



## ***Welcome to Koru Tennis***

*If you have recently joined the Club*

*this is for You...*

***2010 - 2011 Tennis Season***

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## Welcome

Welcome to Koru Tennis. The following information is provided as part of fast tracking your introduction to the club. If at any time you require further clarification please contact one of the Committee listed below.

We know that being a new member can be a bit daunting – there's so much to know and learn! We want to get you involved. So to make it easier, here's a brief rundown of the most important aspects.

Firstly, you should be aware our club is run by a voluntary and highly dedicated Committee. Their positions and contact information are on the next page. If there is anything further that is not covered by this Welcome and Information pack, please ask one of them.

We also welcome any suggestions or feedback you may have to improve our club.

Thank you again for deciding to join Koru.

Enjoy your Tennis.

Kindest Regards

Dean Hooker  
President

## Koru Committee

Position	Name	Telephone(s)	Comment
President	Dean Hooker	09 577 2109 021 383 186	Dean is also the Interclub Controller
Treasurer	Gary Street	09 278 5432 021 245 9038	Life Member Gary also maintains the web site and assists Juniors
Secretary	Lydia Street	09 278 5432 0274 922252	Lydia also assists the Social Committee
Club Captain (Men's)	Dave Brook	09 576 4465	Dave also completes court maintenance work
Club Captain (Ladies)	Maree Burgess	09 576 9973 027 2902 707	Maree assists other club activities
Junior Convenor	Steve Morris	09 576 6170 021 688 455	Steve also coordinates Junior Interclub
Delegate	Jim Beban	027 243 1918 09 355 5155	Jim assists with Junior coaching
Mid Week Ladies	Henny Gussenhoven	09 576 4420	Henny has joined the Committee this year
Social Committee	Alex Wong	095503604 021 2801351	Alex is a Life Member who also assists Junior Coaching
Social Committee	Frank Martin	09 576 7008 021 833 319	Frank is a Life Member who adds flavor to the social calendar
Club Coach	Eric Wall	09 271 6116 (Home) 021 049 8689	Eric is a NZTA, Level 2 Coach who has a substantial coaching background
JNR Coach (Sat Morn)	Diana D'Audney	021 529 333	Diana has many years experience coaching juniors

### Committee Assistants Seconded to the Management Committee:

Nadia Gillies (tournaments and social)

## General Information

### Notice boards

Please read these whenever you are at the club. They contain updates on a range of subjects from tennis tournaments, interclub, social events, photographs and other important information. We also request your assistance in keeping these boards tidy and up to date. Please ensure only information relevant to the Notice Board Heading is attached. Please also note the white board by the exit door is used as a “daily” message board.

### Web Site

For those that have access (around 80 percent plus) of club members, this is an important location to visit regularly as it holds a wealth of information.

- Events
  - Interclub, tournaments, social, AGM. These are projected out for a minimum of 3 months. For most events you can book online!
- News
  - That can include results from tournaments especially when Koru wins!
  - Special Offers to members
    - insurance
    - cash and prize draw scheme
- Your Contact information
  - Please ensure you know how to login with your UserName and Password so that you can update your details thus enabling us to keep in contact.
  - Please note that specific information is secure and can only be accessed by logging in with your UserName and Password - such as Annual Audited Accounts. You should familiarize yourself with the login process sooner rather than later.
- The Weather
  - Keeps a watch on Tennis playing conditions which are updated every hour? Please note that conditions in other areas of Auckland can be quite different to what is actually happening at the club – so weather can be quite localized. For confirmation often it is good to telephone the club to get an update.
- Cancellations
  - Mainly for juniors coached on Saturday mornings as a result of inclement weather. If unsure contact Steve Morris the Junior Convenor.
  - For Interclub you should contact your team captain.
- Photo Gallery
  - Check this out to gain further insights into Koru’s history and more recent happenings
- Membership Sign Up and Information

- Juniors, Seniors, Vets, Mid Week Ladies – it's all covered here
- Bank details – we encourage payment online as it reduces our voluntary admin work and ultimately help keep your fees as low as possible.
- Reports
  - Monthly Committee Meetings (login required)
  - AGM
  - Financial reports (login required).
- Coaching and online video
  - Coaching information from our resident coach and you can check out online videos to improve your game. Please note you will need to sign up for online videos (no charge for videos).
- Links
  - including Tennis Auckland (interclub information is drawn from here and keep a watch out for the Heineken open and the ASB Classic January each year)
  - Tennis New Zealand (signup for their regular email of the passing shots newsletter)
  - Maori Tennis (Maori sports Awards Director Dick Garratt and his wife Desrae are members of our club). Make yourself known to them. Desrae is a qualified umpire.
  - Many overseas links where you can find out about international tournaments, juniors etc

### **Not on email or internet?**

You can still keep up to date by reading the Notice Boards at the Club. We also provide hard copy of committee meeting minutes in the Resource Manual (see next item). Where appropriate email hardcopy of communications are attached to the Notice Board. We will also send via post invitations to the AGM (around July each year) and any other important information. Please ensure you keep us up to date with your contact details should these change.

### **Resource Manual**

This is located beside the telephone. This contains administrative information such as copies of our Constitution and By Laws. It also includes guidelines for visitors and payments required for temporary use of the courts.

### **Visitor Sign In to Club Rooms**

This is also located beside the telephone. As part of Health and Safety all visitors (inter club exempt) are to be signed in and out of the Club Rooms. Visitors must be signed in by a Club Member who is responsible for the Visitor and ensuring they are looked after until they have left the premises.

### **Visitors use of the Courts**

Should you wish to play with someone who is not a member then we do expect a contribution towards court, net and light maintenance. During the day this is at a casual rate of \$5.00 per visitor and at night (floodlights) this is \$10.00 per visitor. Please note that visitors must be in the company of a member.

