

CORSTORPHINE LAWN TENNIS CLUB

Honorary Life Members: Mr D McCagherty, Mr G Peat, Mr C Robertson, Mr I Chalmers, Mrs I Peat, Mrs M Johnston

NEWSLETTER AND APPLICATION FORM 2018

CAPTAIN'S MESSAGE

Having had the first full year of the new courts, they have proved to be a great success and are playable in almost all temperatures and weather conditions. Remedies are being put in place to tackle the moss problem but it will require good practice from all playing members to maintain them.

The major innovation last season was the introduction of box leagues which have given members an opportunity to play competitive singles.

In May we had over 300 children from local primary schools for a series of taster sessions, leading up to an open day which was well attended and enjoyed by all. It is important that we build on the success of these events and support all the work being done by a number of our members to encourage more juniors into the sport. We have a large number of juniors attending coaching sessions each week and also Rusty Racket coaching sessions for adults continue to be well supported. These coaching sessions are essential for the continued success of the club.

We have again enjoyed a range of social events, including American Tournaments, BBQs, Wine & Savouries evenings, a Christmas fancy dress and a Christmas party night, all well attended. A major success was the fundraiser and social evening which raised enough money to enable the club to purchase a defibrillator. In May a large group will be heading off for a tennis holiday in Majorca.

While the club is in a secure financial position, we have to plan for ongoing maintenance and improvements to the facilities, therefore it is important that the level of membership is maintained. We have to continue to build on our reputation as a friendly and welcoming club to attract new members.

As part of our ongoing maintenance, the outside of the clubhouse was repainted recently by a group of members. The club depends on the voluntary efforts of its members, so please help in whatever way you can.

Looking forward to another successful and enjoyable season.

CLUB OFFICIALS 2018

CAPTAIN:	Ian Gordon	Tel: 334 1674	Email: iancgordon@blueyonder.co.uk
VICE-CAPTAIN:	Gordon Fisher	Tel: 334 2121	Email: gordon.fisher@blueyonder.co.uk
TREASURER:	Chris Whytock	Tel: 334 4919	Email: family.whytock@blueyonder.co.uk
SECRETARY:	Mary Gordon	Tel: 334 1674	Email: mary.gordon@blueyonder.co.uk
CHAIR OF JUNIOR COMMITTEE	Liz Ferguson	Tel: 449 9109	Email: thefergfamily1@tiscali.co.uk

COMMITTEE: Colin Robertson, Euan Morrison, Robin Sellar, Calum Massie, Margaret Johnston, Yvonne MacKenzie, Oscar Miron, Lesley Mackie.

TEAM SELECTORS: Men: Scott Robertson and Gordon Fisher
Women: Jenny Carson

CLUB EMAIL ADDRESS: corstorphinetennis@gmail.com

See us at www.corstorphinetennis.com www.facebook.com/corstorphinetennisclub

CORSTORPHINE LAWN TENNIS CLUB

DIARY DATES FOR 2018

Opening of Season: Saturday 7 April: 2pm American Tournament (Seniors & Intermediates), weather permitting, followed by a social event in the evening.

Social Tennis: Saturdays 2 – 5 pm; Monday and Wednesday evenings from 6 pm and Thursday mornings from 10.00 am. We will let you know of the arrangements for social tennis nights when the Men's and Ladies' league matches are playing at home.

An adult group plays on **Wednesday mornings** from 10 – 12 and would welcome new members. This is a very friendly group who would like to encourage people who have played in the past or who have never played and would like to join them for coffee and light exercise. Exercise is the main aim but they also enjoy a chat!

Team Practice: From Monday 2 April until league matches start - Men on Sunday mornings at 9.00am and on Wednesday evenings starting at 6.00pm; Women on Tuesday evenings at 6 pm.

Senior Championships: Start mid-June.

Finals Day: Saturday 1 September (keep this date free, you never know you could be playing! and, if not, your support is always welcome). This will be followed by a social 'do' in the clubhouse in the evening.

Social Events: Keep an eye on the clubhouse noticeboard and the website for information (typically: American Tournaments, BBQ, Wine & Cheese, Carry Out Nights, Christmas party night).

