

2024 Members Handbook - Navan Tennis Club



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TABLE OF CONTENTS

INTRODUCTION..... 1

President’s Address	1
Welcome	2
Mission Statement.....	3

COMMITTEES..... 4

2024 Executive Committee	4
2024 Mens Selection Committee	5
2024 Ladies Selection Committee.....	5
2024 Coaching Team	5
2024 Child Protection Team.....	5
2024 Events Committee	5
2024 SPECIAL DUTY Officers.....	6
2024 Complaints Committee.....	6

FACILITIES..... 7

COMMUNICATIONS..... 8

Website.....	8
WhatsApp.....	8

SENIOR TENNIS SECTION 10

Social Night Tennis	10
Internal Leagues & Tournaments	10
One Day Tournaments	10
Club Championships	11
External LeaGUES & Tournaments	11
Internal Tennis Ladders	12
Playing Times	12

JUNIOR TENNIS SECTION..... 13

Integrity in relationships	13
Club Atmosphere and ethos	13
Fair Play	14
Competition	14
Playing Times	14

COURT BOOKING SYSTEM..... 16

Booking Rules	16
Cancellation Rules	18

AFFILIATION..... 18

COACHING..... 19

MEMBERSHIPS 20

Payment	21
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Fee Refunds / Discounts	22
CLUB MANAGEMENT	23
Executive Committee	23
Sub Committees.....	23
CLUB ACCESS.....	24
CLUB ETIQUETTE	24
Dress Code	24
Court Etiquette	25
Code of Conduct.....	27
COMPLAINTS	27
Complaints, Letters & Reporting of Incidents to the executive committee	27
Complaints Against Another Member.....	28
DATA PROTECTION.....	29
VISITORS/GUESTS	30
APPENDICES	31

SELECTION GUIDELINES..... 31

LEAGUE PLAYER GUIDELINES..... 34

INTRODUCTION

PRESIDENT'S ADDRESS

It's my honour and pleasure to welcome you to Navan Tennis Club. Our club has undergone significant growth and facility improvements over the last number of years.

Back in 2012, we built our fine new clubhouse, in 2020 we resurfaced our 5 courts with Domo Ultra Topspin sports grass, most recently in 2023 we upgraded our floodlights to much brighter LEDs (achieving international competition light level standards).

Our membership has now reached a historically high level with over 250 Adults & 250 Juniors. This has significantly rejuvenated and re-energised our club. These new members bring new energy to our club. These new members will drive our club forward bringing improvements to facilities and tennis offerings for all.

On the not too distant horizon, the club hopes to diversify a little and add a Padel court, along with other upgrades.

We will continue to improve our facilities, our offerings and our club governance so we will stand among the best run tennis clubs in the country.

Now, you can sit back and have a good read of this informative booklet which covers all aspects of our club from our rules and guidelines to additional information that will help you make the best use of what Navan Tennis Club has to offer.

Yours in Sport,

Cathal Tobin

Navan Tennis Club President

WELCOME

Welcome to Navan Tennis Club. We are a vibrant club located on Swan Lane, Dublin Rd in Navan, beside Navan Rugby Club.

Whether you're an experienced player looking to compete in Dublin or North Leinster Leagues or a beginner who wants to try out a fun new pastime, we have activities to suit you.

This handbook provides you with all the information you need about Navan Tennis Club so that you can get playing and enjoying tennis as quickly and possible.

We welcome all feedback which will enable us to improve both this booklet & our in general.

MISSION STATEMENT

Navan Tennis Club is committed to the promotion of tennis in Navan and its environs.

Our Club takes guidance from our governing body Tennis Ireland in the provision of our facilities, courts, standards and operations.

Our core values are fairness, openness, transparency and equality.

We provide the opportunity for every player, young and old, social and competitive, to reach their potential in a safe, friendly and equitable environment.

Our Mission in Navan Tennis Club to:

- Promote the game of tennis across senior and junior levels.
- Provide top class facilities for playing competitive and social tennis for its members.
- Promote the club to prospective members.
- Enable members to socialise and entertain their friends and members of other tennis clubs.
- Encourage all members reach their tennis potential.
- Represent Navan Tennis Club to other clubs, affiliates and the public by our member's performance, sportsmanship, behaviour and hospitality in competitive, social and recreational tennis activities.

