation charges:

Daylight court: Can be cancelled up until the booking. No Charge for cancelling.

Floodlit Courts: Can be cancelled up until the bookings. No charge for cancelling:

Airhall Courts: To avoid any charge, your court must be cancelled 48 hours before booking.

Cost of cancelling less than 48 hours is Full cost of court:

No charge if court is subsequently rebooked.

12. Confirming that you have turned up to play and pay for guests: (To be brought in).

You need to confirm you have turned up for a court that you have booked and not cancelled.

To do this you need to just 'log on' to one of the booking computers.

Press log-on

Put your membership card near to the card reader.

You can do this up to half an hour before playing or up to half an hour after playing.

When you log on it will say your court(s) are confirmed.

It will also ask you if you are playing with any guests. If yes – say how many. Then log off.

If you are bringing a guest, you must pay for your guest this way. (except for block bookers in the bubble who should pay at the bar by credit or debit card).

It is not fair to others who pay, or to the club, if some members ignore their responsibility of paying for guests.

At the beginning of the following month, you will be billed for any chargeable courts and any guest fees due. This will be collected by direct debit at the beginning of the following month. You need do nothing unless you feel there is an error. Any monies due will be collected automatically on the date given on the invoice.

Confirming courts ensures that if you have booked a court then someone has turned up to play. If you cannot make the court, then you must cancel it.

If you do not show up for your court and you do not cancel, then you will be charged £3 no show charge. This is on top of any other court fee charges that may exist. You are stopping others from using the courts.

This confirming courts apply to daylight, floodlight, and member booked bubble courts.

Those who have block booked for the season should not confirm – as it is booked out in a different way.

Confirming your court with a member's card takes 10 to 15 seconds.

13. Guests

Members are responsible for their guests and their behaviour at the club.

Guests are paid for when you log on to confirm your courts – see 10 above.

The club rules say you can only bring a guest 3 times. After this they should become a member.

Current Guest fees are:

Adults £4

Eighteen and under: £2

14. Other Court booking features.

a) Adding 15 minutes or 30 minutes to your booking

If you arrive before your session starts you can add 15 minutes or 30 minutes before the session is due to begin provided no one is on before you.

If you want to you can, after the session has started, add 15 minutes or 30 minutes after the end of the session provided no one has booked afterwards.

It can only be done on the booking computers at the Club. The original person who booked must log on and press the booking - then press 'Additional time' and go from there.

You will be charged pro rata for the additional time.

b) Swapping courts

To swap a court to another time on the same day click on court and click swap.

You will receive an email to confirm this.

c) Waiting list

If it is not possible to book the court you want on a particular day then there is a waiting list system

Click on options. Click waiting list.

Click on what courts you want and time period you are happy to accept.

Court slot?

Autobook – if you click 'yes' the court will be booked for you if a court is released and you will receive an email confirming. If you click no then you will have a provisional booking lasting two

hours. If you do not confirm in that time the court will either be released or passed to next person on the waiting list.

15. Viewing your account online.

The paying person can view their account, so before phoning the Club with a query please first view your account online. There are buttons to press in accounts so you can see what invoices a Direct Debit payment relates to. It will also show invoices where we are still collecting the outstanding balance.

Click on the small person in a circle top right of screen – and click on invoices and payments.

16. Editing your personal details or making your details not viewable to other members

Click on the small person in a circle top right of screen – and click on membership details or email and settings.

Click **the padlock and save** if you do not want other members to see your details if they look you up on **member search**. Your address is not given in the member search.

If you make any changes and it applies to your family also then you will need to log on using their log on details and make any changes needed.

17. Booking Floodlight courts

Floodlights courts are chargeable and can be booked 2 weeks in advance. There is a charge associated with the booking and the charge is payable by the booker. You will be responsible for collecting any monies from other players. The courts are bookable in half-hour units.

The lights are LED's, and they will come on 5 minutes before the booking and go off 5 minutes after the booking time ends.

The system is linked to sunset and lights will come on as that is the program. They come when there is a yellow square on the booking time on the club computer and the online booking system. The app does not indicate when floodlights will be on.

If the lights come on you will be charged for them.

Planning permission means that we cannot go past 10pm. Please make sure that you collect your tennis balls and equipment by the time the lights go off.

18. Booking the Airhall.

The Airhall is bookable by all tennis members. As stated earlier there is a cancellation fee if you cancel within 48 hours of your playing time.

