

Message from the Squash Chairman

Our Club is going through a really exciting time at the moment, with the appointment of Ted Jeal, our new Squash and Racketball Coach and a recent influx of enthusiastic new members who, by now I have no doubt, will have already received a great welcome from our members, be arranging friendlies and enjoying league play!

This guide will give all current, as well as new members, the information you need to make the most of your membership, including details of Club Nights, team play and internal squash and racketball leagues as well as explaining how the Clubsys booking and box league system works.

The 2019 Handicap Tournament has recently ended with a great victory for Matt Proctor, our young superstar, in a fiercely competitive tussle with Tekin Ashik. In the autumn and winter months we will be organising Doubles and the Open and Plate Singles Tournaments- not to be missed and always great fun.

Our Club Teams play on Tuesdays and Thursdays in the winter and summer seasons, it's always great to pop in to courts 1 and 2 to give much valued support and see how the game should be played!

Keep this brochure handy, refer to it and if anything is unclear or if there is anything that I or other members of the Squash Committee can do for you then please just contact us.

As always, enjoy your squash and the social side and keep a look out for Happy hour and other offers and screening of sporting events on the Club's big screen!

Phil Ashton
Squash Chairman

Contents

| | | |
|-----|--|---|
| 1. | Court usage..... | 1 |
| 1. | Court Usage..... | 2 |
| 2. | Club Sessions..... | 2 |
| 3. | Rules for the booking of courts:..... | 2 |
| 4. | Booking Hours..... | 3 |
| 5. | Squash Lights – Lighting Control..... | 3 |
| 6. | Guests..... | 3 |
| 7. | Charges and Payment Details..... | 3 |
| 8. | The Club App..... | 4 |
| 9. | Viewing Your Account and Personal Details..... | 4 |
| 10. | The Squash Committee..... | 4 |
| 11. | Junior Play..... | 4 |
| 12. | Squash and Racketball Leagues..... | 4 |
| 13. | Squash Tournaments..... | 5 |
| 14. | Squash Teams..... | 5 |
| 15. | Squash Clothing..... | 5 |
| 16. | Squash Etiquette..... | 5 |
| 17. | Squash and Racketball Coaching..... | 5 |
| 18. | Club Policies..... | 6 |

1. Court Usage

- a) Club matches against other clubs take precedence over all other games or matches.
- b) Matches will normally take place on courts 1 & 2.
- c) If a match has not been booked out because of a misunderstanding, then the Club is obliged to ask members to release their courts. All members will be contacted and offered the best alternative.
- d) The club office will book out all club sessions, matches and group coaching sessions. It will also book out tournament courts requested by an organiser.

2. Club Sessions

| | | | | |
|-----------|---------------|----------------|------------|---------------------|
| Wednesday | 6.00 – 8.15pm | Cts 1, 2 and 3 | Member run | Every week |
| Friday | 6.00 – 8.15pm | Cts 1 & 2 | Member run | 1st Friday of month |

3. Rules for the booking of courts:

a) Booking courts

All four courts can be booked 14 days in advance. The booking of courts cannot be done before 9am two weeks ahead.

Booking of courts can be done 'on-line' on any computer, on the Club app or on the clubhouse booking computer.

b) Confirming courts and no shows

You need to confirm that you have shown up for any court you have booked. You do this by logging on to the booking computer in the clubhouse. You have half an hour before the booking or half an hour after the booking to log on.

If you do not 'log on' then it is assumed that you have not shown up leaving the court unoccupied. This means we will charge you £5 for a no show. This will be invoiced and collected by direct debit.

To log on you can use your fob or card. Go to the booking screen and press 'log on'. Touch your card/fob on the reader and click 'OK'.

If you do not have your card or fob with you, then you can enter your username, select your record and then enter your password.

c) Additional court time

The system allows you to book additional time if you arrive early or want to play afterwards, providing the court is not booked before or after by others.

To add time, logon as usual and touch your booking. It will come up with a button 'additional time' on the right-hand side. Press accordingly

You can book up to 15 minutes before your booking or up to half an hour after your booking. You can only add the additional time afterwards once the booking has started.

d) Cancellations

If you are not going to use a court you have booked, then please cancel the court so other members can use it.