Honesty is required and if there is no one at the club you can pay on the next club day. A receipt will be provided. Should visitors be attending club day/evening then a maximum of 3 (casual paid) visits is allowed after which they will be required to join the club.

## **Juniors / Parents**

We encourage parents who are not members (casual rates do not apply) to have a hit with their children who are members of the club. You are welcome to play whenever the courts are available. When playing please ensure this is limited to one parent per junior member.

## **Warm Up / Warm Down**

Please note the various stretching exercises on the walls of the club. This is an important aspect of injury prevention both prior to and post play. If you require help with any of the exercises please speak to one of the committee who should be able to direct you as appropriate.

## **First Aid**

There is a First Aid box located in the cupboard under the telephone. Please ensure you let one of the Committee know when stock has been used so that it can be replaced. Ice Packs are also contained within the freezer compartment of the kitchen fridge.

## **Cleanliness**

Often we rely on the goodwill of others to clean up after us. You can help by ensuring any used cutlery, glasses, cups or kitchen ware is washed, dried and stacked away.

## **Court & Club Etiquette**

A good standard of dress is required that includes appropriate Tennis attire. Bad Language and or behavior are not tolerated. Please do not cross or walk past courts when Players are still playing or about to play a point. Immediately the point is over you can cross without disturbing the game.

## **Court Shoes**

From a Health and Safety perspective only regulation Tennis Shoes are permitted. Bare feet can suffer abrasion and severe burns. Jandals are dangerous for obvious reasons and are banned. If you have any queries or require clarification as to suitability of attire please contact the Club Captain.

## **Club Days**

When you arrive at the club please ensure you place your name disc on the board if you wish to play. When you wish to finish playing then ensure you turn your disc over prior to proceeding out to the court for the next round. Otherwise you will be included in the draw and expected to play the next round.

## **Inter Club**

If you are in an inter club team then you are representing Koru. Please ensure your dress standard and behavior is of a high standard as it does reflect on the club. If you are hosting a team at home then make your guests feel welcome. You are expected to socialize with the visiting team after the game and

provide adequate refreshments including food (each Koru team member provides a plate on the day) as part of being a great host! Cleaning up after inter club games which includes dishes, wipe down tables, stacking chairs and tables away, picking up of rubbish and vacuum floors is expected.

## Coaching

This can be arranged separately with the Club Coach. You can also benefit from playing with other members who may offer some useful tips. There are at least 4 senior members who provide regular coaching assistance for juniors and who can be a useful resource. In addition, you may wish to check out the online coaching available on our website. The Volley Board at the back of the club rooms is an area where you can practice newly learned skills. There is also a Ball Machine (located within the club rooms) that is very useful for practicing a range of shots.

## Tennis Balls

You can purchase these from the Club Captain. To help keep our operating costs low we re-cycle tennis balls from interclub rounds. So if you are in an inter club team please ensure the tennis balls are returned to either your team captain or the Club Captain.

## Security and Lost Property

We take no responsibility for any of your valuables or possessions. Please take care of these and ensure you place the care of this with someone who is not playing or if necessary take the valuables onto the court. Please also ensure your vehicle is locked. We will take as much care as possible should we find a lost item. After 2 months any unclaimed items will either be thrown out or given away. Please take care with the club facilities, ensure electrical appliances are unplugged when not in use and that doors / windows are locked, curtains drawn and the alarm is on prior to leaving the club. Report any suspicious activity to a committee member. **Please note** if you are the last to leave the courts ensure you lock the gate, have turned any court lights off and locked the light control box.

## Court Lights Operation

Your court key also fits the lighting switch board adjacent to the single stairway entry (that faces the car park) to the club. Please ensure you leave the light switch cabinet locked at all times (including when you are playing). If you are only playing singles or only require one court then select Court 3. If two courts are required then select 1 and 2 or 4 and 5. The idea is to minimize the running cost of the lights.

## Disputes

If you have a dispute with another member or non member that you are unable to resolve then please bring the matter to the attention of the Committee as soon as possible. We will endeavor to resolve the matter amicably. If this is unable to be achieved then the matter may need to be referred to our Disciplinary Committee. Their decision will be final.

<b>Court Times Summer (Mid September to end of March approx)</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800 0900						Junior Beginners 8.30-10am	
0900 1000		Vets 9-12md	Mid Week Ladies 9-12md		Vets 9-12md	Junior Interclub 8.30-11am	
1000 1100							
1100 1200							
1200 1300						Senior Interclub 12-5pm	
1300 1400							Senior Club Day 1-5pm
1400 1500							
1500 1600			Senior Club Day 3-8pm				
1600 1700							
1700 1800							
1800 1900							
1900 2000				Junior Advanced 7-8.30pm			
2000 2100							
2100 2200							

Please note entries above include all 5 courts. All vacant spots above are available for play. We do not operate a separate reservation or court booking register. First in first served. In case of questions as to court access then tournaments and Interclub have priority over individual play. Please also note that games can finish early or later which means some courts could be available earlier or later than indicated. As a courtesy please check with the tournament controller or interclub / club captain. Please be considerate to others wishing to play.

<b>Court Times Winter (Begin April to Mid September)</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800 0900							
0900 1000		Vets 9-12md	Mid Week Ladies 9-12md		Vets 9-12md		Senior Interclub 10-2pm
1000 1100							
1100 1200							
1200 1300							
1300 1400						Senior Club Day 1-5pm	
1400 1500							
1500 1600			Senior Club Day 3-8pm				
1600 1700							
1700 1800							
1800 1900							
1900 2000							
2000 2100							
2100 2200							

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