COMMITTEES

2024 EXECUTIVE COMMITTEE

Chairman	Cathal Tobin	087 2020830
Secretary	Elaine Carberry	
Treasurer	Niall Boland	
Membership Sec.	Niamh McKenna	087 9659433
PRO	Caroline McAniff	
Senior Tennis Coordinator	Tomasz Nicinski	
Senior Tennis Coordinator	Andy O'Brien	
Junior Tennis Coordinator	Jill Moore	
Facilities Officer	Conor Ryan	
Sponsorship Officer	Brian Keville	
Fundraiser Officer	Rosaleen Kerins	
Committee Member	Rory Gahan	

2024 MENS SELECTION COMMITTEE

Convener Damien Tolan
John Nyhan
Maurice Collins
Larry Geoghegan
Class 7/8 Vacancy

2024 LADIES SELECTION COMMITTEE

Convener Karol Mulvey
Stella Murray
Aoife Ledwidge
Caroline McAniff (Acting)
Vacancy

2024 COACHING TEAM

Head Coach (Level 4)	Margaret Drew	086 8632686
Coach (Level 2)	Sally Nevin	085 1397058

2024 CHILD PROTECTION TEAM

Female Child Welfare Officer Jill Moore
Male Child Welfare Officer Mark McDonnell
Designated Liaison Person Niamh Kenny

2024 EVENTS COMMITTEE

Tomasz Nicinski
Andy O'Brien

2024 SPECIAL DUTY OFFICERS

Balls Officer

Rory Gahan

IT Officer

Ciaran Arshad

2024 COMPLAINTS COMMITTEE

Aine Crummey

David Monaghan

Damian Murchan

Angela O'Brien

Cormuin O'Raghallaigh

FACILITIES

The Club facilities consists of:

- A superb 2-story clubhouse built in 2012. This includes a lady's shower room, a men's shower room, kitchen, viewing area with balcony and large function room.
- 5 flood-lit synthetic grass tennis courts. These were resurfaced in 2020 with Domo Topspin Ultra synthetic grass.
- The floodlighting was recently upgraded to the latest LED luminaires providing 500 Lux level on our courts area with advanced controls
- Carpark for 25 cars.
- Future plans include the addition of a Padel court.

Navan Tennis Club is the only club in the town of Navan.

COMMUNICATIONS

The Club employs various media to communicate with its members depending on the topic;

- WhatsApp, Facebook & Instagram to inform members of upcoming events & fixtures and organising selection of teams, etc.
- Noticeboards located inside the clubhouse & on the outside fence, for events and information for people wishing to play tennis.
- Email to send updates on club development/progress & notice of general meetings.
- Our Website where we publish most of the above including, the executive committee member names, membership rates, club policies and guidelines, etc., refer to <https://www.navantennisclub.com/>.

WEBSITE

The website is the main location to find all information & documentation you need on Navan Tennis Club such as our Member Handbook, Club Constitution and Selection Committee Guidelines among other documents.

From the home page, select the '*About Us*' menu option and then select the '*Forms & Documentation*' page,

WHATSAPP

Navan Tennis Club operates 5 WhatsApp groups for its members. These are:

- ***NTC New & Info***

This is a broadcast only group where the executive committee can publish club news & information such as;

- *Upcoming events and competitions*
- *Policy & documentation updates with links to our Website.*

- *Links to applications like Spond, Acebook & Tournament Software.*
- *Requests for volunteers, assistance etc.*

It should not be used for any posts that relate to recurring events such as our Tuesday Social Night, etc.

- ***NTC Men, NTC Ladies, NTC Social***

These groups are for adult members to organise games, some communications & other Tennis related activities.

Membership of these WhatsApp groups is a privilege and members are bound by the following guidelines & conditions below:

- Refrain from using these for non-Tennis related matters.
- Do not post messages on the group that target one recipient. E.g. addressed to @ Joe Blogs but sent to all.
- Do not make personal comments about members or others which could be deemed disrespectful or offensive.
- Do not post photographs without consent. Posing for tennis related photos in the club will imply consent.
- Posting of video must have explicit consent of the subjects.
- Posting of messages should cease by 10pm.