Off Peak: You may cancel a court at any time up to the time of the booking. The lights will not come on. There will be **NO** charge for cancelling the court.

Peak times: If you cancel a peak court within 48 hours of the booking then you will be charged a cancellation fee of £5.

But you will **NOT** be charged if someone subsequently rebooks the court. The earlier you cancel, the more chance there is of someone rebooking.

Peak times that may cause a charge: **6pm to 9.00pm** weekdays and **9am to 2pm** Saturdays.

e) Waiting list

If all courts are booked on the day and times you want to play you may put your name down on the waiting list. This can only be done on-line. At

the top of the page on each day there is a button –‘put me on waiting list’.

You put your name down on the booking page for the day you want and the times you would be prepared to play. There are then two options; you will definitely take the court (auto book) or please let me know and I will respond. The court will be held for you for one hour, after which it will be released.

The person who puts their name down first will be contacted first and then if the court is declined or the time expired it will be offered to the next person on the waiting list.

f) Swapping Courts

You can swap one court for another on the day. Use the clubhouse booking computer. Log on to the courts and click on the court you want to change. A swap button appears; follow the simple instruction to swap.

This does not count as a cancellation. You can only do this for squash courts on the same day.

g) Number of bookings you can have per day.

During off peak times there are NO restrictions.

During peak times - times **6pm to 9pm** weekdays and **9am to 2pm** Saturdays. – squash members may book a maximum of 1 session.

4. Booking Hours

Courts are available to book from 7am. The times you can book will depend on your membership category.

Last courts:

Monday to Friday: Last court booking is 9.45pm

Saturday: Last court booking is 7.30pm

Sunday: Last court booking is 8.30pm

a) Full squash, including 19-29 year old members:

- 7am to last courts

b) Off Peak members:

- Monday to Friday: 7am to 6pm
- Saturday: 3pm to last courts
- Sunday: 7am to last courts

c) Juniors and Social parents:

- Monday to Friday: 7am to 6pm
- Saturday: 3pm to last courts
- Sundays: 7am to last courts

5. Squash Lights – Lighting Control

The lights are turned on and off by the booking computer and you just need to log in to confirm you are playing.

The lights are programmed to come on 5 minutes before your booking and go off 5 minutes after your booking.

Should the computer system fail, the Club has an override system to turn on each court. Duty managers and office staff have a special key.

In the case of an electrical fault or a power failure the override system will not work.

6. Guests

Members may bring a guest a maximum of 6 times a year. Members are responsible for the behaviour of their guest at all times and are all responsible for the payment of the appropriate guest fees.

The guest fees are payable through the booking system. When you log on to confirm the court that you are playing on, you will be asked if you are playing a guest. If yes, then you will be asked a couple more questions. You pay no cash, but the amount owed will be invoiced the following month and we will collect the money by direct debit.

Guest fees:

Adults: £5 Under 19: £2

7. Charges and Payment Details

All courts are free.

No show charge - £5 (if you fail to confirm your court)

Cancellation fee, where applicable - £5

All court fees and charges are invoiced the following month and the money is collected by direct debit.

8. The Club App

The Club has an app for use by members. You can download it from the app store – either Apple or Android. Just search for 'Sundridge Park Club' in the store.

You can book courts simply this way. You can also access the squash leagues and waiting lists from the app along with adding additional times.

9. Viewing Your Account and Personal Details

To view your account and see the status of invoices and payments you can either view online or by using the app.

Online: Logon > My Details > Account Details

App: My bookings and then press the box on the top left in the green bar

Amending details, changing passwords, email addresses, making your details viewable to other members so they can contact you

You can do all this online.

Log in as if booking a court

➤ My Details

Select whichever option you want

10. The Squash Committee

| | |
|-------------|---|
| Phil Ashton | Chairman: All aspects of squash & co-ordination |
| Mark Mink | Squash leagues/Teams/Junior developments |

| | |
|-----------------|-------------------------------------|
| Glen Shipley | Junior development and junior teams |
| Ted Jeal | Squash and Racketball Coach |
| Elliot Rose | Media Sub-committee |
| Catherine Cole | Media Sub-committee |
| Jordan Woodhead | Sub-committee/Team Shirts |
| Andy Hall | Media Sub-committee |

11. Junior Play

Juniors may play on the courts up to 6pm weekdays, after 3pm Saturdays and all-day Sundays.

