

AMPARA DISTRICT TENNIS CLUB (ADTC)

Members Handbook 2024-25



<https://www.adtennis.lk>

Contents

1. Introduction	3
2. Club Organization & Responsibility.....	4
2.1 Committee	4
2.2 Safeguarding & Welfare.....	4
2.3 Communication	4
2.4 Membership	5
3. Code of Behavior	5
3.1 General etiquette & ground rules.....	5
3.2 Safety & hygiene.....	5
3.3 Smoking.....	6
3.4 Security & valuables	6
4. Footwear & Dress Code	6
4.1 Footwear.....	6
4.2 Clothing.....	7
5. Facilities	7
5.1 Courts	7
5.2 Floodlights.....	7
5.3 Clubhouse.....	7
5.4 Car park	7
5.5 Accessibility.....	8
6. Membership.....	8
6.1 Categories.....	8
6.2 Subscriptions	8
7. Visitors & Guests	8
8. Pay and Play	9
9. Court Availability	9
10. Teams & Tournaments.....	10
11. Coaching	10
12. Social Events.....	10

1. Introduction

Welcome to Ampara District Tennis Club (ADTC).

This Handbook provides information so you can get the most out of your tennis membership. It also helps the Club to maintain its ethos and ensure that everything runs smoothly.

Our aim is to be a friendly club, which provides opportunity for the local community to play and improve their tennis, using our four courts and small clubhouse.

We hope that you enjoy your tennis this year and become an active ADTC member.



Figure 01

2. Club Organization & Responsibility

2.1 Committee

Ampara District Tennis Club is run by an elected committee of volunteer members. This committee looks after administrative, planning and developmental aspects of the Club and manages membership, funding (including applications for grants) and day-to-day running.

2.2 Safeguarding & Welfare

We have a comprehensive Safeguarding & Welfare policy. This is published in full inside the clubhouse as well as on the club website.

any concerns can be raised to our head coach, unless you feel this is not possible. Head Coach will pass on any concerns to ADTC Committee in line with our policy.

2.3 Communication

All members play an important part in making the Club more successful and in maintaining high standards. If you have suggestions, comments, complaints or compliments to make, please send us through website contact page (<https://adtennis.lk/project-holders-project-2/page/ContactUs-page/Contact-us.php>) which will bring these to the attention of the wider committee at the monthly committee meetings.

Email is used to keep members informed about Club and other matters.

News, events, and other information is posted on the Club's website: <https://www.adtennis.lk/>.

Postings are also regularly made on the Club's Facebook page at: [Facebook](#).

You can also follow the club on https://www.tiktok.com/@adtc_ampara

If you need to contact the ADTC about the Terms & Conditions you may do by email using theses addresses admin@adtennis.lk or amparatennisclub2@gmail.com.

2.4 Membership

On payment of subscription, members are allocated a membership number and sent an email confirming membership details. Please keep a note of your membership number, so you can produce it if necessary.

3. Code of Behavior

Members are expected to respect and keep to the rules of ADTC which will be used as guidance in any disciplinary matters.

3.1 General etiquette & ground rules

- Always respect players who are on court. Wait until a rally is finished before disturbing players, e.g. to retrieve a ball.
- Never jump over the net, lean on the net or lean against/pull the side netting or fencing.
- Never take bicycles, scooters, skateboards or any similar equipment onto the courts.
- Please do not leave litter on the courts. Put all litter in the on-court bins provided or in the relevant recycling bin in the clubhouse.
- Please treat the clubhouse furnishings and equipment with respect. Do not sit on the heaters, put feet on tables or seats or kick balls around in the clubhouse.
- Bad language, violent behavior and rudeness are not tolerated in any area, including on court. Members are expected to remain courteous and respectful at all times.

3.2 Safety & hygiene

In the interests of safety and hygiene, no crockery or glasses are allowed on court.

Chewing gum is prohibited. The reason for this is two-fold: the risk of choking and because discarded gum is a major problem, especially on the courts.

3.3 Smoking

The Club is a 'no smoking' area – this includes the clubhouse, courts and a 3-metre zone around these areas.

3.4 Security & valuables

Gates to the courts is secured by a lock.

Members are asked to:

- Lock gates to the courts after use
- Close and lock the clubhouse door after use.
- Close and lock the security barrier if last to leave at the end of the session. Anyone playing during the daytime and leaving before evening players arrive is expected to close and lock the barrier.

Please avoid leaving valuables in the clubhouse.

Any suspicious incidents should be reported to a member of the committee or straight to the police if deemed appropriate.

