

Mill Lane, Wigginton, York. Tel: 01904 763567

Dear New Member

Welcome to Wigginton Squash and Social Club.

Please find attached our new member's pack which includes general information on the club, our Code of Conduct plus information on:

- The booking system
- Function room hire
- Rules of fitness room

**Committee Members:**

Jonny Duffield	Chair	07877 747590
Martyn Webster	Treasurer	07874 208391
Jane Roberts	Membership & Function Bookings	07834 498243
Nick Clifford	Bar Chair & Function Bookings	07791 697266
Rachael Webster	Secretary & Social Media Admin	07922 087492
Angus Clapham	Match Secretary	07977 201770
Alan Hancock	Webmaster	
Amanda Brigham	Child Welfare Officer	
Ben Collard		
Andy Frost		
Alex Mason		

**Non Committee Volunteers**

Simon Langley – Court booking system

Other information, including our privacy policy, can be found at our website [www.wiggintonsquash.co.uk](http://www.wiggintonsquash.co.uk) or on our Facebook Page Wigginton Squash and Social Club. We are also on Twitter, @wiggysquashyork, please follow us.

Subscription renewal is due annual 1<sup>st</sup> July, the fees are confirmed at the AGM held in June.

**Sponsorship**

WSRC is proud to work closely with our sponsors. Please visit them and remember to say you a member of Wigginton Squash club to access member discounts. If any members are interested in sponsorship opportunities please contact any member of the committee.

**Membership Secretary:**

Jane Roberts  
7 Sunnyside  
Wigginton  
York  
YO32 2AB  
Tel: 01904 766165 / Mobile: 07834 498243 / Janem.roberts23@gmail.com

## Coaching & Mini Leagues

Wigginton Squash and Social Club holds regular coaching sessions designed to cater for all ages and abilities from beginner level to team player.

The junior group coaching sessions are conducted by the club's coaches and the Adult group coaching sessions by Nick Clifford, with Ladies coaching run by Rachael Webster. Individual coaching can also be arranged, please contact the Membership Secretary for further information.

### Junior group coaching:

Saturday and Sunday mornings Dominic Pegg, England Squash level 2 coach.

Dom.pegg@hotmail.co.uk

Beginners and intermediate level

10:00am to 11:00am (5 to 8 year old)

11:00am to 12:00 noon (9 years and older)

### Adult group coaching sessions as follows:

Tuesday – Dominic Pegg, England Squash level 2 coach. Dom.pegg@hotmail.co.uk

Beginners

08:00pm to 9:00pm

Intermediate and team

9:00pm to 10:00pm

### Ladies Coaching

Monday's 6pm, £3.00 per session

Please contact Rachael Webster, England Squash Level 2 coach. 07922 087492

All abilities

### Racketball

If you are interested in playing racketball, or want to join the racketball leagues, please contact Martyn Webster 07874 208391

### Mini Leagues

If you would like to be added to the monthly mini leagues please contact Simon Langley [s.langley@york-it-services.co.uk](mailto:s.langley@york-it-services.co.uk)

## Court booking and general rules

- Courts can be booked up to 15 days in advance by accessing the system at [www.wiggintonsquash.co.uk](http://www.wiggintonsquash.co.uk) or by using the kiosk at the club
- Your user name is the first 3 letters of your first name followed by the first 3 letters of your last name, so for example Jane Roberts user name is janrob
- The generic password is password, you can change this, but if you forget it please let the membership secretary know
- The court fee is £3.00 per 40 minutes, or £2.00 for some courts at weekends
- Courts that are no longer required can be cancelled more than 48 hours before the booking for a full refund; if cancelled within 48 hours, there will be a refund only if another member books the court.
- Guest fee of £2 required when playing non-members. Machine in the reception with stamp to be shown in the book. It is the member's responsibility to ensure that this is paid.

