

CIYMS TENNIS CLUB

Court Usage Guidelines

Approved by the Tennis Committee on 07/09/2026

1. Purpose

This document sets out proposed guidelines for the allocation and management of court usage at CIYMS Tennis Club. The objective is to create a sustainable position for the Club that remains appealing to current members and prospective members, while supporting a thriving coaching programme.

The Committee's aim is to achieve optimised utilisation of the Club's courts by balancing demand from members and from the coaching programme. Achieving this balance is the central purpose of these guidelines.

2. Basis for These Guidelines

These guidelines have been developed following analysis of booking data from AceBook over the past year. That analysis shows that demand varies from day to day. Accordingly, peak and off-peak hours are not treated as the sole or primary determinant of court usage in this proposal, but rather as one of several variables to be considered.

3. Core Assumptions and Priorities

The following priorities are proposed as the foundation for all court allocation decisions:

- Club League matches and tournaments take priority over any other bookings.
- Club play periods – both Junior and Senior – take priority over all other bookings, unless an exception is approved by the Tennis Committee.
- The Junior coaching programme is designed around after-school times and Saturday mornings, reflecting the periods of highest demand for junior coaching.
- The Senior coaching programme is designed around a combination of daytime and evening sessions.
- Any upcoming coaching schedule is to be signed off by the Tennis Committee before it is released for booking.

4. Summer Season: April – September (No Dome Erected)

- The coaching programme may utilise up to three courts, depending on demand for classes. Best practice is to use court 3 if one court is required, courts 1 & 2 for 2 courts and courts 4, 5 & 6 for 3 courts. This minimises interruption to other courts.
- The Saturday 9:00am–10:00am coaching programme may utilise all six courts.
- Any court not in active use is to be released for member bookings as soon as possible.
- At least three courts are to be kept available for scheduled tennis camps during the Easter and Summer holidays.

5. Winter Season: October – March (Dome Erected Over Courts 4, 5 and 6)

- The coaching programme may utilise up to two indoor courts on weekdays, depending on demand for classes.
- The Saturday 9:00am–12:30pm coaching programme may utilise all three indoor courts.
- Any court not in active use is to be released for member bookings as soon as possible.
- Two indoor courts will be made available for Halloween Camps, 9:00am–3:00pm.
- Private lessons (up to two persons) may take place on one indoor court until 6:00pm on weekdays. The total number of courts used for coaching at any one time is not to exceed two. No private lessons may take place after 6:00pm, Monday to Friday, in the Dome.
- If a court has not been booked during a peak period, it may be booked for a private lesson up to 24 hours before the scheduled start time, for a duration of one hour. Note: coaches are not permitted to book an indoor court in advance, then cancel 24 hrs ahead and re-book as a private lesson.
- Where coaching has been scheduled on an outdoor court and an indoor court is available at the commencement of that coaching period, the vacant indoor court may be used instead. This should be booked as normal via AceBook.
- An outdoor court may be used for coaching in addition to the Dome courts, if required.

6. Summary Table – Coaching Court Allocation

Period	Summer (Apr–Sep)	Winter (Oct–Mar)
Weekday coaching capacity	Up to 3 courts	Up to 2 indoor courts
Saturday morning coaching	All 6 courts, 9–10am	All 3 indoor courts, 9am–12:30pm
Holiday camps	≥ 3 courts (Easter/Summer)	2 indoor courts (Halloween, 9am–3pm)
Private lessons	Not separately specified	1 indoor court until 6pm weekdays; max 2 courts for coaching total; none after 6pm
Unused court release	Released to members ASAP	Released to members ASAP

7. Recommendation

On the 7th of September 2026 the Tennis Committee has reviewed and formally approved the guidelines set out above. These guidelines will provide clear, consistent rules for court allocation between member play, Club competitions, and the coaching programme across both the outdoor season and the Dome season.

The guidelines will be reviewed annually as part of the overall assessment of CIYMS Tennis performance.