

# Welcome to Sphynx

As part of our policies and procedures, all new Junior members are given an induction pack which includes information on the Club, the standards expected of members and the arrangements in place at the club for ensuring the welfare of children and young people.

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## Induction Pack for Junior Members

Please find attached the following information about the Sphynx Club.

Documents:-

Junior Member Information (2 pages)

Introductory letter to parents/guardians (1 page, section 4.1.2)

Code of practice for parents and guardians (1 page, section 3.3.1)

Code of practice for young people (1 page, section 3.3.2)

'Introducing Miss Etiquette' – Club Code of Conduct

For any further information, visit our website at

[www.sphynxtennisclub.co.uk](http://www.sphynxtennisclub.co.uk)

or e-mail us at

[info@sphynxtennisclub.co.uk](mailto:info@sphynxtennisclub.co.uk)

Many thanks and enjoy your tennis.

# Junior Member Info

Here is some general information about Sphinx Club which may be useful for Junior Members.

If you have any questions about any of the items, please do not hesitate to contact either the Junior Co-ordinator or Club Secretary for further assistance.

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## General Information for Junior Members

1. Membership.

Your Junior Membership of Sphinx Club is valid until 31<sup>st</sup> March next year.

2. Layout of the Courts.

Courts #1 - #4 are the artificial (or synthetic) grass courts.

Courts #5 - #6 are the hard courts at the end of the grounds.

3. Rules for access to Courts

Juniors can access the Courts #5 - #6 at any time during daylight hours and these courts are not locked so no key is necessary.

Courts #1 - #4 are locked for security reasons and our policy is only to issue keys to full playing adult club members.

Juniors are welcome to use courts #1 - #4 but only when accompanied by a full playing adult member, or part of tennis programme or competition.

4. Footwear and Clothing.

For the artificial grass courts, footwear must be non-ridged and non-marking in order to protect the court surface.

Clothing must be suitable for sports activities, e.g. no jeans.

5. Rules of access to Clubhouse.

The Clubhouse is locked for security reasons and our policy is only to issue keys to full playing adult club members.

Juniors are welcome to use the Clubhouse facilities when the Clubhouse is open.

Please leave the clubhouse as you find it, clean and tidy.

6. Guests

Juniors can invite guests onto court to play. Guest fees are £2 per adult guest visit and £1 per junior guest visit. Each guest is limited to 4 visits per season, as after this we would encourage them to join as a member.

Guests fees should be paid to a committee member, e.g. Katya at #63 Ashdown Close.

7. Floodlights

Courts #1 - #4 have flood lights facilities, and these are coin operated from the lobby of the Clubhouse. Juniors can therefore only switch on the floodlights when access is available into the Clubhouse.

Floodlights can be operated all year round but must be off by 10pm at the latest in consideration of local residents.

8. Junior Tennis

If you would like to play tennis with other Junior members, please do not hesitate to make contact with either the club's Junior Co-ordinator or Head Coach. They will know of other members of suitable age or ability in order for you to get the most out of tennis at Sphynx and offer help and general advice with any other questions you have.

See contact details below.

Sphynx Junior Co-ordinator

Doreen Bradley

Tel. 01704 506 647

Sphynx Head Coach

Chris Parkes

Tel. 07753 143 007.

9. Clubmark Accreditation

Sphynx is proud to be Clubmark Accredited by the LTA. This means we run our tennis programmes and our club to the high standards set out by the LTA and Sport England. If you would like to know more, contact our 'Clubmark Co-ordinator'.

E-mail: [info@sphynxtennisclub.co.uk](mailto:info@sphynxtennisclub.co.uk)

9. Other Sphynx Information

If you would like any other information about Sphynx Club, please contact:-

Mr. Paul Bond

Sphynx Club Secretary

E-mail: [info@sphynxtennisclub.co.uk](mailto:info@sphynxtennisclub.co.uk)

Many thanks and enjoy your tennis.

## Section 4 – Club management

### 4.1.2 – Introductory letter to parents/guardians

Dear Parent/Guardian,

On behalf of Sphinx Club I would like to welcome your child to the club and provide you with some information about our activities.

The club provides opportunities for young people between the ages of 4 and 18 to receive coaching and enter competitions. All coaching is by qualified coaches who are trained and have been screened for their suitability to work with young people.

We welcome parents to all coaching/competitions and value your support. We are keen to involve parents in the club and would like to invite you to attend the coaching sessions run by the club, where you can meet club members and find out more about the club's activities & facilities.