JUNIORS

Juniors have **priority use of the courts** (with parents, if they are members) on Saturday & Sunday, up to 12 noon and from 5 pm to 7 pm. Juniors can play on Monday to Thursday up to 6 pm and all day Friday (but need to let other members play in turn) unless the courts have been booked for a match or coaching session. Arrangements for supervised junior social sessions will follow. Remember that juniors are only allowed access to the **clubhouse** when an adult is present.

Tournament Day: Sunday 26 August

Juniors who would like to participate in adult tennis sessions, including adult team play, and are of a high enough standard are positively encouraged to join as **Intermediate** members.

Parents who wish to play on court with their children must also be members of the club - Restricted Adult membership may be most appropriate for these parents.

We're currently looking to develop our Junior offering and plan to establish a junior committee, with specific tasks being allocated to individual committee members. **For further information, and any parents willing to help** with junior activities **please** contact Liz Ferguson (449 9109 or email thefergfamily1@tiscali.co.uk). **Help is always welcome!**

COACHING

Various **coaching sessions** will be provided throughout the year by Bruce Beadle, an experienced LTA coach and Chris Leonard, a level 2 LTA coach. These will be sessions for Adult beginners and Adult intermediates. Sessions for age grouped Juniors run throughout the year in addition to Easter and Summer camps. Keep an eye on the **website** and the **noticeboard** for details or contact Bruce.

In addition to the coaching sessions Bruce is available for Member's private coaching. Contact Bruce by email bruce.beadle@gmail.com or phone 07715561929

EAST OF SCOTLAND LEAGUES

The following teams will be entered for the 2018 Leagues:

Seniors: Men's 1 & 2; Women's 1.

See us at www.corstorphinetennis.com www.facebook.com/corstorphinetennisclub

CORSTORPHINE LAWN TENNIS CLUB

USE OF COURTS

Each category of club membership gives different access to the courts and club balls. Notwithstanding the access times stated below, any Full Adult, Intermediate, Restricted Adult or Junior member may use a vacant court at any time provided they vacate the court when requested by a member who has priority use. Morning members however, may only use the courts on 1 morning. For activities such as a box league tie, a tournament tie, an arranged game with other member(s) or guest(s) must be booked by individual members. It is very simple process - there is a link on the Corstorphine tennis club website under the section 'use of courts' then you just log in using Ita login information. Even easier - there is a clubspark booking app for your phone.

Balls are made available for all the official social tennis sessions. On completion of play, balls must be returned to the box in the clubhouse for use at the next club session. At other times all members are welcome to use the used balls in the basket or the ball dispenser.

DAY	TIME	RULE
MONDAY & TUESDAY	UP TO 6PM	1. Full Adult, U25, Intermediate, Restricted Adult, Junior members. All these categories may use a court in turn. This means playing a short set (maximum 30 minutes) and then vacating the court if other members are waiting to play.
	FROM 6PM	2. Full Adult, U25 and Intermediate members play social tennis. This means that the first 4 members at the club play a short set. Other members go on court in order of arrival and also play a short set. On completion of a short set the court shall be vacated if others are waiting. If others are not waiting, further games may be played until another court has finished when the members shall mix up for a further set. After members have played one set in order of their arrival, the composition of following sets shall be determined by ballot subject to those members who have been waiting longest having priority to make up a set. Where the foregoing rules would result in 1 man making up a set with 3 ladies, or 1 lady making up a set with 3 men, the single man or lady may opt to wait for a later set.
WEDNESDAY	UP TO 12PM	3. Morning members play social tennis using 3 courts if required. Morning members may invite Full Adult and Restricted Adult members to play at this session.
	12PM TO 6PM	4. Use as described at 1 above.
	FROM 6PM	5. Use as described at 2 above.
THURSDAY	10.00AM - 12.00	6. Use as described at 2 above.
		7. Use as described at 1 and 2 above.
FRIDAY		8. Full Adult, U25, Intermediate, Restricted Adult, Junior members. Use as described at 1 above. (Note Juniors have access after 6pm and Full Adult, U25 and Intermediate Members do not have any priority time from 6pm.)
SATURDAY & SUNDAY	UP TO 12 PM	9. Juniors and Intermediates (and their parents if Full or Restricted Adult members who wish to play with their children) use the courts in turn. This means playing a short set (maximum 30 minutes) and then vacating the court if other members are waiting to play.
	12PM TO 2PM	10. Full Adult, U25 and Intermediate members may reserve a court for 1 hour (2 hours if courts are free) to play arranged sets with other Full Adult, U25 and Intermediate Members.
	2PM TO 5PM	11. Use as described at 2 above.
	5PM TO 7PM	12. Use as described at 8 above.
	FROM 7PM	13. Use as described at 1 above.