Non-compliance of these conditions will result in removal from these groups. Folks who don't renew their membership will be removed from these groups after 2 months i.e. after the 1st of May.

- ***NTC Juniors***

This is a broadcast only group where the Coaches & the Junior Tennis Coordinator & Subcommittee message the parents of the juniors on the following:

- *Junior events and competitions*
- *Junior Coaching*
- *Links to applications like Spond, Acebook & Tournament*

SENIOR TENNIS SECTION

Navan Tennis Club has two sections which are run separately, namely senior section & junior section.

Organised tennis for seniors include the following:

SOCIAL NIGHT TENNIS

This is on every Tuesday evening from 7.30pm to 10pm from February to November inclusive. It is open to members and non-members. Non-members can walk up on the night and be included in the tournament. Non-Members can attend Social Night Tennis up to 5 times to get a feel for the club before deciding to join. There is a nominal entry fee, current €5.00 for non-members & €4.00 for members. The format can vary but is usually mixed doubles and players get to play a minimum of 3 matches with different partners.

INTERNAL LEAGUES & TOURNAMENTS

There a number of internal tennis events, such as Box Ladders, Singles & Doubles leagues organised each year. These are usually scheduled so they don't coincide with the various DLTC (Dublin) leagues. There are various formats including doubles, Singles & Mixed.

One Day Tournaments

The club organises approximately 1 afternoon tournament every 3 months. E.g., a spring tournament, a summer tournament with BBQ, a Halloween tournament and a Turkey Tournament in December among others.

CLUB CHAMPIONSHIPS

These are held every summer, more recently in late August/early September. There are 5 events for each section namely; Mens' Singles & Doubles, Ladies' Singles & Doubles and Mixed. There are 2-3 sections (A, B and C), depending on the number of entries. In 2023, over half the membership (114) members entered these events.

EXTERNAL LEAGUES & TOURNAMENTS

Dublin Lawn Tennis Councils Leagues (DLTC)

These are the most popular external leagues that the club competes in.

There are several leagues held throughout the year. In chronological order; these are Winter, Summer, Mixed, Over 35/45's and the Floodlit league. In recently years the club has been fielding up to 4 teams in the both the Ladies' and Mens' sections, so there are always plenty of opportunities to play on a team or sub. The club has clear selection guidelines set out to assist both selectors & members. Refer to the 'Forms & Documentation' page on our website.

Some of the Dublin leagues have different formats. E.g. the winter league fields 3 double pairings only, while the summer league fields 2 double pairings and 3 singles.

North Leinster League

This league's first season was summer 2019 and is intended for players who play at a level equivalent to Class 7 (DLTC) and below. It is a friendlier introduction to competitive league tennis compared to Dublin League. The format is 4 men or 4 women on a team, who play 2 doubles matches (different partners, one male & one female) on the day. Navan Tennis Club had the honour of hosting the Inaugural Finals back in 2019.

Leinster Provincial Towns Charity Tournament

This is a mixed tournament. It is held over a number of weekends usually in May or June.

Internal Tennis Ladders

There are both Singles & Doubles ladders in the clubhouse where members can challenge each other. The rules of the ladders are posted in the clubhouse beside the ladders. These are a great way for new members to get to play one another in the club. Rankings on these ladders are a very important part of the criteria used to assist the selectors with picking the teams for leagues.

PLAYING TIMES

Seniors have precedence over juniors on weekends and after 7.00pm during the week only. However the usual restrictions apply when there is organised coaching, competitions or league matches, blitzes, etc., scheduled.

Use of Free Courts during League Matches

This generally applies when 3 of the 5 courts are in use for leagues such as the DLTC winter league but also applies when matches finish early in other leagues.

Free courts can be used by other members (junior and senior) when league matches are in play. It is essential that the non-league playing members minimize any interruption/interference with the League Tennis. Interruption/interference could be noise or frequently hitting balls onto the adjacent court which interrupts the league players.