They may play with their parents if the parent is a social playing member. All parents will eventually be social playing.

Juniors may also play tennis during these times.

12. Squash and Racketball Leagues

a) Squash leagues

The Club runs nine singles squash leagues, open to all squash members of all abilities. To join the leagues please speak to Mark Mink (squashleagues@splsrc.co.uk).

The league box contact details and scores are all in Clubsys. To find them, go as if to book a court on-line and click on 'League Tables'.

The system can also be used to email other players in your box.

Each player is placed in a division of about 6 players. A league cycle is between 6 and 8 weeks, depending on the time of year. The match format is the best of 5 and for each match you participate in you will receive points depending on the result.

You are responsible for entering your scores. Points are then automatically given and totalled. An extra 4 points is awarded if you play all your matches.

At the end of the league, points will be tallied up and promotions and relegations will take place between the different box levels.

b) Racketball leagues

The Club runs three racketball leagues, open to squash members of all abilities. To join this league please email Emmet Csuka (racketballleagues@spltsrc.co.uk).

The format used is similar to that described in the squash leagues above.

13. Squash Tournaments

a) Annual tournament

Annual tournaments take place throughout the year and details and formats are circulated to members. The tournaments are:

- Open and plate
- Handicap
- Doubles

b) Other tournaments

Inter team play and other tournaments to mark notable events are organised on an ad hoc basis.

14. Squash Teams

a) Number of teams

The club runs two adult teams in the summer and winter seasons of the Priory League.

| Team | Division | Captain | Contact |
|------|----------|------------|------------------------|
| 1st | Div 3 | Mark Mink | mmink@btinternet.com |
| 2nd | Div 5 | Sam Clarke | sam.clarke1@icloud.com |

b) Team Match days

Team Play takes place on Tuesdays and Thursdays during the Summer and Winter seasons on courts 1 and 2 from 7.30pm.

c) Team fixture and results

Team captains complete and submit the results to the Priory League organiser. Members can view the fixtures and results at

<https://kentnwsquash.leaguemaster.co.uk>

d) Team Suppers

The team captain is responsible for organising the food for the home matches and arranging payment for the food.

All drinks need to be purchased from the bar. You may not bring in your own drinks.

e) Match fees

The team captain determines the level of match fees and are responsible for paying all bills.

f) Interested in team play?

Please contact any of the team captains or any member of the Squash Committee who will be pleased to assist.

Mark Mink mmink@btinternet.com

Sam Clarke sam.clarke1@icloud.com

15. Squash Clothing

All members must wear recognised squash clothing whilst on court.

Shirts must be worn at all times on all courts.

Football/rugby kit and leisurewear are not permitted.

Please do not wear shoes with marking black soles.

There are a limited number of Club squash shirts available £11 each or two for £20 available from the bar or club office.

16. Squash Etiquette

Please do not just walk onto a court - even if it is your time to play. Check through the eyepiece in the door or from the gallery to see if people are on court. Knock or speak to players on the court first.

Opening the door during a rally could prove extremely dangerous for the players.

17. Squash and Racketball Coaching

If you want individual or group coaching, with one of our coaches, Ted Jeal, Matt Proctor, Stewart Proctor or Mike Steel, please contact the Club on

0208 464 9106 or email:
admin@thesundridgeparkclub.co.uk.

The Club has set up a junior squash coaching programme and runs two junior teams. If you would like to try out the junior coaching, then please contact the office.

Adult group coaching takes place during the year. The programme caters for team coaching and coaching for non-team players. Again, contact the office to get involved.

The Club has some daytime racketball coaching groups. If you wish to take part in any of these groups please contact the office.

18. Club Policies

The following Club policies are available on the club website:

- GDPR
- Sickness and Injury
- Safeguarding
- Diversity and Inclusion
- Whistleblowing
- Recording and publishing images
- Social media