



Welcome to Koru Tennis

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

Table of Contents

Koru Committee and other Contacts.....	2
General Information	3
Notice boards	3
Web Site	3
Not on email or internet?	4
Resource Manual	4
Visitor Sign In to Club Rooms	4
Visitors use of the Courts	4
Juniors / Parents	4
Warm Up / Warm Down	4
First Aid	5
Cleanliness	5
Court & Club Etiquette	5
Court Shoes	5
Club Days	5
Inter Club	5
Coaching	5
Tennis Balls	6
Security and Lost Property	7
Court Lights Operation	7
Disputes	7
Court Times Summer	7
Court Times Winter	8

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 email: 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.

Contacts	
Phone	09 576 9763
Email	admin@korutennis.co.nz
Online Contact Form	
Club online contact form	http://www.korutennis.co.nz/contact-us.html

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

The first visit on club day only is free.

Family and friends of members may use the courts provided the member is present and only 1 court is used, otherwise the casual fee applies.

The fee for casual use of the courts by non-members is:

- \$5.00 per person per session, without lights
- \$10.00 per person when using the lights

Maximum of \$20.00 per court.

If there is a queue for courts, preference is given to members.

Nobody who is already on the court (with a member, or having paid the casual fee) shall be asked to vacate the court. So, the member's preferential treatment relates to the waiting queue only.

Club-members may not grant access to anybody unless they are present i.e. the key must not be passed on to a non-member.

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.

Court Times **Summer** (Mid September to April approx)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800						Junior Beginners 8.30- 10am Junior Interclub 8.30- 11am	
0900		Vets 9-12	Mid Week Ladies 9-12		Vets 9-12		
1000							
1100							
1100							
1200						Senior Interclub 12-5pm	
1300							*Senior Club Day 1-5pm
1400							
1500							
1600							
1700							
1800			*Senior Club Day 5.30 to 7.00				
1900						Junior advanced 6 to 7.30	
1900							
2000							
2100							
2200							

*Made-up "board-games" run at 30 minute intervals from 5.30pm to 7pm but facilities are usually in use and informal games available from around 4.00 pm and again after 7 pm.

Please note entries above may require all 5 courts but vacant courts may be available for other use. 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.

Court Times **Winter** (May to August approx)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0800								
0900								
0900		Vets 9-12	Mid Week Ladies 9-12		Vets 9-12			
1000								Senior Interclub 10 am to midday
1100								
1100								
1200								
1200								
1300						Senior Club-day 1.00 -3pm		
1300								
1400								
1500								
1500								
1600								
1600								
1700								
1700								
1800								
1800			*Senior Club Day 5.30 to 7.00		Junior advanced 6 to 7.30			
1900								
1900								
2000								
2000								
2100								
2100								
2200								

*Made-up "board-games" run at 30 minute intervals from 5.30pm to 7pm but facilities are usually in use and informal games available from around 4.00 pm.

Winter differences are basically that junior activity is limited to those more advanced Juniors having 1 days coaching after school (nothing formal in weekend) and the seniors interclub runs from 10 am on a Sunday (not on Saturday as per summer) so the clubs weekend club-day gets swapped to accommodate that.

Please check our online Events Calendar for updated schedules:

<http://www.korutennis.co.nz/events-calendar.html>