In the case where the Home Captain of the Team feels that the League players are been excessively distracted by the Non-League Players, then

the Captain can approach the non-league players and request politely that they minimize their impact on the league tennis. In the case where there is continuous interruption or distraction, the Home Captain can then request the players to vacate the adjacent court to free up a buffer court between the League players and non-league players.

JUNIOR TENNIS SECTION

Navan Tennis Club has worked hard to create a safe & friendly environment for our juniors. We strive to ensure that their experience reflects what is best for the junior. The stages of development and the ability of the child guides the type of coaching delivered.

The principles guiding our behaviour and culture are as follows.

INTEGRITY IN RELATIONSHIPS

Adults interacting with young people must do so with integrity and respect for the child. All adult actions shall be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable and is not tolerated.

CLUB ATMOSPHERE AND ETHOS

Navan Tennis Club works to ensure we create and maintain a safe, positive and encouraging atmosphere. Our child-centred ethos helps to ensure that competition is kept in its appropriate place. We ensure that all children are treated in a fair manner regardless of age, ability, sex, religion, social and ethnic background. The club supports children with disability as much as possible to allowing them to participate to their potential alongside other children.

FAIR PLAY

Fair play is the guiding principle of the Irish Sports Councils Code of Ethics and Good Practice for Children's Sport. The European Code of Sports Ethics, defines fair play as "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving.

COMPETITION

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time, providing some fun, enjoyment and satisfaction. Our coaches aim to put the welfare of the child first and competitive standards second.

PLAYING TIMES

Juniors can play anytime as long as they are supervised appropriately for their age, noting that adults have precedence over juniors after 7.00pm. However the usual restrictions apply when there is organised events scheduled such as coaching, competitions, league matches, blitzes etc.

Junior Coaching

Refer to the section on coaching [below](#).

Junior Club Championships

The club now runs a Junior club championships every year. The events include Singles, Doubles & Mixed.

Blitzes

There are regular blitzes held every few months for juniors on Saturdays.

External Leagues

Dublin Lawn Tennis Councils Leagues (DLTC)

Since 2019, Navan Tennis Club has been entering teams in the Junior Section of DLTC leagues. There are under 14 and under 18 leagues.

Note: juniors can also play in the senior section summer & winter leagues from the age of 14.

The number of teams that are entered by our Junior Tennis Coordinator each year depend on the number of juniors willing to put themselves forward. We strongly encourage the juniors to enter as the experience of previous teams was really positive despite coming up against some very strong opposition.

COURT BOOKING SYSTEM

The club implemented a new Software System called 'AceBook' in early 2024. The booking of courts is done using this package.

All members & prospective members have to register & create their own account. This can be done via the following link:

https://www.myacebook.net/mobile/register_interest?k=Qi661e_gFV

Once registered, contact either of the 2 system administrators, Niamh McKenna or Ciaran Arshad to activate your account.

If you are already on the system, you can book a court using the following link. https://www.myacebook.net/mobile/day_view

BOOKING RULES

Updated 1/5/24

- *Court bookings may be made up to five (5) days in advance through AceBook.*
- *Court bookings may only be made by members personally and not by any other member or third party and bookings must be for the use of the member booking the court.*
- *Members deemed to be in default in the payment of their subscriptions will not be permitted to book courts. A 1 month's grace period will apply after which the members booking rights will be deactivated (i.e. after 1st of April).*
- *Visitors shall be charged a fee. The member booking the court is responsible for the payment of visitors' fee, ideally through Acebook.*
- *The following prime time **slots are fixed**:*
 - **Monday, Wednesday & Friday:** 6.00pm – 7.30pm & 7.30pm – 9.00pm.