#### **Dress Code**

- We don't have a formal dress code except that obviously appropriate clothing should be worn. However court floors are extremely easy to damage and very expensive to replace or refurbish therefore a pair of clean, dry non-marking shoes should be brought to change into before going on court.
- It is the member's responsibility to ensure that a guests and juniors comply with this rule.
- The Committee reserves the right to refuse access to the courts for anyone not wearing appropriate / clean and dry footwear

#### **Court Meter Instructions**

- In order to turn the lights on, to play on a pre booked court, a key fob must be placed against the reader on the control unit.
- This should be done at the correct start time.
- If you wish to start early an amount of money will be deducted from your account. For example if you go on 8 minutes early then 60p will be taken from your account.
- You will be required to go back to the control unit to turn the lights on for the full session.
- If the person who booked the court uses their fob at the correct time the lights will come on and no additional money will be taken from their account.
- If the other player uses their fob £1.50 will be transferred from their account into the account of the person who booked the court.
- At the end of the session the lights will go out after 40 minutes after the scheduled start time.
- The next people on court should use the clock on the control unit to indicate when to knock people off the court.
- They can then initiate their session at or after the correct start time.
- If the session finishes and the following court has not been booked then additional minutes can be purchased by placing a fob on the reader.
- The system is currently set to allocate 8 minute slots which will cost 60p. This allows people to complete a match if required.
- If players arrive late the system will still switch the lights off at the correct time. It will not start the timing from the time when the lights were switched on. If you go on 10 minutes late you will lose 10 minutes of time on court even if the following court is not booked.

- Any requests for changes to the operation of the system should be submitted, in writing, to the committee prior to the AGM. This will allow club members to consider possible changes at that meeting

## Crediting Your Account

There are two methods available to add funds to your account.

### 1. Online - [www.wiggintonsquash.co.uk](http://www.wiggintonsquash.co.uk)

This method uses PayPal. However, you do not require a PayPal account to use it. Members should be aware that PayPal charges a fee for each transaction. The amount is 20p + 3.4% of the transaction value. The system has been set up to charge members an administration fee to cover these charges which are charged to the club. As a result your account will be credited by the amount you choose minus the transaction fee. The charges are as follows:

Top-Up Amount	PayPal Charge	Credit Added
£5.00	£0.37	£4.63
£10.00	£0.54	£9.46
£15.00	£0.71	£14.29
£20.00	£0.88	£19.12
£25.00	£1.05	£23.95
£30.00	£1.22	£28.78

### How to credit your account online

- To credit your account online go to the Wigginton Squash and Social Club website and log on to the online booking system.
- Click on the tab labelled: Credit My Club Account.
- You will be given a choice of credit amounts. Choose the amount you wish to top-up using the drop down and then click on the tab labelled Credit My Account.

You have two options:

- If you have a PayPal account you can log in and pay using that account.
- If you do not want to use a PayPal account you can choose the option to enter your credit or debit card details.

Both options require the payment of the administration fee.

### 2. Cash – Using the booking kiosk at the club

This method does not charge an administration fee. The system does not allow you to pay using notes. The following coins can be used:  
£2, £1, 50p, 20p and 10p.

## Wigginton Squash and Rackets Club - Code of Conduct

As an accredited All England Squash Club (References to Squash also include Racketball – “Squash 57”) it is imperative that all players, social members, coaches, volunteers and visitors read and abide by all appropriate codes of conduct. If any member feels in any way that others within the club are not following these codes of conduct then they should contact the chairperson, or any committee member, as soon as possible.

England Squash supports the Rules of Squash as published by the World Squash Federation and is responsible for the publication of the current Squash 57 (Racketball) rules.

All Members of Wigginton SRC are entitled to freely enjoy their membership of the Club and the following codes of conduct are there to ensure that all those associated with the club can do so in a cooperative and friendly environment.

- You are entitled to be treated with courtesy and respect at all times and conversely you must treat all other members and staff with courtesy and respect. You don't have to like every other member but you do have to treat every other member with respect.
- All Members are deemed to be equal. This is irrespective of the length of time the member has been associated with the club. It does not matter if you have been a member of the Club for 20 minutes or for 20 years. You still have exactly the same rights and responsibilities.
- Please bring a tolerant approach to your membership. Please be aware of the impact your behaviour is having on your fellow members and be prepared to moderate your behaviour if others aren't as amused as you think they should be.
- No one should act in a negative or destructive manner towards the club, its events or its members. This does not preclude fair and reasonable comment appropriately and fairly expressed
- Uphold the same values of sportsmanship off the court as well as on
- Wigginton SRC has a zero tolerance policy for all inappropriate behaviour.
- If you experience or witness any of the following behaviour at the club, on websites or on social media, please report the incident in writing, within two weeks of the incident to the committee chairperson.
- Racism, Sexism, Sexual Harassment, Abuse: Verbal or Physical, Intolerance of a person's religion, gender identity or sexual orientation
- Behaving in a way that disturbs the enjoyment of the event/discussion for other people
- Any other actions deemed to be intentionally hurtful, harmful, threatening or inappropriate. This includes the right to challenge any inappropriate behaviour and language by all others involved directly or indirectly with the club.
- Consistently promote positive aspects of the sport such as fair play and never condone violations or the use of prohibited or age-inappropriate substances.
- We aim to enforce the right for all WSRC members to enjoy their social club in an environment that is safe and without risks to health, violence and aggression.
- Avoid destructive behaviour and always leave courts and changing facilities in clean working order and as you found them.
- Never consume alcohol to excess.
- Illegal substances will not be allowed on the premises at any time and anyone found to be under the influence, or in possession, of these substances will be asked to leave and may be subject to disciplinary action.
- Take reasonable care in all circumstances of any member or guest under the age of 18 who is at an event without a parent or person with parental responsibility.