CORSTORPHINE LAWN TENNIS CLUB

FEES

SEASON 2018		
MEMBERSHIP CATEGORY	ENTRY FEE FOR NEW MEMBERS	ANNUAL SUBSCRIPTION
Full Adult: Use of courts any time except during Junior only sessions, coaching or team matches	Nil	£170
Intermediate: Under 18 on 1 st Jan 2018. Court use as for Full Adult above.	Nil	£94
Under 25: Full-time students aged under 25 on 1 st Jan 2018. Court use as for Full Adult above.	Nil	£94
Restricted Adult: Court use during Junior sessions and Wednesday mornings. (No balls provided).	Nil	£75
Junior: Aged under 18 on 1 st Jan 2018. Court use Mon to Thurs up to 6pm, all day Friday, Sat & Sun up to 12 noon and after 5pm. Priority use with member parents up to 12 noon and 5pm to 7pm on Sat & Sun.	Nil	£58
Junior under 10: Aged under 10 on 1 st Jan 2018. Court use as for Juniors above	Nil	£36
Morning Member: Play one morning each week	Nil	£50
Family Membership: Two adults and up to three children. Court usage as appropriate as defined above for Full Adults and Juniors.	Nil	£350

Fees for 2018 must be paid by 31 March 2018. Cheques should be made payable to **Corstorphine Tennis Club**. Please complete this form and send it with your cheque and a *Stamped Addressed Envelope* to the club Treasurer: **Chris Whytock**, 70 Belgrave Road, Edinburgh EH12 6NQ. The envelope will be used to send you your shoe tag(s) which is your receipt and **must be worn at all times that you are on court**. If members wish, payment may be made electronically to the club's bank account using the surname as reference. Corstorphine Lawn Tennis Club sort code 80 02 27 a/c 00141641.

Your membership fee also provides you with a **key to the gate** into the premises (1 key for each Senior or independent Junior member; or Family membership), which are also issued by the Treasurer.

If not renewing your membership, please return your gate key to the club.

Keys to the clubhouse can be purchased from John Brodie. **Floodlight cards** can be purchased for £4.

New members joining after the start of the season pay the following proportions of the relevant subscription

April-June	July	reducing monthly by	to March
100%	90%	10%	10%

Prospective Adult members may play **once, free of charge**, at our weekend social tennis sessions before applying for membership.

Members may introduce **guests** to play at the club either at the social tennis sessions or for privately arranged games. The guest must be signed into the Visitors Book and a **Guest's Fee** is payable by the member, either to a Committee member or by remit to the Treasurer. The fee per visit is £4 for adults, £2 for intermediates and £1 for juniors. A member may bring a guest for an unlimited number of visits **for one month**, thereafter reverting to a maximum of two visits per month.

Application 2018

Names of Adults

Names of Juniors:

Dates of Birth:

Please read and complete the photography consent form for each junior member (see overleaf).

Address:

Postcode:

Telephone Number(s):

Email address(es):

Type(s) of Membership applied for: (see table on categories & fees)

Fees Due:

The club is run by the members. It would be useful to know of any particular skills that members have which could be of help to the club whether on a regular or a one-off basis, eg legal, financial, building, marketing. Please state any skills which you have which could be helpful.

Signed: _____

CORSTORPHINE TENNIS CLUB

Please tell us how you heard about us.

Facebook		Poster		Coach	
Website		Internet		Referred by Member	
Other (please state):					

PHOTOGRAPHY CONSENT FORM

Corstorphine Tennis Club takes its child protection responsibilities very seriously. It always aims to ensure that a common sense and balanced approach is struck in protecting young people but in appropriately publicising the fun events that take place within our club or other responsible clubs we sometimes work with. Such events include competitions, coaching and matches. Typically such images are posted in the clubhouse, on our website and club facebook page.