- **Tuesday:** 6.00pm – 7.30pm & 7.30pm till late - Social night.
 - **Thursday:** 6.00pm – 7.30pm, 7.30pm – 9.00pm & 9.00pm – 10.00pm for Pay As You Go Coaching.
 - **Saturday:** 9.00am – 10.30am & 10.30am – 12.00pm.
 - **Sunday mornings:** 9.30am - 11.00am & 11.00am - 12.30pm.
- *All Courts (1-5) can be booked. Only courts 1 and 2 can be booked for singles during the fixed time slots. They can also be booked for doubles if courts 3, 4 and 5 are already booked.*
 - *The Committee reserves the right to reserve and block off any or all of the courts through AceBook at any time for official club competitions, social nights, coaching / tennis express, league matches or other events approved by the Committee. All courts will be reserved by the Club on Thursday nights between **9pm and 10pm** for 'pay as you play' coaching. However, the amount of courts required is number-dependent and not all courts may be used on any given Thursday. Any courts not used will be treated as 'walk-on' courts during this time.*
 - *The booking period is fixed at **one and a half hours**.*
 - *When a booking period has elapsed, the court shall be vacated, irrespective of the stage of the game in progress, unless the court has not been booked (and is not ready to be occupied by another member for the next booking period).*
 - *If a court is not occupied by any member of the group that booked it, within 10 minutes after the start time, the group will be deemed to have forfeited the court booking. Any deemed forfeiture will be treated as a 'no-show'*
 - *Members of the same playing group (singles or doubles) shall not make court bookings for consecutive booking periods at peak times i.e. fixed slots.*
 - *Members are only permitted to make 2 bookings over 5 days during the peak time.*

CANCELLATION RULES

Cancelling courts at late notice impacts other players' ability to play, therefore, the following rules now apply:

- *If cancelling a court booking, please cancel as **soon as possible i.e. 48 hours before play**, thus giving good notice to your fellow members that the court has become available. Send out a text on the '**NTC Social**' WhatsApp group.*
- *No Show - if you do not show up on court for a booking you will get a caution which will be in place for 12 months. A second offence will result in you losing booking privileges for one month.*
- *A court cancelled less than one (1) hour in advance of play will be deemed to be a 'no-show'.*
- *Cancellations less than 12 hours before play will result in a warning. If 3 offences occur in a 90 Day period you will lose booking privileges for one month.*
- *Cancellations due to adverse weather conditions will be assessed as appropriate*

AFFILIATION

Navan Tennis Club is affiliated to our governing body Tennis Ireland (TI), Dublin Lawn Tennis Council (DLTC), Leinster Provincial Town's Tennis Council and Meath Sports Partnership (a Meath County Council initiative).

COACHING

Coaching is vital part of improving your game for both beginners and experienced players alike.

Navan Tennis Club provides a very comprehensive coaching offering for both Juniors and Seniors.

We are very fortunate to have a highly talented coaching team comprising of Margaret Drew (Level 4 Coach), Sally Nevin (Level 2 Coach). Margaret Drew is our Director of Coaching. Feel free to contact her on all matters relating to coaching on 086 863 2686.

Current Coaching Programs

'Pay As You Go' coaching: This is group coaching available for adults of all levels (open to members and non-members) from February to September on Thursday evenings from 9pm to 10pm and is delivered on up to 5 courts (depending on the numbers in attendance). Members receive a discount.

Individual Coaching: Margaret & Sally also deliver coaching to individuals and smaller groups (e.g. up to 4 people). Note: There is usually one court reserved for coaching on Thursday nights from 6pm to 9pm.

Junior Coaching: These courses are delivered during the school term in blocks of 6-8 sessions on Friday afternoon by Margaret & Sally from 4pm-9pm. The courses begin in January, April & September. Check the club website navantennisclub.com & Facebook for exact dates & times.

The juniors are split into groups according to their ability. All children must be attending primary school or higher to be able to attend junior coaching. The sessions are as follows and are a guide only:

4pm: age 5+

5pm: age 7+

6pm: age 10+

7pm: age 12+

8pm: Teenagers (beginner group and advanced group).

There is a fee for this coaching. This coaching is open to non-members. Members get a discount.

Tennis Express: This is a very popular 2-4 week coaching course for groups from beginners to intermediate level and are delivered in Spring & Autumn. They are delivered to members and non-members and are a great way to introduce beginners to the game of tennis and also to our Club. These courses particularly facilitate newbies who wish to join the club as they get to know a ready-made group of potential tennis partners through this course. Check the club website navantennisclub.com & Facebook for exact dates & times.

Court Priority for Coaching: Margaret Drew has priority to take court 5 for coaching over other member's use of the courts. So if necessary, Margaret will overwrite the booking on the AceBook System. The only exceptions are League Tennis, Social Night Tennis & Club Championships.