Club coaching sessions and activities take place at:-

The Sphinx Club,  
52 Ashdown Close  
Southport  
PR8 6TL  
Tel: 01704 544292

Coaching sessions for the summer and winter seasons to be announced shortly (or see attached for latest schedule).

Thank you completing your junior membership application/renewal form. This form is important as you have informed the club of any medical conditions or allergies related to the safety of your child. This information is treated confidentially and shall only used should your child fall ill or be involved in an accident while at the club.

If you would like to talk to someone at the club about this information or to discuss any aspect of your child's involvement with the club please contact the Junior Co-ordinator, Hugh Chambers on 01704 534 637.

Our Head Coach, Chris Parkes, is also available for private coaching and if you would like to discuss this or any other element of the the junior coaching programme please contact him on 07753 143 007.

We thank you for your co-operation and look forward to meeting you at some point in the future.

Yours sincerely,

Mr. Derek Blundell  
Membership Secretary – Sphinx Club

## Section 3 – Policies and procedures

### 3.3.1 – Code of practice for parents and guardians

The Sphinx Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents/guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with

..... Mr. Paul Bond ..... (name)

..... Sphinx Club Secretary ..... (position)

(E-mail: [info@sphynxtennisclub.co.uk](mailto:info@sphynxtennisclub.co.uk))

As a member of the Sphinx Club you are expected to abide by the following code of practice:

- Encourage your child to learn the rules of tennis and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept judgements made by officials.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Allow your child to play in the Mini Tennis colour stage that is appropriate to them. This will ensure they enjoy playing the game, develop their skills and gain confidence.
- Purchase balls and rackets that match the stage your child is in.
- Be patient. Steady progression is unusual in children; peaks and plateaus are common.
- Your first question following any match should be: "Did you enjoy it?" not "Did you win?"
- At no stage should you communicate with your child or interfere with the on-court helpers and referees during a match – just enjoy the game and let officials take care of the rules!

Many thanks for your support.

## Section 3 – Policies and procedures

### 3.3.2 - Code of practice for young people

The Sphinx Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with

..... Mr. Paul Bond ..... (name)

..... Sphinx Club Secretary ..... (position)

E-mail: [info@sphynxtennisclub.co.uk](mailto:info@sphynxtennisclub.co.uk)

As a Junior Member of the Sphinx Club you are expected to abide by the following code of practice:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should keep to agreed timings for training and competitions, or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and match sessions, as agreed with the coach.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Many thanks and enjoy your tennis.

# Introducing Miss Etiquette



Hi Everyone,

Just to say hello to all of you as the newly appointed Club Captain.

For those of you who don't know me, I'm Doreen Bradley and have been a member of the club for 25 years.

One of the main reasons for writing to you is to introduce my friend, Miss Etiquette. She joined the club in 1921 and has been a terrific role model to both myself and many of the people who have passed through the club over all those years.



Miss Etiquette is Sphynx Tennis Club!!

She is what makes it one of the friendliest clubs in the league and one of the reasons that visiting teams love playing their matches at Sphynx. (Apart from beating us that is!!) Seriously though, Miss Etiquette was so good at showing me the ropes when I first joined, I wanted to make sure you have met her before the new season begins. Please forgive me if you already know her and that you do follow her advice.

The things that Miss Etiquette taught me mean that everyone at the club can work together and create a fabulous atmosphere.

You will never find her advice written down in any rule book but it is so good.

She told me that she thought of home matches in 4 ways:

## 1) Before the Match:

Help to prepare for half time by getting out the tea/coffee mugs, the glasses and juice and filling the kettles.

It's a bit annoying when the same people are left to do this while others stand gabbing or playing on their phones!

This helps the team captain by enabling them to get on with filling in the team card.



## 2) On the Court :

(a) If people have already started their match, be courteous and wait until there is a break in their game before you walk across the back of their court.

(b) Changing ends, again be courteous and if you are crossing at the same side as your opponents let them cross first.

(c) Don't forget to shake hands at the end of the game.



### 3) At Half Time/End of Round 1

Don't forget to offer your opponents a drink of juice! Don't leave it to other team members to do this.

I know these days many people bring their own drinks but it is still polite to ask them.

### 4) At the End of the Match:

(a) If you are first off court, get brewing the tea and getting out the biscuits - offer a plate of these to the opposition.

(b) Offer people a cup of tea as they come off court.

(c) When everyone has finished, help to wash and dry the pots so that the kitchen is left in a clean state for the next evening.

Again don't leave this to be done by the same people each week!

Miss Etiquette says if we all try to do our bit it makes for a really friendly atmosphere in the club so please help me to spread the word.

Let me finish by wishing everyone a great season and a successful one!

Best Wishes,  
Doreen.