I give my permission for
to be photographed under such circumstances and any such images used in accordance with the
Corstorphine Lawn Tennis Club Privacy Notice.

Signed

Relationship to child

Date

Corstorphine Lawn Tennis Club Privacy Notice

We, Corstorphine Lawn Tennis Club, are committed to protecting and respecting the privacy of all our members. We take the necessary measures to ensure that all personal information we collect and process is adequately safeguarded and handled sensitively and confidentially in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

This Privacy Notice sets out the basis on which we will process any personal data we collect from you, or that you provide to us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By completing a membership application form or by using our website, you are giving your consent to our using and processing your personal data in the way described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Corstorphine Lawn Tennis Club of 65 Belgrave Road, Edinburgh, EH126NQ, the operator of Corstorphine Lawn Tennis Club (the Club). Our nominated representative (Data Administrator) for the purpose of the Act is Neil Moncrieff.

Why we need your personal information

When you complete an application to join CLTC or renew your membership (including if you are registering a child under the age of 13) we will ask you for the following personal information and this will form a contractual basis between yourself and the club:

- Name, address, email address, and contact telephone numbers. Also, to determine their membership category we will ask for children's dates of birth.

We need to collect our member's personal information to enable us to administer our membership, offer services and carry out our aims and objectives. We may contact you to inform you of:

- Club matters
- Club competitions and tournaments
- Club social events
- Membership renewals

As an affiliated club of the Lawn Tennis Association we are required to ensure that all our members are members of the Lawn Tennis Association to participate in league matches and the Wimbledon ballot. We may also give the Lawn Tennis Association only your email address for the purpose of British Tennis Membership and the Wimbledon ballot.

We also process our Members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in tennis by sending members' communications and booking information for upcoming tournaments and events. These tournaments may be filmed or photographed and your personal information may also be used in images captured from our tournaments and events which we use for promotional, education and development purposes. Photographs will only be published on our clubhouse noticeboard, the club website and the club Facebook page. Photographs will not be passed to 3rd parties.
- Provide competition in tennis tournaments by accepting and managing entries for these and checking personal information to ensure you are entered in to the correct category. You will be asked to provide an email address or phone number if you enter club tournaments to enable tournament ties to be organised. This information will only be displayed on the clubhouse noticeboard for the duration of the tournament.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing please email the Data Administrator at moncr21@virginmedia.com or in writing to Corstorphine Lawn Tennis Club at the address given in the 3rd paragraph above in the first instance who will raise the matter with the Committee. If we agree and comply with your objection, this may affect our ability to undertake the above tasks for the benefit of you as a member.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include Disclosure Scotland and Police Scotland for the purposes of safeguarding children and also the Health and Safety Executive, for issues relating to Health and Safety. In relation to the latter, where a personal accident or injury is recorded in the accident book held in the clubhouse, this will be retained securely in order that the club has a record of all incidents in line with Health and Safety requirements.

How long we keep your personal information

We will only keep your personal information for a period of 6 months beyond the current membership year and then it will be destroyed with appropriate safeguards. This will include shredding paper-based records and permanently deleting electronic records to prevent recovery.

Personal information is also held electronically on the Members' page of the club website and contains the name, address, telephone number and email address of club members. Access to the Members' page is password protected and the password will be changed periodically. Members are responsible for keeping this password confidential. We may share your information held on the Members page with other members of the Club who wish to organise competitions, leagues or to arrange matches with you. By completing a competition, league or other event entry form, you consent to the use of such information for these purposes.

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a "subject access request";
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- You have a right to request that we restrict the processing of your personal information for specific purposes;
- If you wish us to delete your personal information, you may request that we do so.

You can exercise any of the following rights by emailing the Data Administrator at moncr21@virginmedia.com or in writing to Corstorphine Lawn Tennis Club at the address given in the 3rd paragraph above. Any requests received by Corstorphine Lawn Tennis Club will be considered under applicable data protection legislation and a response provided within one month. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at <https://ico.org.uk/>

May 2018