Lost property will be kept in the appropriate boxes in the clubhouse. Unclaimed items will be given to charity

4. Footwear & Dress Code

4.1 Footwear

only tennis (or other suitable) sports shoes, with flat soles are permitted for use on court, as other types can damage the surface.

If in doubt about the acceptability of your footwear, please consult a Club coach or member of the committee.

4.2 Clothing

Appropriate tennis/sports clothing should be worn on court at all times. There are no strict guidelines for this, but if any committee member deems a member's attire unsuitable, they will be expected to adjust their attire in future.

If any members have specific concerns regarding suitable attire, they may raise this through the communication process outlined in section 2.3.

5. Facilities

5.1 Courts

The Club has four all-weather artificial clay courts. All have floodlights.

5.2 Floodlights

Floodlights can be used until 10.00 pm. The lights can also be used for official coaching sessions.

5.3 Clubhouse

The clubhouse has a sitting area, small kitchen, and male and female changing facilities. We ask that all members help to keep these tidy.

There is a roster for cleaning the clubhouse more thoroughly on a weekly basis, displayed on the noticeboard. If you would like to help the Club by being part of this roster, please tell a member of the committee.

5.4 Car park

There is parking next to the clubhouse and additional space at the main club if needed. Please park considerately and be aware at all times that there may be children on and around the car-park area.

5.5 Accessibility

The Tennis Club welcomes everyone to become members and use its facilities.

The clubhouse, however, is small and its facilities rather cramped. Toilets in the club are more accessible, but are also not specifically designed for people with disabilities.

It is a long-term aim of the Tennis Club to improve these facilities so they can be used and enjoyed by everyone in the community.

6. Membership

6.1 Categories

There are various categories for membership of the Tennis Club:

- Adult
- Junior under 18 years

The committee may allow entrance into tournaments at their discretion, upon request.

you can download the membership application from the home page of the website (<https://adtennis.lk/project-holders-project-2/index.php>)

6.2 Subscriptions

We request payment of subscriptions before the end of the month of the current membership month.

New members may join at any time. We operate a sliding scale of reduced fees for each month after the membership year begins.

7. Visitors & Guests

All visitors and guests to the Club must be accompanied by an Adult Club member for the duration of their visit.

It is the responsibility of the member bringing the visitor to correctly add them to the court booking and pay the fee. This does not apply to players coming for official team matches. Junior members

under the age of 18 are not allowed to bring visitors without an Adult member. The committee may grant exceptions at their discretion, if requested.

Visitors are limited to three visits during the year, after which application for membership is expected.

The committee may announce special programs where visitors may be allowed to attend more sessions as membership incentives. Members are welcome to put forward any ideas that will support the growth of the club and attract new members. This can be done by using the communication channels set out in section 2.3

8. Pay and Play

Members will always have priority over pay & play when making bookings.

Pay & play attendees will only gain access to the court if they have made a paid booking. If you see someone that you do not recognize playing on the court or trying to get on to the court, please be courteous to them and remember that is potentially a new member in the pipeline. If they require some help or directions to toilets, etc, please oblige them. We would want them to feel welcome when they come to the club.

9. Court Availability

Categories which have priority court use are:

- Junior and Adult coaching
- Senior social
- Women's, men's and mixed teams: matches and practice sessions
- Junior and Adult social sessions

At times not allocated to these groups, any member may use the courts. If the demand for courts is greater than availability, members should adopt a turn-taking approach.

All members are asked to respect and abide by the current court schedule. If you have suggestions to make about possible changes to the schedule, please share these with a member of the Club committee, so they can be considered.

10. Teams & Tournaments

Matches and practice sessions are normally played as follows:

- Men's teams:
- Ladies' teams:
- Mixed teams:

Match schedules are displayed in the clubhouse. If you are interested in playing for a Club team, please inform a member of the committee or the appropriate team captain. A playing standard will apply.

There are also several Club tournaments throughout the year for both Junior and Adult members. These provide opportunity for serious but friendly competition. Details will be sent to members by email and posted on the noticeboard in the clubhouse.

11. Coaching

The Club has a Head Coach, who has responsibility for all coaching programs. A number of other coaches work under his direction.

Group Junior and Adult coaching sessions are available and all abilities are catered for. Individual coaching can be arranged through the Head Coach. Fees additional to the membership subscription are payable.

Coach contact details are available under the Coaching section of the club website.

12. Social Events

Social events are regularly arranged to bring members, family and friends together, to celebrate achievements and to help raise funds for the Club. These are coordinated by the committee. Information about such events is circulated via Club noticeboards and email.

If you have ideas about possible social events, or would like to be involved in their organization, please speak to a member of the committee.

We wish you enjoyable tennis during your membership!