Director of Coaching Priority: No group or individual coaching whether paid or unpaid may take place at Navan Tennis Club without the prior agreement of our Director of Tennis Margaret Drew.

MEMBERSHIPS

The membership year begins on the 1st of March and end the last day of February.

The following types of memberships are available.

Junior (<18), Senior (>=18), Student, Family, Senior Citizen (+66), Long Distance & Pavilion (non playing).

Current fees are listed on the membership form on the website and when make an online application via the website. Members are now encouraged to pay for their membership through the AceBook System.

The **Long Distance** membership is a special discounted membership intended for ex-members or people from the locality who now reside >50km from the club and wish to avail of the club when they return to Navan. It is a discounted membership which comes with a specific restriction. Long distance members cannot avail of League Tennis with the club.

The **Pavilion** membership is another special discounted membership intended for members who either cannot play due to a long term injury or members who have retired from playing who wish to be still part of the social fabric of the club, which include membership of the various club WhatsApp groups etc.

Payment

Fees are due at the beginning of the membership year (March 1st). Reminders are sent out via the AceBook system.

The club prefers that the fees are paid through the AceBook system by single payment. Some instalment options are available.

Members who have difficulty paying through the Acebook online system, can pay via electronic bank transfer as a last resort: The Club no longer accepts cheques.

Please note your name in the narrative when making the bank transfer. & text the treasurer after your transfer if complete.

NTC IBAN is: **IE09BOFI90350995445415** BIC: BOFIE2D.

Fee Refunds / Discounts

The club does not issue refunds. Membership once paid continues to the membership year end. However for the **Adult Membership** type only, where a member has been certified injured or on maternity for more than 6 months, then a 6 month discount can be applied to the following year's membership if sought. No period less than 6 months (injured) will be considered. This will apply when the 6 month period of injury straddles 2 membership years. Members who cancel instalment plans as a result of injury won't be eligible for any future discount and will have to pay arrears in full if they wish to reapply for membership.

CLUB MANAGEMENT

EXECUTIVE COMMITTEE

The club is managed by an executive committee led by the Club President with the assistance of various office holders and ordinary committee members.

Committee members are elected at the club AGM and serve for one year unless re-elected the following year. Some officers have a maximum term of office as laid down in the club constitution.

The Executive Committee is be composed of the Trustees, President, Club Treasurer, Club Secretary, Membership Secretary, Public Relations Officer, Adult Tennis Coordinator, Ladies Tennis Coordinator, Junior Tennis Coordinator, Facilities Officer, Social Officer, Clubmark Officer, Fundraiser Officer and Ordinary Members.

The committee members' names and contact numbers are posted on the noticeboard inside the clubhouse.

SUB COMMITTEES

There are a number of subcommittees, the members details are posted on the website & on the Club Notice Board.

Selection Committees: There is a Ladies and a Men's selection committee. These normally include 1 player from each of the teams. These have responsibility for selecting the teams for various external tournament or events (e.g. Dublin League). Selection Guidelines are available on the website.

Events Committee: These have responsibility for organising regular tournaments and events within the club.

Complaints Committee: These have responsibility for implementing the club's complaints procedures which is in line with Tennis Ireland Procedures. This is a 5 person committee, which has a chairperson and 2 ladies & 2 Men.

CLUB ACCESS

Access to the clubhouse and courts are restricted to members and their guests.

Access to the courts is via a gate with a digital code lock, which is given to members on joining or renewing their membership. Members are requested to keep the code confidential and not to distribute it to non-members.

Access to the court lights, toilets and dressing rooms is through the clubhouse. Clubhouse access fob are provided to senior members on request through the membership secretary.

CLUB ETIQUETTE

DRESS CODE

Proper tennis sports attire to be worn at all times on court

Proper tennis footwear must be worn at all times on court. Anyone not wearing appropriate tennis footwear will be ask to leave the playing courts.