Any violation of the Code of Conduct should be reported to the committee and may result in a verbal warning, a written letter of warning, the suspension or termination of membership.

#### Disciplinary Procedure

1. The Management Committee has the right to suspend or withdraw the membership of any member whose conduct, whether on the Club premises or elsewhere, is considered by the Management Committee to be detrimental to the best interests of the Club, its reputation or in violation of the Wigginton SRC Code of Conduct.
2. The Committee shall have the power to suspend the Member from the club pending the hearing of the case against them.
3. No Member shall be suspended, or expelled, without first being summoned before the Committee and full opportunity given to advance an explanation or defence. The committee then present shall consider the appropriate course of action, this may include verbal or written warning, suspension or expulsion, depending on the severity of the matter in question. The Chairperson of the Committee who hears the case shall not have a casting vote on this occasion.
4. The committee will notify the member within 7 days, in writing the outcome of any disciplinary procedure and if any further action is to be taken.
5. A suspended Member, shall cease to have any of the privileges of Membership, which for the avoidance of doubt shall include where appropriate, the right to vote at any general meeting of the Club, nor may he be nominated for or hold a committee position whilst suspended, but they shall remain liable to pay all subscriptions, levies and other monies due.
6. There will be no option to appeal the decision but a banned member may reapply to join the club after any ban has expired. The application will be considered and voted on by the committee.

#### **Confidentiality**

All members shall be entitled to the rights of confidentiality in respect of any complaint made by them or against them and including any actions that may be taken by the club or committee.

## **Fitness Room / Warm-Up Area - Rules**

1. For use by Adult Full Paying Members aged 16 & over (Members aged 16-18 must be supervised by an adult). No one under 16 is allowed in the room.
2. Members are not permitted to use the equipment unless they have signed to confirm they have received instruction and read the rules / disclaimer
3. If there are any faults or problems with any of the equipment Members must stop using immediately and place an 'out of order' sign on the Machine. They must then sign the book provided and record the fault which will be checked by staff each morning and reported to the committee.
4. No guests are allowed in the fitness room / warm up area
5. Only sealed plastic drinking containers are permitted in the fitness room / warm up area
6. In the interests of hygiene members are requested to wipe down all equipment after use with the paper towels provided. DO NOT spray water on to the machines as this causes them to rust.
7. No crockery, glass or food are allowed in the fitness room / warm up area
8. Appropriate clothing to be worn.
9. Door to be kept closed at all times.
10. Members must not use the equipment if they exceed the following weight limits;
  - Treadmill; 170kg/26 stone
  - Bike; 110kg/17 stone
  - Rower ; 159kg/25 stone
  - Cross Trainer; 135kg/21 stone
  - Spin Bike 110kg/17 stone
11. Consideration is to be given to any Members waiting to use the equipment – time must be limited to 20 minutes per machine.
12. The Committee reserves the right to restrict and/or remove access to the Fitness Room/Warm up area.
13. The Committee reserves the right to amend or add to these rules at any time.

Enjoy your workout!

## Function Rooms and Entertainment



We have a large function room which is available for hire to members (non-members need to become social members) for birthday parties (21 upwards), children's parties christenings, weddings, funerals, fund raising evenings, quiz's, race nights and meetings, etc.

The maximum number of guests is 110 although the room is suitable for much smaller numbers. The bar would be fully staffed and has late opening hours at weekends.

Hiring costs for the room vary depending on the type of function held.

If you would like more information please contact Jane Roberts on either 07834 498243 or email: [functions@wiggintonsquash.co.uk](mailto:functions@wiggintonsquash.co.uk)