The Airhall lights are LED's and are turned on by pressing the green button on the light control box.

When finished and no one else is after you, please turn the lights off.

Because of the layout of the lights both courts are turned on, even if only one court is booked.

Members may block book a time for the whole season. This is where a group of members want to play at the same time each week. It is best with a minimum of 6 members so that you have enough for those who cannot make certain dates and/or get injured.

You block book up to Xmas after the grass courts close and then again in the new year until the middle of April when the Airhall is taken down. You let us know who should be charged with what, depending how many times they are playing. We invoice and collect the amount by Direct Debit.

Those who block books will get priority booking rights the following year for another block booking.

Guests may only play a maximum of 3 times. It is not possible, therefore, to have one member book and bring in the same guest all season. They would need to become a member. Block bookers need to pay for any guests at the bar after playing unless you have made alternative arrangements with the office.

If interested in a block booking, please do contact the office. The evening sessions are 7.00 to 8.30 and 8.30 to 10pm.

19. Court Charges

Daylight courts: No Charge

Floodlights: £4 per half hour

Airhall:

7pm – 10pm weekdays: £10 per half hour. From 1st Sept 2024 £10.50 per half hour

All other times: £8 per half hour. From 1st Sept 2024 £8.50 per half hour

20. Paying for courts

At the beginning of each month, you will be billed for any chargeable courts, no show charges, and any guest fees due from the previous month. This will be collected by direct debit at the beginning of the following month. You need do nothing unless you feel there is an error. Any monies due will be collected automatically on the date given.

Please note that if you cancel your direct debit before renewal then you will not be allowed to book further courts. If you are not going to renew then let us know when you get the renewal invoice and you can cancel your direct debit after we have collected any final court fees.

21. Safeguarding

The club takes safeguarding very seriously:

All our coaches over the age of 16 are DBS checked and have undergone a safeguarding course. All our buddy hitters are DBS checked.

All our tennis coaches have been on a first aid course and are licensed and fully insured.

A record of all our coaches' licences, DBS, Safeguarding and renewal dates are kept by the manager to ensure that they are kept up to date.

Adults should be aware they cannot change or shower with children present. Please see our changing room policy.

We have a safeguarding/welfare officer. Her name is Julia Conway and she can be contacted on 07989 393952 or emailed at julia10conway@googlemail.com

You can also speak with the manager if you have any concerns.

The Board of Directors have a Director who is responsible for ensuring that the Club manager is correctly applying the appropriate checks on all staff and keeping appropriate records.

Safeguarding is on the agenda of every Directors meeting.

Notices of our policy and how to contact the Safeguarding/welfare officer are on the squash and tennis notice boards.

Visit our website and our members resource are for our full safeguarding policies: [Bromley Sports Club](#)

22. Bar and kitchen opening times.

The Bar and kitchen current official opening times are given below. During the weekdays the bar is sometimes open outside these hours when office staff open up and are able to serve whilst working in the bar area.

The times given are subject to change as the club intends to increase the times the bar and kitchen are open from July.

The bar may close earlier if there are no customers in the evening.

	Bar opening	Bar Closing	Kitchen opening	Kitchen Closing
Monday	4.00pm	23.30pm	Closed	Closed
Tuesday	4.00pm	23.30pm	Closed	Closed
Wednesday	4.00pm	23.30pm	Closed	Closed
Thursday	4.00pm	23.30pm	4.00pm	9.00pm
Friday	4.00pm	Midnight	4.00pm	8.00pm

Saturday	Midday	Midnight	Midday	6.00pm
Sunday	Midday	Midnight	Midday	4.00pm

23. Club Annual Tournament 2024

The club championship is organised by the Tennis Committee and the coaches.

Entry to the tournament is conditional that you can make the finals.

The championship includes handicap events.

Dates: Invitation to enter will be: April 24

Draw sheets up by: First week in May 24

Finals Day 2024 will be: Saturday 20th July

There is no charge to enter any of the categories.

24. Social Tournaments

During the year there will be social tournaments organized by the Tennis committee.

You will be emailed details of these tournaments closer to the time.

There is normally a charge for these tournaments to cover ball costs and any food and to contribute to the tennis fund used to run social events.