COURT ETIQUETTE

When playing tennis, always show respect for your opponent and those playing on courts around you. The following tips will help you:

To & From Court Behaviour

- When entering the car park at night please turn off your engine & head lights promptly, as this is distracting for players.
- Access the courts via the nearest pedestrian gate for your court. E.g. do not enter the first gate (reserved for court 1 & 2), if you are playing on court 3, 4 or 5. For these, use the second gate.
- Wait until the current point has ended before entering a court.
- Close the gate behind you when entering or leaving the courts.
- Don't walk across or behind a court when play is in progress. Instead wait until the point has been played, then walk along the fence to your court quickly and quietly.
- Pick up all litter after yourself including bottles, balls, lids, cans etc. when leaving your court and dispose of them in the bins provided, normally located under the Clubhouse stairs.
- When leaving the car park at night please do not turn on your engine & head lights until you are ready to leave as this is distracting for players.

On Court behaviour

- Refrain from excessive noise, foul language etc. while playing so that you do not disrupt or offend players or members.
- Always have 2 balls before you begin your serve.
- Do not retrieve your ball from another court why play is in progress on that court. Kindly ask the players for your ball after their point is finished. Always acknowledge the return of your ball from the other court.
- If a ball rolls onto your court during play, you can decide to stop playing, to play a let or to wait till the point is completed. Return balls promptly.

- If your ball rolls onto another court behind players where it could be a hazard to them, inform them even if they are mid-rally to prevent a stumble or injury.
- When returning a ball to a neighbouring court, wait till there is a pause in their play or pass it to the rear of their court in a manner that won't distract them (i.e. at your side of their court)

CODE OF CONDUCT

All occupants of Navan Tennis Club (members, guests, visitors) are expected to treat each other with courtesy and respect.

This applies equally whether the interaction is on our courts, in our clubhouse, or during any other club activity away from the club grounds.

When entering or leaving a court, players should wait for a break in play before passing along the fence to get to their court.

The highest levels of sportsmanship should always be maintained. No foul language, no throwing of rackets, etc.

Any verbal or physical intimidation will not be tolerated and will incur sanctions up to and including expulsion.

COMPLAINTS

COMPLAINTS, LETTERS & REPORTING OF INCIDENTS TO THE EXECUTIVE COMMITTEE

Navan Tennis Club works to foster an ethos and culture that is transparent, friendly and supportive for all its members.

Members can submit a report or letter to the Executive Committee (preferably the club secretary) about any matter they wish. These letters/reports will be placed on the agenda and read out at the Executive Committee meeting where they will be reviewed and any course of action decided upon.

However, the exception to the above are letters of complaint against other members or letters which are deemed libelous. These get passed on directly to the chairperson of the Complaints Committee without being read out at the Executive Committee meeting. See below.

COMPLAINTS AGAINST ANOTHER MEMBER

Complaints must be made within 14 days of when the incident that triggered complaint occurred.

Letters of complaint against another member get passed to the chairman of the Complaints Committee.

NTC have adopted Tennis Ireland's policy in the area of complaints, objections & discipline.

The complaint will be dealt with immediately by the Complaints Committee and processed within a 4-6 week timeframe. The Complaints Committee will follow either the formal complaint procedure or the informal complaints procedure as per the "Tennis Ireland - Complaint, Objection & Disciplinary Rule and Procedures".

A summary report is then read out to the executive committee. If the complaint was upheld and a sanction recommended by the Complaints Committee, then the executive committee will take a vote to implement the sanction.

If the complaint was not upheld, the executive committees can be informed of that and the matter is closed.

DATA PROTECTION

In 2018 new regulations on data protection came into force. Known as GDPR (General Data Protection Regulations), these regulations strengthens people data protection rights.

Data Protection legislation is in place to protect all of us from the misuse of our information. There is a requirement for Tennis Clubs to ensure that we adhere to the legislation and guidelines provided by the Data Protection Commissioner

Navan Tennis Club is working on ensuring we are fully compliant with these GDPR requirements.

Currently, your personal Information is held both in manual form and on computer. We only store your data on our systems and it is not shared with any 3rd parties, other than those necessary for the pursuit of tennis outside of the club. E.g. Tennis Ireland & DLTC.

