



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

Welcome to Koru Tennis. The following information is provided as part of fast tracking your introduction to the club.

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Koru (Pakuranga) Lawn Tennis Club Inc. CNR Gossamer Dr and Blyton Lane,  
PO Box 51370, Pakuranga Tel/Fax 09 5769 763  
Web: [www.korutennis.co.nz](http://www.korutennis.co.nz) email: [admin@korutennis.co.nz](mailto:admin@korutennis.co.nz)

## Contacts

Our club is run by a highly dedicated Committee of volunteers.

If there is anything that is not covered by this Welcome and Information pack, please ask one of them.

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

| <b>Contacts</b>            |   |
|----------------------------|---|
| Phone                      | 09 576 9763   |
| Email                      | <a href="mailto:admin@korutennis.co.nz">admin@korutennis.co.nz</a>                                    |
| <b>Online Contact Form</b> |   |
| Club online contact form   | <a href="http://www.korutennis.co.nz/contact-us.html">http://www.korutennis.co.nz/contact-us.html</a> |

## 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 request your assistance in keeping these boards tidy and up to date.

Please ensure only information relevant to the Notice Board Heading is attached.

The white board by the exit door is used as a CURRENT events message board.

### Web Site

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
- Events Calendar
- The Weather
- Photo Gallery
- Membership 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
- 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 (no charge).
- 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

## **Visitor's use of the Courts**

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## **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.

## **Interclub**

If you are in an Interclub 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 vacuuming 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 some 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 a good area to 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.