



Hartford Tennis Clubhouse Policy

This document details the rules and responsibility for all members using the Tennis Clubhouse. As members it is your responsibility to ensure that by following the rules below, the clubhouse is maintained in a clean and safe environment for the benefit of all members.

Floodlights

Floodlights are provided for the six Astroturf courts. Each court has a number, refer to the diagram above the light switches. Top 1,2 or 3 and Bottom 4,5 & 6.

Insert the key on the right of the box for the court number you wish to use and turn on the lights by switching away from you until it reads FREE. Turn the light off for the court that you have been using by inserting the key and turning back towards you until it reads 0000.

When you have done this, you must ensure that you have in fact turned the lights off and the lights have gone off on the correct court.

As you are aware the cost of the floodlights is included in the membership fee. To help ensure these costs are kept to a minimum can all members please adhere to the following rules:

1. Only turn on the lights for the courts you are going to use.
2. If you have turned the lights on it is your responsibility to turn them off.
3. If there are members still playing, then please inform them that the group playing are responsible for turning the lights off.
4. On a Club night please ensure that as the session is ending any empty courts have the lights turned off.
5. On a Team Match night, it is the responsibility of the Team Captains to ensure that the lights are switched off at the end of the last match.

Kitchen Area

The kitchen area is cleaned and is left clean and tidy on a weekly basis.

It is the responsibility of all members that take out and use any crockery, or cutlery, to wash, dry and put everything you took out away, leaving the kitchen area in the clean state the cleaner left it.

Please ensure that all surfaces are wiped clean after use, and any rubbish is put in the appropriate rubbish/recycling bins.

Please do not wash crockery or cutlery and leave them to dry for other members to sort out. It is your responsibility wash, dry and put everything away, to keep this area clean.

Rubbish

All members must not leave any rubbish on the courts, in particular the dangerous metal ring pulls from ball cans, but also any ball containers, drinks bottles, snack papers, etc.

Please ensure that all rubbish, from the courts, or inside the clubhouse, is put in the appropriate clearly marked bins.

We are trying to be environmentally friendly so please use the appropriate recycling bins:

Yellow: Mixed glass, bottles, and jars

Blue: Food tins and drink cans, and metal ring pulls from ball containers

Grey: Paper, Cardboard

Grey: Plastics (might be worth buying a different coloured bin for a few quid...so we are 100% clear)

Metal Beige: all other non-recyclable waste, e.g. Food, Tea bags.

Furniture

If you take any furniture, e.g. tables, chairs, or any other items outside of the clubhouse, it is your responsibility to ensure that everything you have taken outside is returned inside the clubhouse. If other members are still using the items, then please ask them to ensure that they will return the items to the clubhouse on your behalf.

Blinds

Whilst the blinds on the windows do provide some protection from the sunlight, their prime objective is to provide security for the building, to stop anyone looking into the building who might want to break in.

It is the responsibility of any member that opens the blinds to close them when they leave the building. If there are other members still in the building, then please ensure that you ask someone else to take on your responsibility to close the blinds.

Balls

We have three sets of balls available. Match team balls are available in the Cupboard for Match days, and these are the responsibility of the Men's and Ladies Captains to access. When matches are completed, these balls go into the cupboard opposite the light meters.

There is a Club Night box. Please take three tennis balls from this box, and it is the responsibility of the member that has taken the three balls to return them to the box. If you have left the session and play is continuing it is the responsibility of the group that last plays on the court to return the balls to the box.

Balls are sorted and replaced regularly.

There is a box of balls for other social/practice sessions. If you do take one or more balls from this box it is your responsibility to return all these balls back to this box, and not leave them on the court.

Can all members please ensure that any balls left on the court at any time are returned to the clubhouse.

Lost Property

We have a Lost Property Box in which all items of clothing, drinks bottles, racket covers, etc. are put when found. They will be kept in this box, and it is the responsibility of the owner to collect their belongings.

This box will be emptied with items being thrown away or donated to charity on a Monthly basis.

Leaving the Clubhouse

If you are the last person to leave the club house it is your responsibility to carry out the following activities:

1. Ensure there is no water running from the taps.
2. Ensure all Floodlights are turned off.
3. Ensure any furniture/crockery left outside is brought in.
4. Ensure all internal lights are closed.
5. Ensure all the blinds are closed fully, so no one can see inside the clubhouse.
6. Finally ensure that the door is fully closed, and the locks snaps shut. After closing the door, please try and push the door open to ensure that the door has in fact been completely closed.