Your information may also be held on the National Player Database. Navan Tennis Club is affiliated to Tennis Ireland, which is the National Governing Body for the sport in Ireland. Tennis Ireland operates and maintains the National Player Database (the "NPD"). The NPD has been designed by Tennis Ireland to provide members of Clubs affiliated with Tennis Ireland with enhanced membership services free of charge.

VISITORS/GUESTS

Members may invite guests to play with them at any time.

The member is obliged to collect €5.00 green fees per playing guest and pay the fee through the AceBook System.

Members have precedence over non-members for court access. I.e. Members cannot bring guest to play during the prime time slots.

Visiting club competitors in competition games are honorary one day members of Navan Tennis Club.

APPENDICES

SELECTION GUIDELINES

Selectors Responsibility

- *The Selection Committee must appoint a Convenor.*
- *Selectors are responsible for selecting teams to represent NTC in external tournaments.*
- *The selection process must be fair and transparent*
- *Teams are selected on order of merit*

Selection Criteria

Selectors are required to make their decision based on the following:

- *Tennis Performance*
- *Previous League results*
- *Ladder Standing*
- *Club Championship results*
- *Partnership compatibility (for doubles)*
- *Club/Team Spirit*
- *Availability*

Player Responsibility

Players that sign up to represent NTC at competition agree to the following:

- *accept these selection committee guidelines*
- *accept that selection committee decision is final*
- *agree to represent the club in a favourable manner*
- *respect their partners and team players*
- *be reliable and arrive for matches on time.*

Challenge Matches

- *Selectors must select & communicate the provisional teams **4 weeks** before a league starts to allow time for players to make challenges.*
- *Selectors can request challenge matches to be played in the following situations:*
 - *Where a player has a long absence from playing tennis and wishes to play league*
 - *Where order of merit is difficult to determine e.g. players are of a similar standard*
 - *Where players do not partake in the ladders*
- *Pairings can request a challenge match in the following situations:*
 - *Where the option to challenge via the ladders was not available, e.g. one pairing did not partake in the ladders and selectors have not requested a challenge match be played between these pairings*
 - *Challenges between teams have precedence over challenges within a team. E.g. A challenge between first doubles on the 3rd team against 3rd doubles on the 2nd team has priority over a challenge between 3rd doubles and 2nd doubles on the 2nd team.*
 - *Refusal to accept a challenge within 7 days **will** result in challenger(s) rising 1 position.*
 - *Refusals to accept challenges for team position will be communicated to the selectors & executive committee (e.g. secretary, chairman etc.). Pairings should communicate their challenges to the selector committee, whenever there is a reluctance to play these challenge matches.*
 - *Nominated Players are not obliged to accept more than one challenge match. E.g. If the challengers lose the challenge match, and wishes to re-challenge, the players can refuse the second challenge and the result of the 1st match stands.*

Other Selector Tasks

- *The DLM (Dublin League Manager) will submit team details and list of subs to DLTC by required date. Currently there are a Ladies', Mens' & a Junior DLM.*
- *Selectors will nominate a captain for each team. The captaincy shall be rotated as much as possible among the league players.*
- *In the unlikely event players are not available to fulfil a fixture in a particular class, selectors will advise the Executive Committee who will decide on a course of action.*
- *When the DLM is submitting the number of team entries to DLTC, the DLM must inform the DLTC that Navan will not be able to accommodate home matches on certain days or nights due to other club commitments. This will depend on the league. E.g. Tuesday nights are always unavailable and Friday nights are sometimes unavailable.*

Communication

- *Selectors will communicate to members to seek interest and in the upcoming league (e.g. WhatsApp, text, noticeboard). Selectors will then communicate the team selection. Unless specified it is assumed members agree to play as a nominated player or sub.*
- *Selector will communicate to **all members who signed up for a league** what the provisional teams are **4 weeks** ahead of the league's first match.*

Optional Selector Responsibilities

(May also be managed by the Adult Tennis Coordinators)

- **Single & Doubles Ladders:**
- **Doubles Box Leagues:** *At least one Doubles Box League shall be organised annually for new members. The Doubles Box*

League format will have rotating partners to facilitate the ranking of the new members as double players.

LEAGUE PLAYER GUIDELINES

TBD