25. Matches against other Clubs.

The club runs 4 Adult winter teams (2 men's and 2 ladies) and 6 Adult summer teams. (2 men's, 2 ladies. 1 men's over 60 and 1 ladies over 60)

If you are interested in playing in matches, then please contact Lionel Oo on the tennis committee, email below, or speak with him in person if you see him.

Club matches in the winter are all played at weekends. The matches are programmed to be played outdoors, although if raining on the day and the indoor courts are available, they can be transferred indoors.

Club matches take priority over other bookings – except indoor bookings. If a match overruns, then it is allowed to continue.

In the summer, matches are played on the grass courts.

Match balls can be collected from the office on the week of the match and must be returned to the office after the match.

Match results should be forwarded to the league planner and to the fixture secretary.

Match balls, used just once, will be on sale in the office or behind the bar for £3 a can or purchased by team members after the match.

26. Team teas

All team teas are provided by the kitchen.

Match Captains should liaise with the kitchen prior to the match to confirm the approximate time required.

The standard team tea consists of sandwiches, cake, and cups of tea. If you want something different you will need to liaise with the kitchen before the day.

Team captains must inform the kitchen if matches are cancelled and/or rearranged.

The cost of a standard tea is £5.00 per head for 2024

27. Tennis coaching

Tennis coaching is provided from 3 years old and there is no upper age limit.

We coach from beginners to top performance.

Currently we have 6 coaches, 2 of whom are performance coaches.

We currently coach over 300 people in our group coaching lessons.

All our coaches offer individual lessons.

Please just contact the Director of coaching, Luke Pattinson if you want to join in the group lessons or have individual lessons. You may also contact the coaches directly to have individual lessons.

28. Individual coaching lessons and extra charges.

Coaches may coach individuals. The coaches get charged by the club for the courts and they can pass on these charges to the client.

Daylight Courts: £4 per hour

Floodlight courts: £6 per hour

Airhall: £12 per hour as of 1st Sep 24 this will be £13

Non-Tennis member: Additional £2 a Guest

29. Court Allocation

The balance between courts available for coaching and members being able to book courts is something that we are very conscious of, and the club needs to be fair to both sides.

The tennis committee and the coaches have both agreed to the allocation of courts chart.

This has been sent to all members and the chart is available in the downstairs lobby and on the tennis notice board upstairs.

Peak times for coaching are Saturday mornings and 4 – 7pm weekdays - both term time only.

30. Wimbledon tickets.

The time has now long passed since the club used to have a draw for Wimbledon tickets that were allocated to the club.

Nowadays the club does not have anything to do with the tickets. It is the LTA who deal with them and bypasses the club completely. For reasons best known to themselves the LTA have done away with the club allocation.

To get tickets you will need to take part in the public ballot and will need to go online so that you can enter and make sure you are eligible. The entry for 2025 opens in September 2024

31. Tennis committee

Chair and tennis representative on the Board of Directors	Wendy Kean
Vice Chair and box leagues	Jackie Rubin
Secretary and New Member	Karen Chiswick
Tennis Captain	Lionel Oo
Social Sessions Representative	Denise Ponzecchi
Social Events and Tournaments	Libby Hills
Junior Members and Volunteers	Stuart Supple
Airhall maintenance	Brian Butterworth
Fixture Secretary	Lionel Oo

32. Useful Club contact details

Membership	Penny Day	admin@bromleysportsclub.co.uk
Accounting issues	Helen Beddoe	finance@bromleysportsclub.co.uk
Court fee issues	Helen Beddoe	finance@bromleysportsclub.co.uk
Kitchen	Katie Flueter	katie@katiescooks.co.uk
Bar	Jacqui Lampard	jacquilampard@hotmail.co.uk
Venue Hire	Menna Weeks	menna-lloyd@hotmail.co.uk
Tennis committee	Tennis Committee	tenniscommittee@bromleysportsclub.co.uk

Manager

Mathew Wathins

manager@bromleysportsclub.co.uk

33. Coaches contact details.

Luke Pattinson: Director of Tennis. LTA level 4 07825 157991 luke@bromleysportsclub.co.uk

Tom Jarvis: LTA Level 4 07886 195367 tom@bromleysportsclub.co.uk

Carrie Watson LTA level 3 07941 372021

Liz Mcquire LTA level 3 07939 538983

Barney Gardiner LTA level 3 07711 216543

Stefan Coney LTA level 3 07393 023484