



GLTC Coaching Court Booking Policy



Coaching Court Booking Policy – Gorleston Lawn Tennis Club (GLTC)

Coaches may pre-book courts for individual or group tennis coaching according to this policy.

If a Coach wishes to obtain initial or additional bookings for courts, he/she should apply in writing to the Head Coach and Secretary, specifying days, times and number of courts. The Head Coach will decide whether to approve or reject the application and notify the Coach in writing of the decision.

The Head Coach will issue invoices to all coaches, on a monthly or bi-monthly basis, detailing the fees payable by the Coaches and the dates by which those invoices must be paid to the Club. All invoices must be paid by the due date, without exception. The Head Coach will not be obliged to issue reminders.

If a Coach fails to pay the invoice by the due date, all of his/her future court bookings will be cancelled. If that Coach wishes to have bookings reinstated, he/she will need to make a written application to the Head Coach and the Secretary for their consideration.

Initially, the cost for hiring a coaching court from the Club shall be £1/court/hour. The hire rate does not include the cost of using the floodlights.

All pre-booked courts shall be chargeable, even if the Coach does not use a court because of, for example, bad weather or holiday. The rate has been set particularly low in order to compensate for missed bookings. The only exception to this is if the Club cannot make a pre-booked court available to Coach, for example if the court is out of use because of cleaning or painting. In this rare event, Coaches can amend invoices to delete the charge for those lost hours.

Coaches must account for impromptu coaching sessions that were not included in an invoice by adding the amount for those additional hours onto their next invoice and paying for them by the due date on that invoice.

Coaches conducting a tennis lesson on a court that has not been pre-booked will have no priority over Club members who are waiting to use that court and will be required to vacate the court immediately upon request by a Club member.

If a Coach decides to cancel future bookings on a permanent basis, then he/she must inform the Head Coach and Secretary in writing and the cancelled bookings will be removed from future invoices.

Email shall be regarded as an acceptable form of written communication.

Questions or queries about this policy

If you have a general query about this complaints policy, you should speak to the following person:

Name/Committee Member: Mr M Reynolds, Chairman

Address: GLTC, The Pavilion, Orde Avenue, Gorleston, Gt. Yarmouth, NR31 6SZ

Contact Number/Email: 07886 098953 / GLTC@latennis.co.uk

This policy was adopted by the GLTC Committee on 14/08/12

